

Appendix T

FIRE DISCOVERED

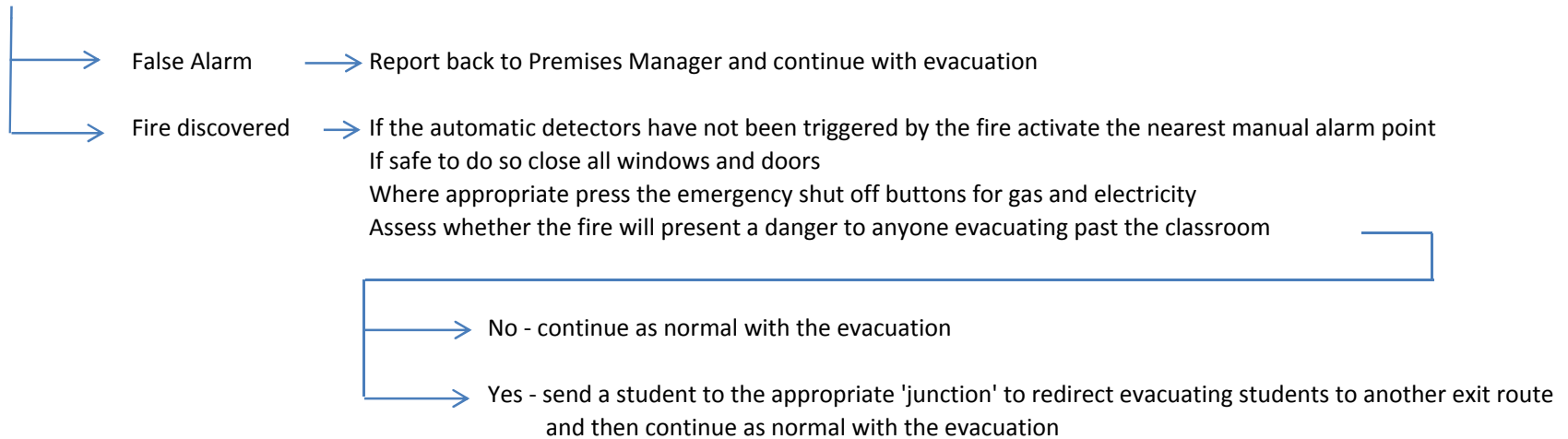
THIS SECTION REFERS TO THE DISCOVERY OF A FIRE BY A TEACHER OR MEMBER OF THE SUPPORT STAFF WITHIN NORMAL COLLEGE HOURS

1 A member of staff discovers a fire or an alarm is triggered in his/her classroom/office or store



IMMEDIATE ACTION

2 Teacher in affected classroom or member of support staff in office or store

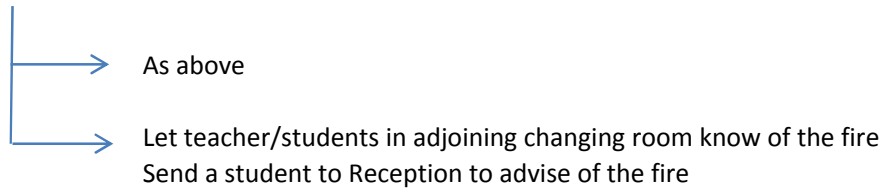


Ensure the safety of any student with a PEEP

Make a note of any students temporarily away from the classroom when the fire is discovered, for example, they have gone to the toilet

Evacuate classroom/office/store and go to the Evacuation Assembly Point and report to Assembly Point Marshal
Gipsy Lane - Teacher opens gates to Large Astro Pitch with swipe card if not already open

3 Teacher in temporary PE changing rooms on Gipsy Lane site



4 Receptionist
Tell student to remain in Reception
Inform Director of Finance and Resources or Premises Manager of the fire
Inform the Manager of the Tennis Centre of the fire

FIRE ALARM SOUNDS

THIS SECTION COVERS THE PERIOD IMMEDIATELY AFTER THE FIRE ALARM HAS BEEN ACTIVATED

It is assumed that the Director of Finance and Resources is available to take up the Emergency Manager role. If she is not available the Premises Manager will take up this role alongside his other responsibilities. In the unlikely event that neither the Director of Finance and Resources or the Premises Manager is available the Principal will take up the Emergency Manager role.

5 Fire Alarm Sounds

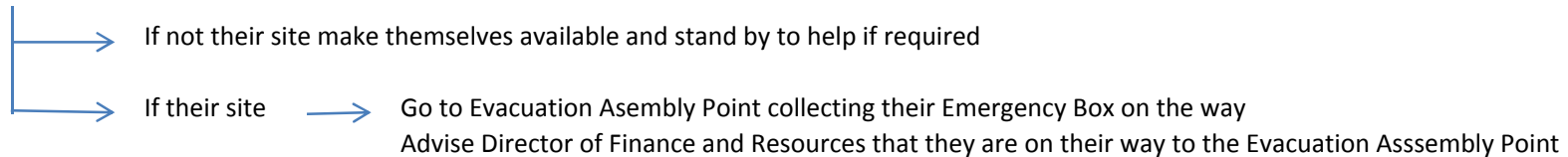


INITIAL RESPONSE

6 Director of Finance and Resources checks pager to identify the device that has been activated and goes to main panel in The Grange and makes contact with the Premises Manager

Premises Manager checks pager to identify the device that has been activated and goes to main panel in The Grange and make contact with the Director of Finance and Resources

Assembly Point Marshals (generally Deputy Principals) check pager to identify the device that has been activated



7 If alarm is on Gipsy Lane site - Director of Finance and Resources/Premises Manager determine who is best to open Large Astro Pitch gates:

Member of Caretaking staff or member of Finance staff

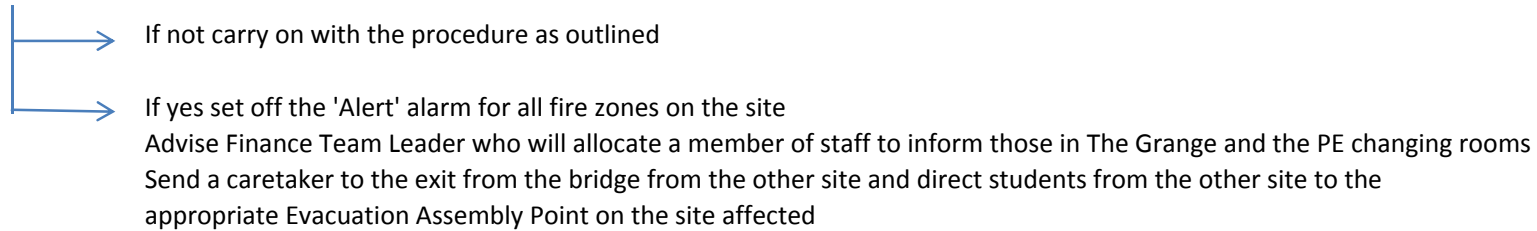
8 Director of Finance and Resources advises Finance Team of Fire Alarm activation

9 If alarm is on Gipsy Lane site - Member of Caretaking staff or member of Finance staff go to Large Astro Pitch and open gates

10 Finance Team prepare to provide admin support to the Director of Finance and Resources and the Premises Manager

Note: During this period contact will be made with the college by the Alarm monitoring company

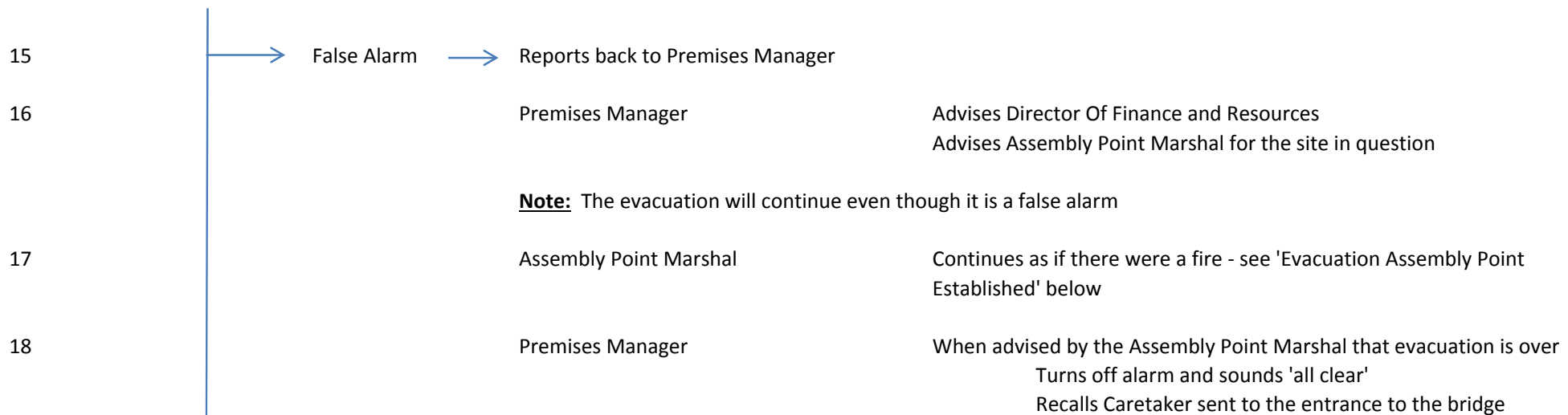
11 Premises Manager checks to see if the class change bell is due to go off within the next 10 minutes




12 Fire Marshal(s) for building/fire zone affected put on yellow jackets and help direct staff and students to the appropriate Evacuation Assembly Point and prevent students or staff from entering the building - Assist caretaker 'sweep' building , if requested to do so.

13 Premises Manager sends Caretaker to see if it is a false alarm or a fire

14 Nominated Caretaker goes to affected block



19  Fire discovered → Reports back to Premises Manager and IF SAFE TO DO SO undertakes 'sweep' of building to ensure no stragglers or injured staff or students are left behind - Assisted by Fire Marshal if available and requested to do so. Advises Premises Manager of any problems encountered or whether the area is all clear

Note: The Caretaker must report back to the Premises Manager every 5 minutes to confirm that he and the Fire Marshal are OK

20 Premises Manager → Advises Director of Finance and Resources it is a fire
If the fire is in Blocks 7 or 8 convert the 'Alert' Sounder for Block 6 into an 'Evacuation' Sounder
Advises the Director of Finance and Resources of any problems reported by the caretaker sweeping the building
Advises Assembly Point Marshal for the site in question it is a fire
Informs the IT Manager of the location of the fire alarm activation

21 Director of Finance and Resources → Assumes Emergency Manager role
Contacts Devon and Somerset Fire Service

 Provides location of fire and entrance to be used
Informs Principal and his Secretary
Picks up her Emergency Box

22 Premises Manager → Sends a Caretaker to the appropriate entrance to await the Fire Service
Monitors Caretaker sent to check on fire and undertake 'sweep' to make sure he is OK (every 5 minutes)

23 Nominated Caretaker → Goes to appropriate entrance and waits for Fire Service
Directs Fire Service to the Block where the fire is
Reports back to Premises Manager to provide further assistance

24 Principal's Secretary → Informs Tennis Centre of Fire and possible request for temporary shelter

25	IT Manager	→	<p>Checks whether any of her staff are in the Block/Fire Zone where the fire has been detected</p> <p>Goes to Evacuation Assembly Point and registers any of her staff who were in the fire zone at the time of the alarm or informs the Assembly Point Marshal that none of her staff were in the fire zone</p>
26	Cleaning Supervisor	→	<p>Checks whether any of his staff are in the Block/Fire Zone where the fire has been detected</p> <p>Goes to Evacuation Assembly Point and registers any of his staff who were in the fire zone at the time of the alarm or informs the Assembly Point Marshal that none of her staff were in the fire zone</p>
27	Teachers in other classrooms where evacuation sounder has been activated	→	<p>If safe to do so close all windows and doors</p> <p>Where appropriate press the emergency shut off buttons for gas and electricity</p> <p>Make a note of any students temporarily away from the classroom when the evacuation sounder is activated, for example, they have gone to the toilet</p> <p>Evacuate classroom and go to Evacuation Assembly Point (to the appropriate letter) and report to the Assembly Point Marshal</p>
28	Teachers not responsible for a class when the Evacuation sounder has been activated	→	<p>Go to the Evacuation Assembly Point and report to the Assembly Point Marshal</p>
29	Assembly Point Marshal	→	<p>Passes any relevant information on to the Director of Finance and Resources</p>
30	Teachers in classrooms where the 'Alert' sounder has been activated	→	<p>Remain within the room and close all windows and doors until either the evacuation sounder is activated or the 'All Clear' is given</p> <p>Prepare to evacuate the building if the Evacuation Alarm is sounded</p>

EVACUATION ASSEMBLY POINT ESTABLISHED

- 31 Deputy Principal's Secretary Takes information regarding occupation of classrooms and yellow registration slips to the Assembly Point Manager at the Emergency Assembly Point
- 32 Assembly Point Marshal Provides yellow Registration Slips to teachers upon their reporting to him/her
- 33 Teachers Undertake registration of students (and visitors if appropriate)
- ```
graph LR; A[Teachers Undertake registration of students (and visitors if appropriate)] --> B[All accounted for]; A --> C[Student(s) missing]; B --> D[Return yellow slip to Assembly Point Marshal]; C --> E[Return yellow slip to Assembly Point Marshal and advise of missing student(s)];
```

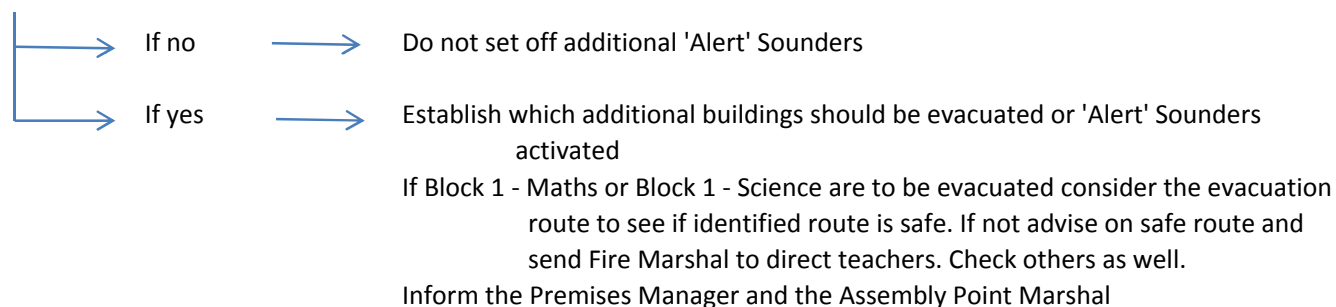
Maintain the discipline of students in their care
- 34 Receptionist Take Megaphone to the Assembly Point Marshal  
Take details of visitors on site to Assembly Point Marshal at Evacuation Assembly Point  
Register visitors at the Evacuation Assembly Point  
Advise the Assembly Point Marshal of any visitors not accounted for and the room/person they were visiting
- 35 Senior Caretaker Take details of contractors on site to Assembly Point Marshal at Evacuation Assembly Point  
Register contractors at the Evacuation Assembly Point  
Advise the Assembly Point Marshal of any contractors not accounted for and where they were working  
Stand by to provide support to the Premises Manager
- 36 Assembly Point Marshal Collate yellow registration slips from teachers  
Advise Emergency Manager of students, visitors or contractors not accounted for  
Advise Emergency Manager of any rooms not checked where they may be staff, students, visitors or contractors  
Informs the Emergency Manager of any issues identified during the evacuation and registration process  
If the weather is bad assess the situation and see if evacuated students can be accommodated indoors

## DEVON AND SOMERSET FIRE SERVICE ARRIVE

- 37      Emergency Manager      Greets Senior Fire Officer  
Provides a site plan \*  
Provides a block plan of the building/fire zone affected by the fire \*  
Provides information regarding dangerous items within the fire zone affected (if any) \*  
Provides details of any student with a PEEP who is in the fire zone affected (if any)  
Provides details of students, visitors or contractors not accounted for  
Provides details of any rooms not checked where they may be staff, students, visitors or contractors

**Note:** The Devon and Somerset Fire Service should have a copy of these at the Fire station

Liaise with Senior Fire Officer to determine whether nearby buildings should be evacuated



- 38      Premises Manager      Activate the Evacuation and/or 'Alert' sounders as appropriate

**Note:** If the temporary PE changing rooms on the Gipsy Lane site are affected it will be necessary for the Premises Manager to inform them. Similarly, if The Grange is affected he should send someone around the offices/classrooms to inform them



- 39      Assembly Point Marshal      Prepare for the influx of more students to the Evacuation Assembly Point  
Continue to inform the Emergency Manager of any issues identified during the evacuation and registration process

- 40      Emergency Manager      Liaise with Senior Fire Officer to determine which classrooms will be out of commission following the fire  
When information is available inform the Principal how many classrooms, labs, halls etc. will not be available for the short and long term.



- |    |                       |                                                                                                                                                                                                                                                                 |
|----|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 41 | Principal             | Identify alternative accommodation to replace classrooms that cannot be used immediately after the fire<br>Inform Assembly Point Marshal of the available temporary classrooms<br>If students cannot be accommodated make arrangements for them to be sent home |
| 42 | Principal's Secretary | Arrange for information regarding student's emergency contact numbers to be made available<br>Contact School Transport Service and arrange transport for students                                                                                               |

**Note:** If the college IT system is down as a result of the fire the information is available via 'cloud'. The IT manager has a 'dongle' which will allow any laptop to access the 'cloud'

- |    |                        |                                                                                                                                                                                                                                                                            |
|----|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 43 | Emergency Manager      | Liaise with Senior Fire Officer to determine when the site can be declared 'safe' and students returned to their classrooms<br>When information is available inform Premises Manager and Assembly Point Marshal                                                            |
| 44 | Premises Manager       |  Sound the 'all clear'                                                                                                                                                                   |
| 45 | Assembly Point Marshal |  Send students and teachers back to their classrooms or temporary alternative rooms<br>If students are to be sent home, find temporary accommodation on site until they can be sent home |

**Note:**

- a) The Emergency Manager should keep the Principal informed whenever there is a significant development during the emergency
- b) Where there is a significant impact upon the college's ability to operate normally refer to the Business Continuity Plan

## EVACUATION OF AN ENTIRE SITE

### THIS SECTION COVERS THE REQUIREMENT TO EVACUATE AN ENTIRE SITE

**In the rare event of the whole site being evacuated the Evacuation Assembly Point on the other site will be activated.**

|    |                                        |                                                                                                                                                            |
|----|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 46 | Emergency Manager                      | Informs the Premises Manager<br>Informs the Assembly Point Marshal for the other site                                                                      |
| 47 | Premises Manager                       | Activates the Alert sounders on the other site<br>Sends caretaker to the exit from the other site to stop staff and students from moving between sites     |
| 48 | Assembly Point Marshal<br>(other site) | Establishes the Evacuation Assembly Point on the other site                                                                                                |
| 49 | Assembly Point Marshal                 | Organises the move to the Evacuation Assembly Point on the other site                                                                                      |
| 50 | Teachers                               | Lead the students to the Evacuation Assembly Point on the other site<br>Check the register to make sure students have not gone missing during the transfer |

**Then continue as per normal evacuation process**