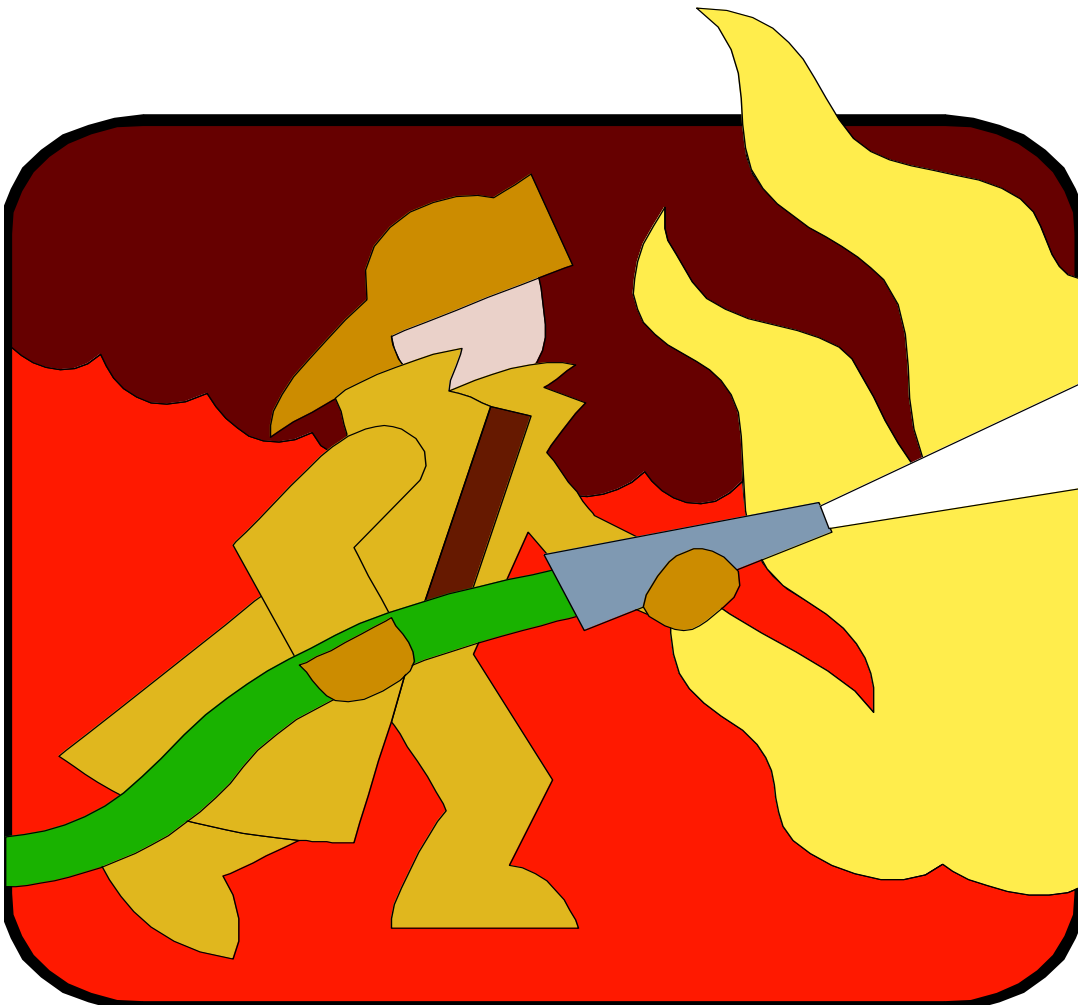


Kepier

FIRE EMERGENCY PLAN



Revised 3-9-14
Revised 23-5-15
Revised 24-8-15
Revised 1-9-15
Revised 14-10-15
Revised 27-4-16
Revised 5-9-16

PLEASE FOLLOW THE FIRE EMERGENCY PROCEDURE AS DETAILED ON NOTICES POSTED THROUGHOUT THE SCHOOL AND AS CONTAINED IN THIS DOCUMENT.

All Staff have a duty to:

- Sign in and out of the school building as they enter and leave at all times – this will take place using the swipe card system.
- Ensure that the Principal/VP/SLT know if a member of staff has left the school building during the school day.
- KNOW what to do in the event of a FIRE and to be familiar with the EMERGENCY PROCEDURE
- Ensure that the EMERGENCY PROCEDURE NOTICE IS ON DISPLAY in their classroom or office
- KNOW where the nearest FIRE ALARM POINT is located
- KNOW the location of FIRE EXITS and the FIRE ASSEMBLY POINT
- RAISE concerns with the Senior Leadership Team if they are in any DOUBT about the Emergency Procedure
- PREVENT any possible CAUSES OF FIRE
- OBSERVE the schools no smoking policy. **Smoking is prohibited anywhere in the school buildings or grounds.**

FIRE PROCEDURE

If you discover a fire, no matter how small:

1. Sound the nearest fire alarm IMMEDIATELY. Even small fires can soon get out of control.
2. The Estates Manager/Caretakers are responsible for ensuring that the FIRE BRIGADE IS CALLED immediately on hearing the sound of the fire alarm or on receiving a report of fire from a member of staff. (Principal or Vice Principal to call if the Premises Manager/Caretaker is not in school). If possible please inform the main office reception (Extension 100/124) of the location of the fire or relay details to the Principal by two-way radio.
3. Only trained fire wardens to use the fire fighting equipment provided if safe to do so. **DO NOT TAKE ANY PERSONAL RISK OR ATTEMPT TO USE FIRE FIGHTING EQUIPMENT IF YOU ARE NOT TRAINED TO DO SO. CERTAIN TYPES OF FIRE CAN BE AGGRAVATED BY USING THE WRONG EXTINGUISHER.**
4. Staff having allocated duties in the event of a fire should proceed accordingly. All other employees, pupils and visitors should evacuate the school buildings immediately.

5. Teachers should escort their classes to the assembly point and collect their registers from year managers and a roll call carried out.

EVACUATION OF THE SCHOOL BUILDINGS

- On hearing the alarm ALL employees and pupils must calmly evacuate to the **FIRE ASSEMBLY POINT ON THE HARD SURFACE NEAREST TO THE RUGBY CLUB FIELD.**
- Teachers should instruct the class which exit route to take before the class leaves the room, pupils should be instructed that they must not run or push each other.
- If possible, close all doors and windows. Switch off any equipment/machinery (by using the gas/electric isolator switches) before leaving the building. No risk must be taken to affect this.
- **DO NOT** stop to collect personal belongings under any circumstances or allow pupils to do so.
- **DO NOT** return to the building until given the all clear to do so by a senior member of staff or a member of the Fire Brigade. An announcement will be made to return to the building by tannoy, and also on the two - way radio system.

STAFF DUTIES & PROCEDURES

Principal (NJC) (RG) Should go to the Fire Control Panel in the main reception to meet and direct the emergency services, and to prevent people from entering the building.

Vice Principal (DW) Should go to the fire assembly point to co-ordinate the roll call and maintain radio contact with the principal.

Vice Principal (RG) (CDD) Should go to the Sandcroft entrance and side gate by Principals office.

Office Coordinator (FR) should go to the fire assembly point via the side gate and open the gate for access on the way to co-ordinate the roll call of support and admin staff via radio contact with the relevant supervisors.

Assistant Principals (VB) and (AW) should go to the fire assembly point. (CPL) – Science & Art Exits, (DK) – Math Exit) should patrol the outside perimeter of the building to ensure that people are directed to the fire assembly point, and that no one enters the building. Radio contact to be maintained with the principal at the Fire Control Panel.

Principal (NJC) (RG), Estates Manager (TK) & Duty Caretaker should go to the Fire Panel to locate the activated zone. If safe to do so the break glass or smoke device in the zone should be checked, so that in the event of a false alarm, the fire brigade can be notified not to attend. Radio contact should be maintained with the Principal at the Fire Panel. **N.B. the fire brigade will not automatically attend during school hours and must be informed.**

Department Leaders should check that their teaching areas are clear and should report the results to the Vice Principal (DW) at the Fire Assembly Point.

Responsibility for Roll Calls:

ALL ROLL CALLS SHOULD BE REPORTED TO THE VICE PRINCIPAL (DW) WHO IS RESPONSIBLE FOR THE FIRE ASSEMBLY POINT. The Vice Principal will inform the Principal of the results, so that details of any missing persons can be passed on to the Fire Brigade:

- Coaches call the register and report to their Year Manager who will then report the results to the Vice Principal (DW)

The following staff should radio their respective roll calls to the Office Coordinator (FR) who in turn will inform the Vice Principal (DW)

- Office Coordinator should take a roll call of the administration & IT technician staff together with details of any visitors including ITT students known to be on site (Visitor Book to be used) (J Foster as deputy)
- Alex Dawla (DL Technology) (AD) should take a roll call of all technicians
- Katherine King should take a roll call of all learning support staff.
- A4A should take a roll call for all staff and learners (C Wallace), (G. Taylor as deputy)
- Supply Cover teachers should report to the C. Stobbart (CS) (J. Forster as deputy)
- Chef Manager should take a roll call of all kitchen staff (Chef de Partie as deputy)
- Care taker should take a roll call of all cleaning staff (second caretaker as deputy)
- Principal should take roll call of SLT

RETURNING TO THE BUILDING

- In the event of a FALSE ALARM or at the end of a FIRE DRILL only the Principal or a member of the Senior Leadership Team can give the order to re-enter the building. IN ANY EVENT THIS SHOULD NOT TAKE PLACE UNTIL AFTER THE ALARM HAS BEEN SILENCED AND RESET.
- In the event of a FIRE or where the FIRE BRIGADE has ATTENDED, the instruction to re-enter the building will be given by the Fire Brigade. **N.B. in this instance the fire panel should not be reset until the fire brigade are satisfied and have inspected the location where the device operated.**
- Dismissal of pupils will be staggered to ensure that reasonable control is maintained, and an orderly re-entry is achieved

FIRE PREVENTION

It is your duty as an employee to keep yourself and your fellow workers safe at all times:

- Keep the workplace tidy and free from a build up of rubbish
- Store chemicals and other flammable items in the recommended way
- Report all faults or possible fire hazards
- Work safely and obey your workplace fire regulations
- Keep fire doors closed and exits clear
- Don't misuse fire fighting equipment

FIRE FIGHTING EQUIPMENT

1. DO NOT use Fire Fighting equipment unless you are trained to do so.
2. NEVER tackle a fire larger than a small waste paper basket. Leave the fire for the professionals to deal with.
3. If using Fire Fighting equipment make sure that you use the correct kind of fire extinguisher:
 - WATER EXTINGUISHER/FIRE HOSE FOR ORDINARY COMBUSTIBLES - Use on fires burning in wood, cloth, paper rubbish, rags, shavings and packaging material. **NEVER** use on electrical equipment.
 - CO2 or DRY POWDER FOR ELECTRICAL EQUIPMENT - Use on fires occurring in motors, wiring or appliances with live electrical current e.g. computers. Where possible and safe to do so disconnect the electrical supply.
 - FOAM OR DRY POWDER FOR FLAMMABLE LIQUIDS AND GASES - Use on fires fuelled by petrol, oil, grease, paint, propane and ether.

LOCATION OF RADIATION SOURCES

Alpha, beta and gamma radiation sources are used in the science department. There is controlled access to radiation sources. The radiation sources are stored in accordance with guidance in an appropriate storage unit. These sources are located in the Science Prep room at the back of S1- the room designation is Room 131.

FIRE DRILL

A Fire Drill will be held at each term to ensure that all staff and pupils are familiar with the Fire Evacuation Procedure. Advance notice will be given in morning briefing the day before the Fire Drill, and again on the morning of the day of the Fire Drill.

SPORTSHALL EVACUATION IN THE EVENT OF A FIRE ALARM

To be applied when the Sports Hall is being used for whole school assembly events:

BRIEFING PRIOR TO EVENT

- Appoint a Senior Co-ordinator and Fire Marshall

- The Senior Co-ordinator to explain the purpose of the evacuation procedure and how it is intended to operate.
- Identify the Fire Marshall to the staff and pupils.
- Inform pupils and staff of the importance of remaining calm and seated if the fire alarm operates. The Senior Co-ordinator will direct the evacuation.
- Reference to be made to the Floor Plan Evacuation Document. (see Page 7)

THE ALARM SOUNDS

- a) The Senior Co-ordinator will address those assembled and ask them to remain calm and seated until directed to the fire exits.
- b) The Fire Marshalls will open the fire exit doors.
- c) The Fire Marshalls to the rear of the hall will ensure that there is no fire in the vicinity of the main sports hall foyer and radio or signal to the Senior Co-ordinator that it is safe.
- d) The Senior Co-ordinator will direct years 7 – 8 and 11 to their respective fire exits and to exit in a controlled manner. The Fire Marshalls will control the flow momentum.
- e) Once years 7 - 8 – 11 are safely out of the building the Senior Co-ordinator will direct years 9 and 10 to their respective fire exits.
- f) Pupils and staff should proceed to the designated hard standing assembly point for roll calls in line with the schools normal Fire Emergency Plan.

BELIEVE EVACUATION IN THE EVENT OF A FIRE ALARM

To be applied when the BELIEVE provision is being used:

BRIEFING PRIOR TO EVENT

- Appoint a Senior Co-ordinator (SR) and Fire Marshall (SWC)
- The Senior Co-ordinator to explain the purpose of the evacuation procedure and how it is intended to operate.
- Identify the Fire Marshall to the staff and pupils.
- Inform pupils and staff of the importance of remaining calm and seated if the fire alarm operates. The Senior Co-ordinator will direct the evacuation.

THE ALARM SOUNDS

- g) The Senior Co-ordinator (SR) will address those assembled and ask them to remain calm and seated until directed to the fire exits.
- h) The Fire Marshall will open the fire exit door.
- i) The Fire Marshall will ensure that there is no fire in the vicinity of back/front of the Believe Provision and signal to the Senior Co-ordinator that it is safe.
- j) The Senior Co-ordinator will direct the learners to their respective fire exits and to exit in a controlled manner. The Fire Marshall will control the flow momentum.
- k) Pupils and staff should proceed to the designated hard standing assembly point for roll calls in line with the schools normal Fire Emergency Plan. Believe learners have an allocated space in the hard standing area.

GENERAL SCHOOL CONTINGENCY

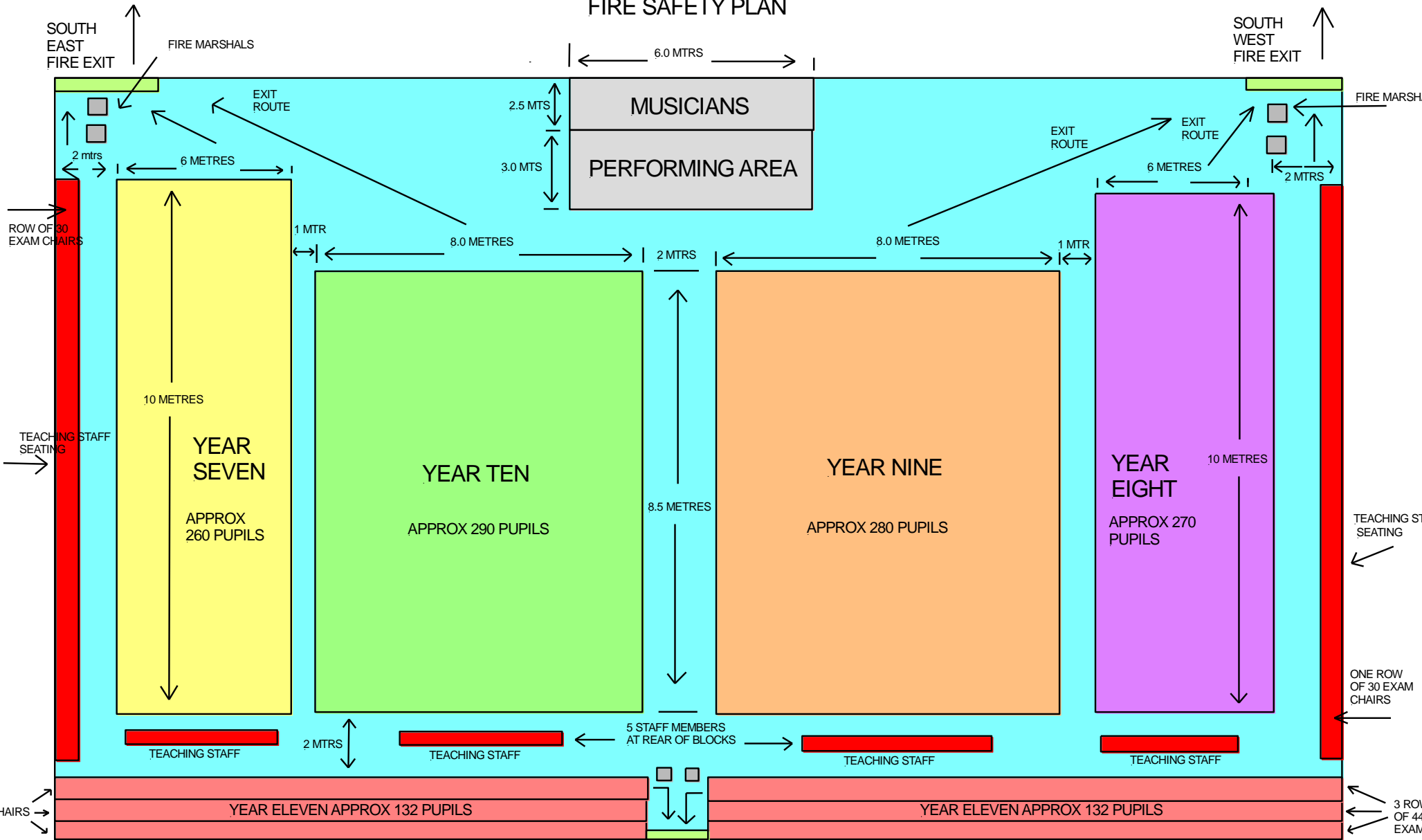
Although the majority of the schools staff and pupils will be in the sports hall, any remaining administration and support staff should carry out their duties and responsibilities in line with the Schools Fire Emergency Plan.

NB Persons normally associated with the Fire Emergency Plan should not be designated as Fire Marshalls or as Senior Co-ordinator.

NAMED FIRE WARDENS

R. Giles
C. Langley
T. King
B. Dixon
G. Davison
P. Johnston
D. Brennan
E. Hutchinson
S.Carr
G.Taylor

FIRE SAFETY PLAN



- TEACHING STAFF
- YEAR SEVEN
- YEAR ELEVEN
- YEAR TEN
- YEAR EIGHT
- YEAR NINE
- FIRE MARSHALS

MAIN FOYER FIRE EXIT

MR VAN-LINDON					MR BISSET					MR LYNN																			
SMC	AJD	SPF	SH	DR1	ACA	AAA	VC	CM	MF	CLA	LED	LMD	KSF	NSH	LWF	NA	EAB	LAC	KD	GF	DAA	LB	SAC	SLD	JNH				
MR ANDERSON					MR DEVLIN MRS TURNER					MR FARLEY MISS NEWBY					MRS WEBB MISS SOOD					MR OSMOND									
YEAR 11 MS BROWN					YEAR 10 MRS ADAMSON					YEAR 9 MRS RICHARDSON					YEAR 8 MR COXON					YEAR 7 MRS PARKER									
DR	SS	PHT	AT	LKM	LG	JUH	ALH	PJP	JAS	JTH	SK	CEM	TM	SW	STW	AH	HU	LL	SNN	CK	LEM	CM	LNM	MLR					
MISS WHITE MISS REDFORD					MRS DAWLA MRS MUSTARD					MRS S GARDINER MS MCGRATH					MR BURTON MRS BILTON					MS MOIR MS HASWELL									
A4A INCLUSION MS WALLACE MR TAYLOR					MR WARKMAN					BELIEVE INCLUSION SR/SWC/TW/KB					MRS WALKER (SLT)					MISS V BOOTH					JAE GROUP MISS CHAMBER				
FA STAFF/C. WATSON																				STAFF & VISITORS									