

Fire Safety Procedures, Arrangements and Responsibilities

Issue Date: September 2014
Agreed by Governors - Ratified December 2015
Reviewed: December 2016
Reviewed: September 2018
Reviewed: September 2021
Next Review Date: September 2024

Fire safety procedures, Arrangements and Responsibility

Responsibility	1st Contact	2nd Contact
Fire Safety Officer	Charles Lowndes	
Fire Marshals	Emma Castle	Andrea Hughes Danielle Norris Julia Edge
Student Registers	Sarah Lewis	Sally Dunne
Staff & Visitor Registers	Sally Dunne	Sarah Burton

Raising the Alarm:

The school has a two-stage emergency evacuation procedure. The school is fitted with fire smoke detectors and fire alarm points. On activation of any of these devices (either by the detection of smoke, heat or by someone manually operating them) the Fire Safety Officer (FSO) – Charles Lowndes, will be immediately alerted, they will then verify if the alarm indicates an emergency or if the system has been falsely activated. In the case of an emergency the designated person will activate the alarms. Activation of the second stage alarm will also alert the fire service.

Action on hearing the alarm:

In the event of a fire alarm occupants should:

- Leave the building by the nearest available fire exit.
- Staff are responsible for the safe evacuation of pupils.
- Follow the instructions of the Fire Marshalls or Fire Safety Officer
- Visitors are responsible for their own evacuation but should exercise “reasonable duty” of colleagues and assist the evacuation of pupils as directed by staff.
- While exiting the building people should close any doors behind them.
- Whilst evacuating through outside gates, these should be left OPEN.
- No effort should be made to collect personal belongings.
- Go to the nearest “Assembly Point”, which is in the car park at the front of the building and await further instructions
- Do NOT re-enter building until given the all clear by a representative of any of the following:

Fire Brigade,
Rescue Team,
FSO – Charles Lowndes

Disabled and Mobility – Impaired Persons:

Wherever possible, disabled persons should evacuate the building in exactly the same way as every other person. However, this will not be possible in all cases. The needs of disabled and mobility – impaired persons are likely to vary on a case by case basis. Because of this, there are procedures for ensuring that the needs of disabled and mobility – impaired persons are considered on an individual basis.

These individual arrangements are called Personal Emergency Escape Plans or PEEP.

It is the responsibility of the school to make sure that any pupils, staff, or visitors under their control who may require assistance or special arrangements to evacuate a building in an emergency have received a PEEP and that any findings of that PEEP are implemented. People requiring a PEEP may include

people with certain disabilities, heavily pregnant women, the elderly or the very young.

PEEPS should only be carried out by staff who have been specifically trained.

Action on discovering a fire:

In the event of discovering a fire, occupants should:

- Operate the nearest manual call point
- Attempt to tackle the fire provided only if it is safe to do so and you have received training in the safe use of fire extinguishers – Fire Marshalls
- Persons who have not received such training are NOT to use extinguishers, unless they are required as means to escape.
- Exit the building (even if you have successfully managed to extinguish the fire) closing doors behind you and make for the assembly point.
- On arrival at the assembly point you should liaise with the most senior member of the team to report the details of the incident (location and nature of the fire).
- Remain at assembly point in case further information is required by the Fire Brigade.

False alarms:

If you believe this is a false alarm you should:

- **Inform the Fire Safety Officer – Charles Lowndes**

On activation of the Primary Alarm the FSO will immediately proceed to the alarm panel and verify the location and nature of the alarm. If the alarm is verified as an emergency s/he will activate the secondary alarm and ensure that the evacuation process commences and the fire brigade are alerted.

In addition, the FSO will:

- Ensure the Principal is aware of the incident
- Oversee all records of attendance to ensure building is properly vacated.
- Record all management actions including where possible, the cause of the alarm actuation and times that the fire brigade arrived on and left site.
- Where necessary dispatch one of their team to a designated area to meet the fire brigade and take them to the building in question;
- Liaise with any persons who may have information on the cause of the alarm;
- Advise occupants when it is safe to return into the building

Fire Marshal Duties:

Fire Marshals are appointed by the School. There should be sufficient numbers of the Marshals to cover all areas occupied within the building. On hearing the verified alarm, Fire Marshals should:

Encourage others to evacuate the building. NB – if people refuse to evacuate Fire Marshals should not enter into arguments. Instead, they should make a note of the numbers of people refusing to evacuate their location.

- Check all areas within their remit to ensure that people have evacuated. Fire Marshals should not put themselves at personal risk when fulfilling their duties. If they can see fire or smoke or the strong smell of smoke then Marshals should evacuate the building by the nearest exit. Rooms which are issuing smoke should not be entered under any circumstances.
- Once all areas have been checked, Marshals should evacuate the building by the nearest exit and report to the assembly point.
- Once at the assembly point, Fire Marshals should report relevant details to the most senior manager regarding completeness of evacuations and any information regarding the cause of the alarm.
- In the absence of the FSO the most senior fire marshal should coordinate calls to emergency services and central managers to ensure that they are aware of the fire alarm.

Out of Hours Emergency Response:

Outside of school hours, the alarm system will be switched to the sound on the initial activation of any alarm point or smoke detector. At these times, the following should be noted:

If the event of a fire alarm out of hours' occupants should:

- Leave the building by the nearest available fire exit.
- Whilst exiting the building people should close any doors behind them.
- No effort should be made to collect personal belongings.
- Report to the building's assembly point – Car Park at the front of the building
- If, when evacuating you become aware that people are unable to evacuate or are failing to evacuate, you should make a note of their locations and report this to emergency services or emergency coordinator;

Actions on discovering a fire out of school hours:

In the event of discovering a fire, occupants should:

- Operate the nearest manual call report
- Attempt to tackle the fire only if it is safe to do so and they have received training in the use of fire extinguishers.

- Persons who have not received such training are NOT to use extinguishers unless they are required as means to escape.
- Exit the building (even if you have successfully managed to extinguish the fire) closing doors behind you and report to the Assembly Point;

On arrival at the Assembly Point you should liaise with Fire Safety Officer

Disabled and Mobility – Impaired Persons:

Out of hours, disabled and mobility-impaired persons should only access areas of buildings from which they can evacuate, outside of the building, unaided.

The ability to evacuate will depend upon the personal circumstances of the individual being assessed. Areas which require access out of hours should be included in the PEEP (see above) carried out by service provider. The use of lifts is not permitted unless specifically identified in the PEEP.