

# Exmouth Community College



## Fire Safety & Evacuation Manual

This document is designed to inform staff and Governors about both our policy and procedures for ensuring that staff, students and visitors who come to the College are kept safe from the threat of fire and are aware of the evacuation process relating to any emergency situation that may arise.

<b>Policy Details</b>	<b>Date</b>
Policy Written	Paul Cousins
Governors Committee	Premises Committee
Policy ratified by governors	03.06.14
Review Cycle	Annually
Policy Review date	August 2016

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## **1. Introduction**

The College Principal is the designated 'Responsible Person' under legislation and is responsible for ensuring the safety of everyone who uses the premises and those in the immediate vicinity who may be at risk if there is a fire.

A Fire Safety audit is undertaken annually by the Premises Manager which includes a review of the fire safety provision, evacuation plans and an audit of potential fire hazards. An action plan is produced by the Premises Manager to ensure that any issues identified within the audit are addressed. The Premises Manager is responsible for ensuring that the issues are addressed.

This document not only covers the response to a fire situation but also covers the evacuation processes relating to emergency situations, such as a large explosion or a bomb threat, requiring a partial or large scale evacuation of one or both sites.

The Premises Manager is responsible for identifying any changes to the site or buildings (external or internal) that require an amendment to any aspect of the Fire Safety procedures and/or information provided.

Senior Leadership Team members are responsible for informing the Premises Manager of any changes to their management structure or staffing that will affect the Fire Safety and Evacuation Manual.

Developing an Emergency Evacuation process for the College that covers all eventualities is impossible due to the number of variables there are. As a result this document provides guidance relating to the majority of possible scenarios that could be faced but not all of them. The document is not intended to replace common sense in those managing or responding to the evacuation at all levels.

## **2. Initial Response**

The initial response is best divided into two phases. The first relating to the immediate response to a fire alarm activation and the subsequent evacuation of the affected block or fire zone and secondly once it has been established that there is a fire.

The success of the initial response will, in part, depend upon good communication between key staff. All the caretaking staff have access to radios which they keep on at all times. The members of the Senior Leadership Team all have mobile telephones to assist in communication, which again are kept on at all times during the college day.

During the initial stages of any emergency situation it is essential there is clarity regarding who will co-ordinate activity and make decisions. The majority of the Senior Leadership Team have teaching responsibilities as a result of which they will not always be available to assist in the management of the emergency situation in the early stages.

The Director of Finance and Resources will assume the Emergency Manager role during the second phase of the initial response to any emergency situation, supported by the Premises Manager. Clerical support for these two officers will initially be provided by the Finance Team based in the Grange when not out on site liaising with the Fire Officer. During the initial response phase the Director of Finance and Resources will be based in the Grange. Should the Grange be affected by the fire/emergency the Director of Finance and Resources and her support team will re-locate to the Principal's office within the Judith Telfer Centre.

The Premises Manager will act as deputy Emergency Manager should the Director of Finance and Resources not be on site when the emergency arises. Should neither officer be available the Principal will take on the role of Emergency Manager within the initial response phase. A copy of the emergency box will be held by the Principal's secretary.

The Principal's secretary will keep a diary indicating when the Director of Finance and Resources and the Premises Manager are not on site. This will require the Director of Finance and Resources and the Premises Manager to provide information regarding their availability on site on a regular basis (achieved via the blue form process).

The key responsibilities of the Emergency Manager during this initial phase are:

- Co-ordinating activity until such time as the emergency is over or the Emergency Management Team has been established
- Ensuring all staff, students and visitors are evacuated from the affected block(s) or site(s)
- Ensuring all staff, students and visitors using the rooms within the block(s) affected are clear of the danger area
- Greeting the Senior Fire Officer and advising him of any dangerous substances held in the area of the fire (see appendix Q, R & S) and providing a site plan and block plan for the block in question. (Details are available within the emergency box). At this point the Director of Finance and Resources should ensure that the Senior Fire Officer is given her mobile telephone number to assist in communication
- Liaison with the Senior Fire Officer from the Devon and Somerset Fire Service regarding the evacuation of additional blocks should that be required
- Keeping the Emergency Management Team (see paragraph 3 below) updated regarding the extent of the emergency

The Director of Finance and Resources is also supported by the Premises Team and a number of Fire Marshals and Assembly Point Marshals. See below for details of the Fire Marshal and Assembly Point Manager roles and responsibilities.

The initial response period will be from the time the fire is first discovered until either a 'false alarm' is declared or the Devon and Somerset Fire Service declare the site safe or, in the case of a major fire involving the loss of a large number of classrooms, when the Principal determines that the Emergency Management Team should be activated.

### **3. Emergency Management Team**

The need for the Emergency Management Team to be activated will depend upon the extent of the emergency and its impact upon the day to day operation of the College.

In the event of a false alarm students affected will be sent back to their classrooms and day to day activity will continue immediately. Where there is a fire the Director of Finance and Resources will advise the Principal of the actual and potential areas affected. The Principal will subsequently undertake an assessment of the loss of teaching facilities and the impact upon day to day activity. Where it is believed that the impact will be significant the Principal will activate the Emergency Management Team.

It is essential that the Principal remains in his office at all times to ensure immediate access to staff for critical decisions to be made if appropriate. If the Telfer building is evacuated the Principal should go to the Finance Section within The Grange.

The rest of this section covers the requirements if the Emergency Management Team is activated.

The Emergency Management Team's responsibility is to manage the College's longer term response to the emergency situation. This includes:

- Allocating short term alternative accommodation to replace the lost teaching areas and managing the displaced students from the block(s) evacuated
- Co-ordinating the removal of students from the site and their safe return to parents/guardians if deemed necessary by the Senior Fire Officer or the Principal due to the extent of the damage caused by the fire.
- In consultation with the appropriate emergency services to determine when to re-open the school or individual sites or blocks following the emergency.
- To manage the longer term allocation of buildings in the case of the partial closure of the site. Further information can be found within the Business Continuity Plan, a copy of which is in the emergency box.

The Emergency Management Team comprises of:

- The Senior Leadership Team. Those who are teaching or are actively involved in the evacuation process will attend as soon as their initial responsibilities for the students in their care have been discharged  
They will arrange for another teacher or Fire Marshal to take over responsibility for the children they were teaching
- Premises Manager
- H R Manager

Clerical/admin support to the Team will be provided by the Principal's secretary.

The Principal's office will be the Emergency Response Control Centre and base for the team. If the Judith Telfer Centre is directly affected by the emergency the Emergency Response Control Centre base will be the Finance office in the Grange.

#### **4. Fire Marshals**

Fire Marshals are drawn from non teaching staff and are generally based within the block or fire zone they support. However, in some blocks or fire zones there are no non teaching staff based within them or their availability cannot be guaranteed. The College policy does not allow for staff or students to enter a block or fire zone where the evacuation alert has been sounded other than specifically designated staff (caretaker sent to investigate the location where the alarm has been triggered). As a result of the above the block or fire zone may not have a designated Fire Marshal available at the time of the fire.

Where they are in place within the Block/Fire Zone the general responsibilities of the Fire Marshals are:

- On hearing the fire alarm to put on their yellow Fire Marshal jackets and help direct staff, students and visitors from the building to the Evacuation Assembly Point
- Individual teachers are responsible for the initial evacuation of the students in their care to the Evacuation Assembly Points and for ensuring that the windows and doors to their classrooms are closed but not locked.
- Not allowing staff or students to re-enter the block until informed it is safe to do so by the Assembly Point Marshal
- In buildings with several entrances to be strategically placed to prevent entry to the building/fire zone
- Assist the caretaking staff to 'sweep' the building if requested to do so

- Following the evacuation of the building go to the Evacuation Assembly Point and assist the Assembly Point Marshal as required

Where there are visitors on site the person hosting the visitors is responsible for escorting them to the Evacuation Assembly area.

A list of Fire Marshals is held by the Deputy Principals relating to their site

## **5. Assembly Point Marshals**

Each Evacuation Assembly Point has a designated Assembly Point Marshal who is responsible for co-ordinating activity at the Evacuation Assembly Point (Fire Marshals will report to the Assembly Point Marshal to offer assistance) and being the link with the Director of Finance and Resources/Emergency Manager who has overall responsibility for managing the response to the fire situation. This includes confirming to the Director of Finance and Resources (via the mobile telephone) whether it is a false alarm or a real fire (if known) and for organising the phased return to classes at the end of the emergency.

The Assembly Point Marshal is responsible for informing the Emergency Manager of any issues that have arisen during the evacuation/registration process, for example missing children or staff.

The Deputy Principals for Gipsy Lane and Green Close have been identified as the Assembly Point Marshal for their respective site. As the Deputy Principal for Gipsy Lane is based in Green Close there is a designated Assistant Principal based in Gipsy Lane who undertakes the role until such time as the Deputy Principal arrives. However, it is recognised that due to teaching and other commitments they may not always be available to undertake the role immediately. Their secretaries have a list of those senior staff designated as Deputy Assembly Point Marshals and will ensure one of them attends the Evacuation Assembly point. In the rare event that a designated senior member of staff is not available the secretary will contact the Deputy Principal for the other site who will take up the role.

When they are in a position to respond to the emergency the Assembly Point Marshal should use his/her mobile telephone to inform the Emergency Manager that they are on their way to the Evacuation Assembly Point area.

Contractors are responsible for getting themselves to the Evacuation Assembly area. The contractor must nominate one member of staff to ensure that all his team are accounted for and for informing the Assembly Point Marshal if anyone is not accounted for.

The Assembly Point Marshal is responsible for ensuring that all areas are confirmed as evacuated and clear by the teachers, for collecting register information from teachers, for checking visitors against the Visitors' Book (to be taken to the Assembly Point Marshal by the receptionist), for checking that contractors are accounted for with the Senior Caretaker, for checking that cleaners are accounted for with the Cleaning Supervisor and for informing the Emergency Manager of any fire zones which have not been checked or cleared.

The Deputy Principals' secretaries provide them with a list of rooms within the block or fire zone that are in use at the time of the fire and the teachers responsible for students in the rooms.

The teachers are provided with a yellow slip when they report to the Assembly Point Marshal upon which they are to indicate that the students are all accounted for (or identify any that are missing) following their registration. The slip is then passed back to the Assembly Point

Marshal who records that the room is clear or reports any missing staff, students or visitors to the Emergency Manager.

Teachers are responsible for ensuring students line up in an orderly way and for generally maintaining discipline. They are also responsible for taking the roll call of students in their care at the time of the alarm. The Teacher, Fire Marshal or Assembly Point Marshal will not re-enter the building to look for the 'missing' person.

More than one Assembly Point Marshal is identified for each Assembly Point to allow for staff absence.

A list of Assembly Point Marshals for each site is held by the Deputy Principals' secretaries.

## **6. Fire Prevention**

An Annual Fire Safety audit is carried out to identify areas of potential risk and appropriate action taken to remove or reduce the risk.

However, this is only a snapshot in time. All members of staff and students have an on-going responsibility to ensure they act in a responsible manner to reduce the risk of fire.

A comprehensive presentation is provided as part of the staff induction process and is available on the college staff web pages.

New students receive their own presentation at the start of their first college year.

A refresher presentation is given to staff and students each year.

This message is re-enforced on a regular basis via staff meetings and assemblies and tutor groups for students. In addition the Premises Manager gives a presentation to staff following the annual fire safety inspection highlighting the most common issues that have been highlighted.

The College has a policy of ensuring that fire doors are kept closed at all times when not in use other than those on automatic closers attached to the fire alarm.

## **7. Fire Limitation**

Fire alarm points, automatic fire detectors and sounders are provided in each block with each block being connected to the central control panel and individual pagers.

The Fire Alarm points and the sounders are serviced quarterly under contract

The alarm sounders are tested within each block by contractors on a weekly basis from a different detection point and call point each week and any failures reported to the Premises Manager.

The Emergency Lighting is tested monthly, six monthly and annually by a contractor and any failures reported to the Premises Manager

Fire extinguishers are also strategically placed across the campus. A range of fire extinguishers are provided. They are all red in colour with coloured blocks to show what type they are:

Red	-	contain water	-	for use on wood, paper and textiles (not for use on electrical equipment)
Blue	-	contain dry	-	for use on flammable liquid, computer and other electrical equipment (safe on low voltage electrical equipment)
Cream	-	contain foam	-	flammable liquids (not for use on electrical equipment, free flowing liquid fires, deep fat fryers)
Black	-	contain carbon dioxide	-	flammable liquids, computer equipment and other electrical equipment (safe at high voltage)

The fire hoses, fire extinguishers and fire blankets are serviced annually under contract.

Individual members of staff have a responsibility to ensure the appropriate fire extinguisher is in place and undamaged when they enter the classroom.

The location of fire alarm points and fire extinguishers are clearly signed and details held on file within the Premises Manager's office.

Technicians working in science, technology labs/workshops/kitchens and caretakers receive training in the use of fire extinguishers/blankets etc.

## 8. Fire Alarm System

Each block has its own fire detection and alarm system. This comprises of a number of automatic smoke and heat detectors and strategically placed 'push button' alarm points. Each building has its own emergency warning sounders.

In the majority of cases the entire block will be regarded as one fire zone. The exceptions are:

- Block 1 in Gipsy Lane which is divided into 4 fire zones:
  - o Maths classrooms
  - o Library area and Block A
  - o Science Labs and Hall 4 area
  - o Gym 5 area
- Block 11 in Green Close which is divided into 3 fire zones:
  - o Science and Technology wing
  - o Geography and Humanities wing
  - o Hall 2 area including Gym 2 and offices
- Blocks 37 and 25 in Green Close which are regarded as 1 fire zone

The new temporary PE changing rooms and stores and the Handyman's store/workshop on the Gipsy Lane site are not connected to the main Fire Alarm system, having their own stand alone system. There are no 'push button' alarm points within the changing rooms. If a fire is discovered within one of the changing rooms (there are male and female changing rooms)

and the automatic alarm is not activated the teacher within that changing room must inform the teacher and students in the other changing room.

The rooms do not have the Alert sound facility.

Each block or fire zone is connected to a central control panel within the Grange (other than those identified above) and a series of pagers. The pagers are held by:

- Premises Manager
- Senior Caretaker
- Caretaking staff
- Duty caretaker out of hours (contact made by the monitoring company via mobile telephone)
- Deputy Principal – Gipsy Lane                   )Both based in Green Close
- Deputy Principal – Green Close                )
- The designated Assistant Principal in Gipsy Lane
- Director of Finance and Resources
- Cleaning Supervisor

There are also duplicate control panels within the offices of the secretaries for the Deputy Principal for Green Close and the designated Assistant Principal in Gipsy Lane

In the event of one of the fire detection devices being activated the block, room description and fire detection device details will be shown on the control panel, the pagers and the duplicate control panels.

In the event of an alarm being activated the fire alarm evacuation sounders will be activated within that Block or fire zone only. This will take the form of a loud siren followed by a male voice indicating that the building must be evacuated. This will continue until the “all clear” has been given by the Assembly Point Marshal.

Where it has been pre-determined that a fire within a particular block or fire zone could impact upon another block or fire zone an alert sounder will be activated automatically within these blocks or fire zones. If necessary the alert sounders can be activated or upgraded to evacuation sounders from the main fire panel in the Grange.

The alert sounder takes the form of a female voice indicating that an incident has been reported and that all staff and students should remain within the building until advised otherwise. Staff and students should prepare themselves for a possible evacuation.

The alert sounder will also be used in the case of other circumstances where it is believed there may be a threat to staff or students if they leave the building they are in. For example severe weather, or if a suspicious intruder is discovered within the College grounds.

As the temporary PE Changing rooms and the Astro pitches do not have alert sounders the teacher(s) in charge must be advised verbally by the Premises Manager if they are affected.

Similarly, as there are no alert sounders within The Grange staff should be advised verbally by the Premises Manager if the situation arises where they should remain within the building and close all windows and doors.

The initial Alert sounder will be followed by two minutes silence following which the sounder will be activated again. This will continue until either the evacuation sounder is activated or the “all clear” is given.

The 'all clear' signal is 5 rings of the class change bells. It is not possible to zone the class change bell system. As a result the 'all clear' will be heard in all classrooms across both sites. If an Evacuation or Alert sounder has not been activated in rooms and the 'all clear' has been sounded there is no need for any action to be taken by those within those rooms.

***Note; The Grange is not fully connected to the new system and only has an evacuation sounder with no voice messages The same applies to the temporary PE changing rooms.***

By law the decibel level of the sounders is high. It is possible, therefore, that staff and students in one block or fire zone will hear the Evacuation or Alert sounders within a nearby block or fire zone. Staff must not evacuate their block or fire zone unless the Evacuation sounders are activated within their block or fire zone.

The fire alarm system is connected to a monitoring company 24 hours a day. During College opening hours the monitoring company will contact nominated emergency contact telephone numbers. Outside of the opening hours the monitoring company will contact nominated emergency contact numbers and the emergency services.

See Appendix B for the site plans indicating fire zones and Appendix C for the connection between evacuation and alert sounders.

## **9. Discovery of a Fire/Evacuation**

### General

Fire drills are carried out three times a year, once each term, and a log maintained indicating the time taken to evacuate individual buildings and any problems encountered with the evacuation itself. Whenever possible, one of the drills takes place at a time when students are not in lessons, that is to say either between lessons or during a break period. Any problems identified during the drill are reported to the Health & Safety co-ordinator on behalf of the Principal who is responsible for ensuring the appropriate action is taken and the Fire Safety & Evacuation Plan updated.

There are a number of automatic detectors within each block which will detect a fire by sensing heat or smoke. In the majority of cases these detectors will be responsible for detecting a fire. However, if this is not the case the following will apply.

### If you discover the fire

If a member of staff discovers a fire they are to trigger the nearest fire alarm point immediately (or instruct a student to do so, ensuring they know where the nearest Fire Alarm Point is). Whether they have discovered the fire or are responding to the fire alarm the member of staff must evacuate students and visitors from the room in question via the designated emergency exit and go to the appropriate Evacuation Assembly Point via the designated emergency evacuation route. If they discovered the fire and sent a student to trigger the manual alarm point they are to listen for the Fire Alarm bell to ensure the student has activated the alarm.

When the teacher arrives at the Evacuation Assembly Point he/she must advise the Assembly Point Marshal that there is a fire immediately and give the exact location of the fire. This information must be passed to the Director of Finance and Resources. (She may already be aware if she has sent a Caretaker to investigate the alarm)

If the teacher is absolutely sure it is a 'false alarm' he/she must inform the Premises Manager immediately and continue to the Evacuation Assembly Point. The Premises Manager will

inform the Director of Finance and Resources and turn off the alarm and sound the 'all clear' when advised to do so by the Assembly Point Marshal.

Please note the comments in Section 11 - Evacuation Routes regarding the potential danger to staff and student whose evacuation route takes them past the classroom where the fire has been discovered.

As a principle Fire Evacuations will not be halted, even where it is clear at an early stage that it is a false alarm. All staff and students will continue to the Evacuation Assembly Point and should remain there until the "All Clear" is given.

If the fire is discovered in the temporary PE changing rooms the procedure is slightly different. The member of staff and students must evacuate the building immediately and go to the Evacuation Assembly Point. However, as the fire alarm system within the temporary structure is not connected to the main system it is necessary for the Director of Finance and Resources to be informed. This can be achieved by sending a responsible student to main reception and advising the receptionist of the fire and asking her to inform the Director of Finance and Resources. The receptionist will inform the manager within the Tennis Centre due to its proximity to the temporary PE changing rooms

The student must be told to remain at reception until the all clear has been given.

If the receptionist is unable to contact the Director of Finance and Resources the Premises Manager must be informed.

#### If you hear the Evacuation Alert

Any member of staff not directly involved in the discovery of a fire, upon hearing the fire alarm within their block/fire zone, must ensure that they, their students and any visitors with them evacuate the room immediately and make their way to the appropriate Evacuation Assembly Point.

Please note the comments in Section 11 - Evacuation Routes regarding the potential danger to staff and student whose evacuation route takes them past the classroom where the fire has been discovered.

Members of staff within the Block or fire zone affected who hear the evacuation alarm and are not responsible for students at the time of the emergency evacuation are instructed to go to the Evacuation Assembly Point area and report to the Assembly Point Marshal where they may be required to cover for a member of the Senior Leadership Team who will be required to form the Emergency Management Team.

The Evacuation Assembly point in Gipsy Lane is the Large Astro Pitch. The gates to the Astro Pitch are locked when the pitch is not in use. In the event that the gates are not unlocked when the first students reach them the teacher must unlock the gates using their swipe card.

#### What to do before evacuating the room

If it is safe to do so **WITHOUT PUTTING THEMSELVES AT RISK** all windows should be closed by the teacher before they leave the room and the door closed (but not locked) when they leave the room. If there is the correct type of fire fighting equipment nearby and they feel confident they can put out a small fire by using the fire fighting equipment **WITHOUT PUTTING THEMSELVES AT RISK** they should do so. However, this should not delay the raising of the alarm or the evacuation process.

Whether they are directly involved in the discovery of a fire or are responding to a fire alarm if a teacher has a student in their class at that time for whom a PEEP has been prepared (see paragraph 16) they must personally ensure they are evacuated safely. This can be delegated to a Teaching Assistant if there is one accompanying the student at that time.

If the classroom has an emergency gas and/or electricity cut off button this must be pressed by the teacher before leaving the room. Within any room with equipment connected to the electricity or gas supplies the equipment must be turned off before the teacher leaves the room.

As a general policy following registration of their class at the start of the lesson teachers must be aware of the location of their students at all times. For example a student may have requested to go to the toilet or been sent to another part of the block for some purpose by the teacher. In these circumstances when the evacuation alarm has been activated the teacher must ensure that the student is accounted for at the Evacuation Assembly Point. If the student does not arrive at the Evacuation Assembly Point the Assembly Point Marshall must be informed immediately. This is particularly important if the student has a PEEP indicating a hearing problem.

It is possible that the toilet or room where the student has been sent is within another Block or fire zone where the Evacuation sounder has not been activated or the Alert sounder has been activated. The teacher should be aware whether the designated location of the student is within another Block or Fire zone. If this is the case he/she must inform the Assembly Point Marshal who will arrange for someone from the Devon and Somerset Fire Service to check the location of the student. Staff will not enter the Block or fire zone where the Evacuation sounder has been activated.

#### Managing the initial response to the alarm activation

Following the activation of the fire alarm system on either site the Premises Manager and the Director of Finance and Resources will both be aware of the fire zone where the alarm has been activated via their pagers.

The Premises Manager will send a Caretaker to the block within which a fire safety device has been triggered to check to see whether there is a fire or whether it has been a false alarm.

If it is a false alarm he will contact the Premises Manager immediately who will inform the Director of Finance and Resources and the Assembly Point Marshal for the site in question.

If there is a fire the Caretaker will inform the Premises Manager who will contact the Director of Finance and Resources. The Director of Finance and Resources will subsequently contact the Devon and Somerset Fire Service.

The caretaker will subsequently undertake a 'sweep' of the building to ensure there are no stragglers or injured staff or students left behind. If available and requested a Fire Marshal will assist the caretaker. **They will only do this if it is safe to do so.** There is no expectation that a Caretaker will enter a building where it is evident that a fire situation exists. The caretaker must advise the Premises Manager of any problems encountered or whether the area is all clear. The Premises Manager will subsequently pass this information on to the Director of Finance and Resources. Following the initial contact with the Premises Manager the Caretaker must make radio contact with the Premises Manager every 5 minutes to advise him that he and the Fire Marshal are safe.

The Premises Manager must be alert to this and if he has not received contact from the caretaker for more than 5 minutes must advise the Emergency Manager who will contact the Senior Fire Officer immediately.

Upon receiving confirmation from a teacher or member of the support staff that there is a real fire the Assembly Point Marshal will radio this information to the Director of Finance and Resources who will call the Devon and Somerset Fire Service advising them of the location of the fire and the appropriate entry point for the Fire Service. The Director of Finance and Resources may already be aware of this if the Caretaker sent to investigate the potential fire has already reported back. At this point the Director of Finance and Resources takes on the Emergency Manager role.

If the fire is discovered in Blocks 7 or 8 the Premises Manager will upgrade the 'Alert' Sounder in Block 6 to an 'Evacuation' Sounder immediately.

The Director of Finance and Resources/Emergency Manager will then pick up the emergency box.

The Director of Finance and Resources will advise the Premises Manager who will inform the IT Manager of the location of the fire and also arrange for a caretaker to open the security gate nearest to the fire to enable the Fire Service to access the site. The caretaker will await the arrival of the Fire Service and direct them to the fire.

The IT Manager is responsible for contacting her staff to ensure they are not within the Block/Fire Zone where the alarm has been activated. She must go to the Evacuation Assembly Point and advise the Assembly Point Marshal accordingly.

If there are cleaners on site the Cleaning Supervisor will be aware of the alarm activation via his pager. He will identify whether any of his staff are in the Block/Fire Zone where the alarm has been activated and will go to the Evacuation Assembly Point and report to the Assembly Point Marshal and register his cleaning staff.

Due to the potential for false alarms within College open hours (including lettings) the Devon and Somerset Fire Service will not be contacted until there is confirmation of a real fire.

The Director of Finance and Resources will inform the Principal's secretary of the fire. The Principal's secretary will also inform the duty manager within the adjacent Tennis Centre. This serves two purposes. Firstly a warning of a fire (in reality it is unlikely that a fire anywhere on site other than in the Sports Centre will impact upon the Tennis Centre). Secondly to warn of the possible need for the College to use the building as an Evacuation Assembly Point in bad weather or when there are clouds of smoke or fumes likely to affect the evacuation assembly area.

The Emergency Manager will greet the Senior Fire Officer upon his arrival and provide him with any information regarding dangerous items within the fire zone affected. She will also give him a site plan and block plan of the affected building plus her mobile telephone number for future contact during the emergency period, details of any students, staff, visitors or contractors not accounted for by the Assembly Point Marshal, which may include students with a PEEP, details of rooms/areas not checked etc.

When the Alert sounder is activated the teacher must remain in the classroom with the students until either the Evacuation sounder is activated or the 'all clear' is given. They should close all windows and doors.

For buildings or fire zones not directly affected by the Evacuation or the Alert alarm, that is to say the Evacuation or Alert alarm for the block or fire zone has not been activated, staff and students should remain in their classroom and continue as normal unless a subsequent alarm is activated for their block or fire zone.

#### What if the Alert sounder is activated just before a lesson change is due?

If the Alert sounder is activated just before a lesson change it is possible that one group of students could be in a classroom at the same time as another group of students is looking to enter the room to start their lesson.

In order to avoid confusion, if the evacuation or alert alarm is sounded for affected blocks or fire zones within 10 minutes of the end of a lesson the Alert sounder will be activated by the Premises Manager for all classrooms within the site. This will ensure there is no movement of students until the 'all clear' is sounded.

The 'all clear' will not be sounded until students evacuated from rooms have had the opportunity to collect their bags etc.

As soon as the Evacuation and Alert sounders are activated in these circumstances the Premises Manager will instruct a member of the caretaking staff to go to the entrance to the bridge and redirect students moving from the other site to:

Gipsy Lane – The Large Astro pitch  
Green Close – The basket ball courts or coach park

Students should remain in these areas until the 'all clear' is given

The Assembly Point Marshal should delegate a number of teaching staff to these areas to supervise students arriving from the other site whose teacher may not be with them.

Detailed instructions regarding what action to take in the event of a fire have been issued to staff and form part of the induction programme.

### **10. Evacuation Assembly Points**

If there are students on the Gipsy Lane Astro pitch when the evacuation from classrooms commences they must vacate the Astro pitch and wait in the PE changing rooms until given further instructions. It is important that this action is taken quickly and before the students from the evacuated area arrive.

The Large Astro pitch gates are locked when the pitch is not in use. Clearly this presents a risk to students during the evacuation process. A swipe card lock is fitted to the gates. In the event of an evacuation alarm being sounded when the gates are locked the gates will be opened by one of the following methods:

- A member of staff from the Finance or Caretaking Team will unlock it
- The Senior Caretaker will open the gates automatically via the operating system
- The first teacher on site will open the gates using their swipe card.

(The multiple option is required due to the uncertainty of one of the Caretaking Team being available)

The areas where staff and students should assemble within the Evacuation Assembly Points are marked by white notices with red lettering. Due to the design of the Fire Alarm system only one or two blocks would be evacuated at any one time. As a result each block or fire zone has been allocated a letter within the Evacuation Assembly Point. This letter will be repeated for a number of blocks.

Teachers are responsible for lining up with their students in an orderly fashion and for informing the Assembly Point Manager of the rooms they have just evacuated.

#### Gipsy Lane site

The Evacuation Assembly Points are located as follows:

<u>Rooms to be evacuated</u>	<u>Evacuation Assembly Point</u>
All Rooms (other than the Nursery) -	Large Astro pitch
Nursery -	Initially to the common room within the Telfer building

If it is subsequently necessary to evacuate the Telfer Building the Nursery will evacuate to the Sports Hall.

See **Appendix E** for site plan

In the rare event of a major emergency requiring the evacuation of the entire site students will be lead across the footbridge by their teachers to the Green Close site. Prior to this decision being taken by the Emergency Manager in conjunction with the Assembly Point Marshal a caretaker will be positioned at the exit from the Green Close site leading to the path to the bridge to stop students attempting to cross the bridge during the evacuation process. The instruction will be given by the Emergency Manager.

The Emergency Manager will also inform the Premises Manager

The Deputy Principal responsible for the 'other' site must be warned by the Assembly Point Marshal of the impending influx of students. The initial contact should be via the Deputy Principal's secretary who will know of his/her whereabouts. He/She should then advise the Assembly Point Marshal which Assembly Point(s) on his/her site should be used by the students from the affected site. In poor weather it may be necessary for indoor accommodation to be used.

In order to avoid confusion on the 'other' site the Alert Sounder for that site should be activated to keep students within their current classrooms. This will be undertaken by the Premises Manager.

When considering this option great care must be taken that students and staff are not put at risk by their having to walk past Blocks or fire zones affected by the fire, suspected fire or other identified risk on their way to the bridge.

#### Green Close Site

There are signs within the Evacuation Assembly Points for each classroom. Teachers should go to the appropriate sign for their classroom.

<i>Rooms to be evacuated</i>	-	<i>Evacuation Assembly Point</i>
Technology Block (Block 18) Languages Block (Block 22) Dance Studio (Block 23) Modern Languages (Block 25) Turner Building (Block 37)	-	Coach Park/Basket Ball area
Science, Art & Music (Block 40)	-	Coach Park area
Block 11	-	Tennis Courts (if the fire is in the science wing students and staff will be directed to the point within the tennis courts furthest away from the block)

See **Appendix F** for site plan

In the rare event of a major emergency requiring the evacuation of the entire site students will be lead across the footbridge by their teacher to the Gipsy Lane site. Prior to this decision being taken by the Emergency Manager in conjunction with the Assembly Point Manager a caretaker will be positioned at the exit from the Gipsy Lane site leading to the path to the bridge to stop students attempting to cross the bridge during the evacuation process The instruction will be given by the Emergency Manager. The instruction will be given by the Emergency Manager.

The Emergency Manager will also inform the Premises Manager

The Deputy Principal responsible for the 'other' site must be warned of the impending influx of students. The initial contact should be via the Deputy Principal's secretary who will know of his/her whereabouts. He/She should then advise the Assembly Point Marshal which Evacuation Assembly Point(s) on his/her site should be used by the students from the affected site. In poor weather it may be necessary for indoor accommodation to be used.

In order to avoid confusion on the 'other' site the Alert Sounder for that site should be activated to keep students within their current classrooms. This will be undertaken by the Premises Manager

When considering this option great care must be taken that students and staff are not put at risk by their having to walk past Blocks or fire zones affected by the fire, suspected fire or other identified risk on their way to the bridge.

### General

Where there is a danger from toxic gases or fumes or the weather is not suitable for students to remain outdoors a suitable indoor assembly point will be identified following the initial evacuation to the identified evacuation assembly points.

The location of the Evacuation Assembly Point is provided on an evacuation poster in each room.

Teachers are responsible for ensuring students line up in an orderly way and for generally maintaining discipline. They are also responsible for taking the roll call of students in their care. If they discover that one of the students is not accounted for this must be reported to the Assembly Point Marshal. He/she will advise the Emergency Manager who will inform the Senior Fire Officer from the Devon and Somerset Fire Service. The Teacher, Fire Marshal,

caretaker or Assembly Point Marshal will not re-enter the building to look for the 'missing' person.

If the Evacuation Alarm is activated outside lesson time, i.e. between lessons, at break or during lunch time and students are not within a building when the evacuation alarm is sounded students are not to enter a building where the evacuation alarm is being sounded.

Students must remain at a safe distance from the building or fire zone where the alarm has been activated.

If their next lesson is within a building where the evacuation alarm is being sounded students should go to the Evacuation Assembly Point relevant to their forthcoming or next lesson.

All staff due to teach within a building where the evacuation alarm is being sounded must report to the Evacuation Assembly point.

Within blocks 1, 38 (Telfer), 11, 22 (Languages Quad) and 37 (Turner) where there are multiple entry points to the building staff will be strategically located to prevent students from entering the building. This will generally be a Fire Marshal.

If the alert sounder is activated within a building staff and students should proceed to the classroom within that building where they are timetabled to be in the normal way.

## **11. Evacuation Routes**

There are plans in every room indicating the emergency escape route for each room and subsequently from each building to the Evacuation Assembly Point. In the majority of cases the plan will indicate a route 1 and route 2 option for each room. Unless there are obvious reasons not to do so the route 1 option should be followed.

In the majority of cases the route 1 or 2 options will only be relevant upon leaving the room. However, in some rooms there may be a route 1 and route 2 option for leaving the room. Once again, unless there are obvious reasons not to do so the route 1 option should be followed. As a general rule the route 2 option for leaving the room will only apply when the fire is in the room and its position prevents escape through the route 1 exit door.

As a result, in rooms where there are two escape options from the room there will be more than one Fire Exit sign displayed above exit doors. Teachers must ensure that students are made aware of the route 1 and 2 options and the appropriate exit to use for each.

In the event of the activation of the 'Evacuation' Sounder and the fire is not within their room the teacher must direct students to the route 1 exit door.

The evacuation routes within buildings have been designed to minimise the potential for groups of staff and students to converge at pinch points, thereby reducing the risk caused by congestion.

The evacuation routes away from the buildings identified on the individual room plans reflect the safest route when that building or fire zone is the only one being evacuated.

As indicated above only the building or fire zone directly affected by the activation of the fire alarm system will be evacuated immediately. Others may have the 'Alert' alarm activated. Should the 'Alert' alarm be replaced by the Evacuation Alarm care must be taken to ensure that the evacuation route away from the building does not lead past areas where staff and students could be put at risk.

The areas most likely to be affected are on the Gipsy Lane site:

Block 1 - Maths  
Block 1- Science

However, care must be taken whenever a secondary evacuation takes place.

The Emergency Manager is responsible for advising on the most appropriate evacuation route in such cases and will send a Fire Marshal to assist staff if the identified route cannot be used.

This does not apply to evacuation routes from individual rooms where a primary and secondary route has been identified. Staff and students must follow the appropriate green arrow fire exit signs on the walls outside of rooms and leading out of the building.

Due to the design and layout of the buildings it is possible that the evacuation route will go past the room where a fire has been discovered. The teacher within the room at the time must make an assessment of the severity of the fire and whether there is a risk to anyone passing the room. A key question to consider is whether there is any risk of explosion arising from the fire. This is likely to only apply to rooms containing chemicals or gas cylinders.

If the teacher considers that anyone passing the room could be at risk he/she should send a student to the nearest 'junction' to divert evacuating students to an alternative evacuation route.

**IT IS ESSENTIAL THAT TEACHERS ARE MADE AWARE OF THIS AND ARE AWARE OF EVACUATION ROUTES THAT GO PAST THE ROOMS THEY TEACH IN.**

## **12. Removal of Students from Site**

There may be instances where the emergency itself or the effect of the emergency will continue for some time which will require the sending home of students for an identified or unknown period of time.

The Emergency Management Team will determine whether students should be sent home and which groups of students will be sent home.

Students should be accommodated as outlined above in section 10 pending collection by their parent(s)/guardian(s)/carer(s). In such circumstances the students should be accommodated in indoor accommodation identified by the Emergency Management Team. Members of staff will be allocated by the Emergency Management Team to supervise the students.

The School Transport service must be contacted by the Principal's secretary to arrange transport for students normally using school transport where it is not possible for parent(s)/guardian(s)/carer(s) to collect children from the school. Students should not be sent home on the school transport unless arrangements have been made for their parent(s)/guardian(s)/carer(s) to be at home upon their return home.

The Emergency Management Team will identify a team of staff who will contact parent(s)/guardian(s)/carer(s) via their emergency contact numbers held on file. Copies of contact details are held on the college computer system and on 'Cloud' (plus an electronic backup). If the fire affects the computer system details will be accessed via 'Cloud'. If the entire computer system is down this will prevent access to 'Cloud' via the College Wi-Fi. A spare 'Dongle' is held by the IT Manager to allow access to 'Cloud' via a laptop.

There is a text message system in place with members of the Pastoral Team available to contact those parents etc. who do not have access to mobile telephones.

Where the date for a return to school following the emergency is known this information should be supplied to students prior to their being released from school.

Where the date for a return to school is not known students should be advised to listen to bulletins on the local radio station. In addition a telephone number for a helpline must be issued to students before they are released from school. Students should be instructed to ring the number at pre-arranged times if they do not hear anything on the local radio station to find out when the school will re-open. Local radio stations will be asked to pass on information in order to reduce the number of telephone calls received.

### **13. Fire Safety Awareness**

All new staff receive a copy of the 'Fire Safety & Evacuation Manual' together with a presentation as part of their induction package. Their Line Manager is responsible for ensuring the new member of staff has read and understands the procedures, especially those relating to their specific area of work. Information provided by the line manager will include:

- What to do if they discover a fire or hear the alarm, means of raising the alarm, location of nearest alarm point and nearest Fire Point.
- Showing them the fire evacuation routes, emergency exits, means of operating any exit devices such as push bars, and the fire assembly point.
- An explanation of the reporting arrangements in the event of a fire or drill, including the name of the person he/she reports to at the evacuation assembly point.
- An explanation of the importance of keeping fire doors shut, escape routes clear of combustible materials and other obstructions.

New students receive essential information via the Contact Book and the Homework Diary. They also receive a presentation early in the new college year. Staff and students are provided with an annual update close to the start of the academic year. This is particularly important for students moving from the Green Close to Gipsy Lane site. Staff and students receive their update during Personal Development Assemblies

Fire Marshals are provided with training relating to their specific roles upon appointment to that role.

Technicians working in science, technology labs/workshops/kitchens receive training in the use of fire extinguishers/blankets etc.

Contractors working on the site are provided with a copy of the document 'Fire Safety – Guidance for Contractors' before they start work on the site.

Visitors to the site are provided with a copy of the document 'Fire Safety – Guidance for Visitors'.

Members of the public hiring accommodation are provided with a copy of the document 'Fire Safety – Guidance for Lettings'.

### **14. Gas or Chemical Incidents**

If a member of staff thinks there may be a gas or chemical leak in a room they should evacuate the room immediately and inform the Premises Manager or the Senior Caretaker who will, in turn, inform the Director of Finance and Resources who will take on the

Emergency Manager role. The Premises Manager, together with the member of staff involved and the Emergency Manager will consider whether a wider evacuation is required.

This may involve the evacuation of a couple of rooms or a whole block. Where only a few rooms within a small area are involved the Evacuation Alarms will not be sounded, the evacuation notice will be given verbally, provide this can be undertaken quickly.

A gas or Chemical incident potentially requiring the evacuation of a whole Block or a number of Blocks will be alerted by the Alert sounder, followed by the Evacuation sounder if necessary.

Upon hearing the Alert sounder students should remain in their classes and close all windows and doors until the all clear is given by the Emergency Manager. Staff and students should move away from any windows facing the potential blast point to reduce the risk of injury caused by broken glass should an explosion occur.

If an evacuation is subsequently required or the threat is such that immediate evacuation is required the full evacuation alarm will be sounded and the standard evacuation procedures should be followed.

However, if there is a threat of an explosion or wider contamination by a chemical leak, consideration will have to be given to the evacuation route(s) to be used. If the normal evacuation routes are not to be followed Fire Marshals must be strategically positioned to inform staff and students of the revised evacuation route.

The Emergency Manager will be responsible for ensuring the appropriate action is taken to remove the threat as soon as possible.

## **15. Bomb Alert**

A bomb alert will arise from two main sources, either a telephone call to the College indicating that there is a bomb on the site or by a member of staff or student finding a suspicious package.

If a telephone call is received indicating there is a bomb on site the Principal and available members of the Senior Leadership Team will determine whether an immediate evacuation is required for individual blocks or the whole site. The Director of Finance and Resources will move into the Emergency Manager role. In making the decision regarding evacuation the proximity of other buildings will be a significant factor. The normal evacuation process relating to the discovery of a fire will be followed. However, consideration will have to be given by the Emergency Manager whether to use the fire alarm sounders or to use personal communication. Thought will also need to be given to the evacuation route(s) to be used. The course of action will depend upon whether the location of the bomb has been provided by the caller. If the normal evacuation routes are not to be followed Fire Marshals must be strategically positioned to inform staff and students of the revised evacuation route.

The Principal will contact the police for advice re any further action.

If a student discovers what they believe to be a suspect package they should inform the nearest member of staff as soon as possible. The member of staff will then arrange for the evacuation of the immediate area at once. The Director of Finance and Resources must be informed immediately and she will take on the Emergency Manager role. The Emergency Manager together with the Principal will consider whether a wider evacuation is required.

## **16. Personal Emergency Evacuation Plan (PEEP)**

A Personal Emergency Evacuation Plan has been prepared for each member of staff or student who needs assistance in the case of an emergency evacuation. The PEEP has been discussed with and agreed by the member of staff or student where applicable. In the case of students the PEEP is also agreed with the parent(s)/carer(s).

A copy of the completed PEEP is kept with the Fire Safety Plan. One is sent to each of the teaching assistants who help the student and teachers who will be teaching the student.

The teacher teaching the student at the time of the alarm being triggered is responsible for ensuring the safe evacuation of the student.

Notes for guidance relating to the Personal Emergency Evacuation Plan process are provided in Appendix N.

## **17. Roles and Responsibilities**

Roles and responsibilities relating to day to day Fire Safety Awareness are contained within the above sections of this document.

Roles and responsibilities in the event of a fire are outlined in Appendix T - Action chart for response to fire alarm activation.

In addition the Director of Finance and Resources, the Premises Manager and the Deputy Principals must also undertake the checks identified for their post within the checklist at Appendix A

It is particularly important that teachers and teaching assistants

- Ensure that students in their Tutor Group have read and understood the fire notices and always have a current timetable with them.
- Know the location of the nearest manual fire alarm
- Know the location of the nearest fire point with fire extinguishers, fire blankets and fire hoses
- Know the identified exit route from the classroom they are in and the route to the Evacuation Assembly Point
- Ensure that the evacuation procedures are displayed in classrooms etc. and that they understand them. Report any missing or damaged signs to the Premises Manager.
- Be aware of any students they are teaching for whom a PEEP (see section 16) has been prepared and the content of the PEEP.
- Be aware of students who are temporarily away from the classroom during a lesson
- Maintain control of their group while the evacuation is being conducted

## **18. Lettings and after school events**

All after school events where use of the college is not similar to day to day activity within the College such as concerts and plays should have been cleared through the Fire Officer so that appropriate precautions and plans are put in place to ensure that a safe evacuation can be carried out in the case of an emergency.

It is anticipated that the normal evacuation process will be followed appropriate to the location where the event is being held.

Lettings in the evenings, weekends and school holidays present a different set of problems, the largest of which is that in the majority of cases there is only one caretaker on duty and no other members of staff.

However, the numbers of people involved are significantly less to those encountered during the normal college day. Similarly the number of rooms and buildings/fire zones in use is also less.

Please refer to appendix U for actions to be taken in the event of a fire alarm being triggered out of normal college hours.

As a general rule the process outline in Appendix U will come into force at 4.00 pm Monday to Friday and all day on Saturday and Sunday.

### **19. Additional Lessons outside of normal College hours**

The College is frequently used by staff and students outside of the normal College hours for additional teaching, especially in the period leading up to exams.

A similar situation arises as outlined above for lettings in that there are fewer Caretaking and senior management staff available to deal with any emergency evacuation situation. The number of staff and students on site as well as the number of buildings/fire zones in use will also be less than during the normal College day.

In terms of the evacuation process teaching staff should follow the normal processes outlined elsewhere in this document. It must be noted that it may not always be possible to identify an Assembly Point Marshal at the start of the evacuation. As a result it is essential that teachers account for all students in their care when the Evacuation alarm was activated.

Management of the process must be determined by the Director of Finance and Resources and/or the Premises Manager taking into account the number of senior staff available.

In the worst case scenario the procedure under Appendix U should be followed with references to the 'Duty Caretaker' being replaced by the Director of Finance and Resources or the Premises Manager

### **20. During School Holidays**

During School holidays there may be a few teachers, technicians, cleaners and support staff on site together with contractors and members of the Premises Team. The majority of Senior Leadership Team members will not be on site. As a result the procedure outlined in Appendix U should be followed.

Generally either the Director of Finance and Resources and/or the Premises Manager will be on site. When both are on site they will divide the role of the caretaker within Appendix U between them. When only one is on site they will undertake the role of the caretaker delegating any roles possible to other Premises staff that are on site.

#### Contractors

There will generally be a number of contractors on site during school holidays. All contractors must register on site with the Senior Caretaker or the Premises Manager.

The contractors are responsible for getting themselves to the Evacuation Assembly Points and the lead contractor must inform the Senior Caretaker or the Premises Manager of any of his colleagues who were working in the Block/Fire Zone who are not accounted for.

### Cleaning Staff

The Cleaning Supervisor has a pager and will be aware of the location of the device that has triggered the alarm and of any of his staff working in the Block/Fire Zone affected. Upon becoming aware of the alarm activation he must go to the appropriate Evacuation Assembly Point and ensure that his member(s) of staff is accounted for, advising the Director of Finance and Resources or the Premises Manager accordingly.

### Support staff and Teachers

All support staff and teachers working within the college during school holidays must register on the forms kept outside of The Grange reception on the ground floor. This will include the individual's name and details of the anticipated room(s) where they will be working during the day.

The Director of Finance and Resources or the Premises Manager will collect the register and take it to the Evacuation Assembly Point to register any staff working in the Block/Fire Zone affected.

### **21. Cleaning staff working early mornings**

Cleaning staff who work early in the morning before other college staff arrive are the responsibility of the Cleaning Supervisor.

In the event of the fire alarm being activated he will be aware, via his pager, which Block/Fire Zone is affected and is responsible for ensuring any members of his staff working in the affected Block/Fire Zone are safe and accounted for.

Until the site opens the Devon and Somerset Fire Service will be activated automatically by the alarm monitoring company. If possible the Cleaning Supervisor should open the appropriate security gates and inform the Senior Fire Officer that his staff are accounted for or missing.

## Appendix A

### Checks arising from Emergency Evacuation Plan

#### PREMISES MANAGER

Annual Fire Safety Audit and review of Evacuation and Fire policy document

Annual production of PEEPS

Review of PEEPS each term

Caretaker's all have radios which they keep on at all times and the system works

Contents of Emergency Box	PEEPS Business Continuity Plan Fire Safety and Evacuation Manual Asbestos Register (current only) * Emergency Rest Centre Plan Site Plans * Block Plans * Appendix Q - location of gas cylinders * Appendix R - location of volatile chemicals * Appendix S - location of radioactive material * Appendix T - Action Chart for reference in the case of a fire alarm activation Appendix U - Action Chart for reference in the case of a fire alarm activation during school lettings Evacuation routes for all buildings  items marked *must be sent to Devon & Somerset Fire & Rescue Service)
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Emergency Boxes are available and contents up to date with:

Director of Finance and Resource  
Premises Manager  
2 x Deputy Principals  
Assistant Principal responsible for Gipsy Lane

Location of Emergency Boxes:

Director of Finance and Resources Office  
Premises Manager's Office  
Secretaries to Deputy Principal's Office  
Secretary to Assistant Principal's Office for Gipsy Lane  
Reception - Gipsy Lane  
Reception - Green Close

Note: The Emergency Boxes must be clearly visible to anyone entering the room

Emergency Evacuation posters are in all rooms and accurate

Evacuation letters are in place in Evacuation Assembly Points (Gipsy Lane only at present)

Fire Alarm System	Maintenance/servicing of fire detection system Testing of Fire Alarm Sounders Testing of Call Points Testing of heat detectors Testing of smoke detectors Testing of Emergency Lighting - monthly, quarterly and annually Testing of fire doors - do they work, are they damaged or do not have effective smoke seals Maintenance of Fire Extinguishers
-------------------	--

Fire Audit is undertaken annually and Action Plan produced and followed up

Fire Alarm Pagers are held by:

- Director of Finance and Resources
- Premises Manager
- Senior Caretaker
- Caretakers
- Duty Caretaker (out of hours)
- 2 x Deputy Principals
- Assistant Principal responsible for Gipsy Lane
- Cleaning Supervisor

Location of Fire detection points is up to date and regular maintenance/checks are undertaken

Location of fire fighting equipment is up to date and regular maintenance/checks are in place

Megaphones are held by receptionists on both sites and that the batteries are in good working order

Presentation to staff and students (if appropriate) following fire safety audit outlining key problems found

System is in place to ensure that visitors are aware of the fire plan

System is in place to ensure that contractors are aware of the fire plan

System is in place to ensure that those letting facilities within the college are aware of the fire plan

System is in place to account for visitors if the evacuation alarm is sounded

System is in place to account for contractors if the evacuation alarm is sounded

## DIRECTOR OF FINANCE AND RESOURCES

SLT members all have mobile phones which they keep on all the times during the college day

Confirm agreement with the Tennis Centre for its use if required as an emergency shelter for students in bad weather

Cleaning Contractor is aware of his responsibilities within the Fire Safety & Evacuation process.

System is in place to identify when Director of Finance and Resources and Premises Manager are off site at the same time (Blue Form process)

Systems are in place to ensure initial induction and refresher courses/training regarding the Fire Safety and Evacuation Manual are provided for all support staff.

Systems are in place to ensure specific training is provided for specific groups as outlined below:

- Fire Marshals - role in a fire situation

- Technicians - Use of Fire Extinguishers

- Caretakers - role in a fire and use of Fire Extinguishers

- Assembly Point Marshals - role in a fire situation

- Premises Manager - role in a fire situation

- Director of Finance and Resources - role in a fire situation

## DEPUTY PRINCIPAL

Accurate and up to date Fire and Evacuation Safety information is contained within Contact Book and Homework Diary given to students

Fire Marshalls have yellow jackets

List of Deputy Assembly Point Managers held by secretaries of Deputy Principals

Organising 3 x Fire Drills each year (1 per term) and feeding back issues to the Premises Manager to update the Fire and Emergency Evacuation Manual

Provision and list of Fire Marshals - note of blocks or fire zones without Fire Marshals

Systems are in place to ensure initial induction and refresher courses/training regarding the Fire Safety and Evacuation Manual are provided for all teaching staff. A PowerPoint presentation is available.

Systems are in place to ensure initial induction and refresher courses/training regarding the Fire Safety and Evacuation Manual are provided for all students. A PowerPoint presentation is available

Systems are in place to ensure specific training is provided for specific groups as outlined below:

- Teachers and Teaching Assistants - roles in a fire

- Teachers and Teaching Assistants - roles re students with a PEEP

**Amendments to Emergency Evacuation Plan required as a result of the following:**

DIRECTOR OF FINANCE AND RESOURCES

Identify any change of significant personnel and/or management structures that will affect the Fire Safety and Evacuation Manual and advise the Premises Manager accordingly

PREMISES MANAGER

Identification of changes to site(s) or buildings (external or internal) that requires an amendment to the Fire Safety and Evacuation Manual. For example

Provision of new buildings/classrooms

Removal of buildings/classrooms

Changes to the design or use of classrooms

*note:*

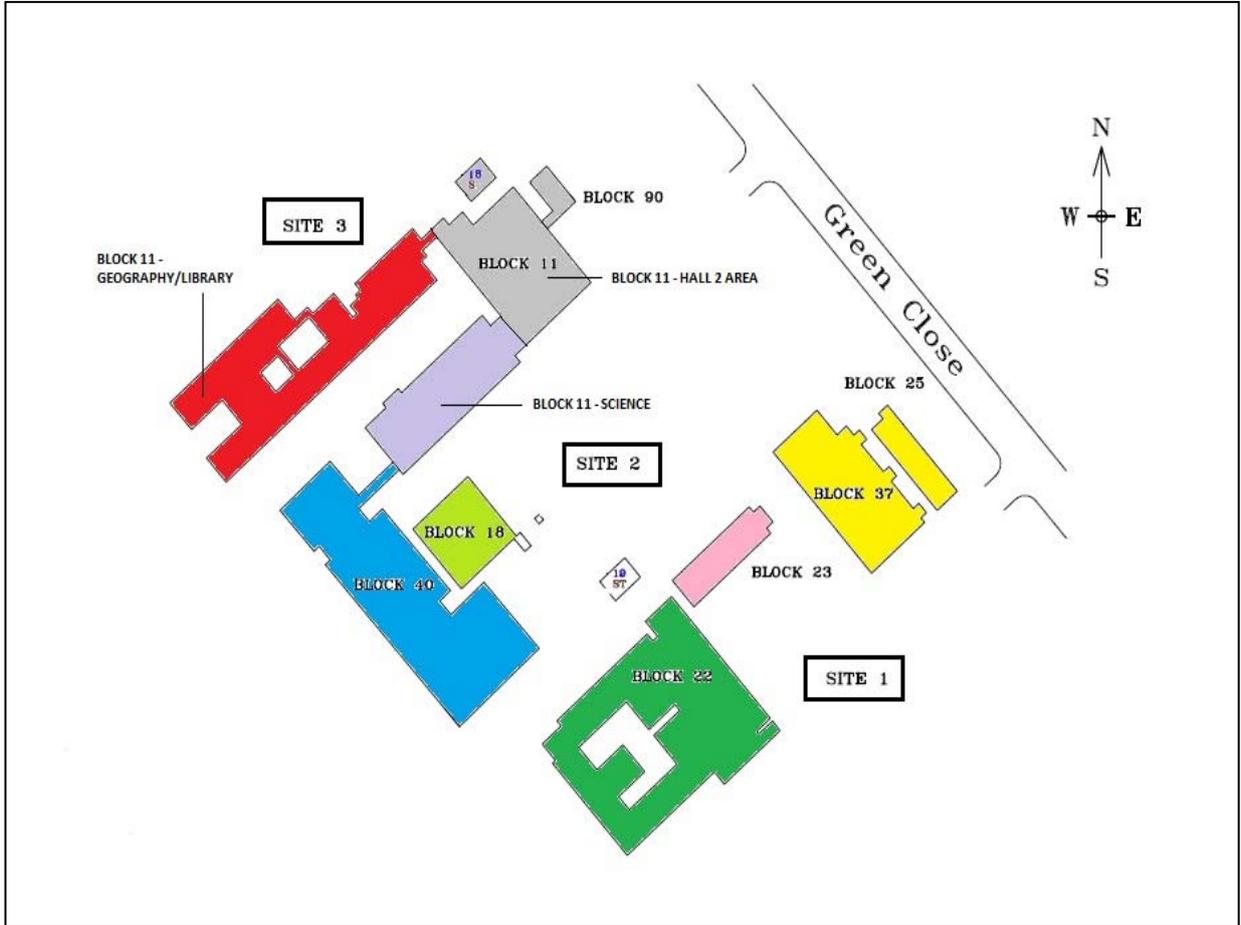
*Whenever there is a significant change as outlined above a new Fire Risk Assessment must be undertaken.*

Temporary external work that affects the emergency exit points and/or routes from the building to the Evacuation Assembly Point.

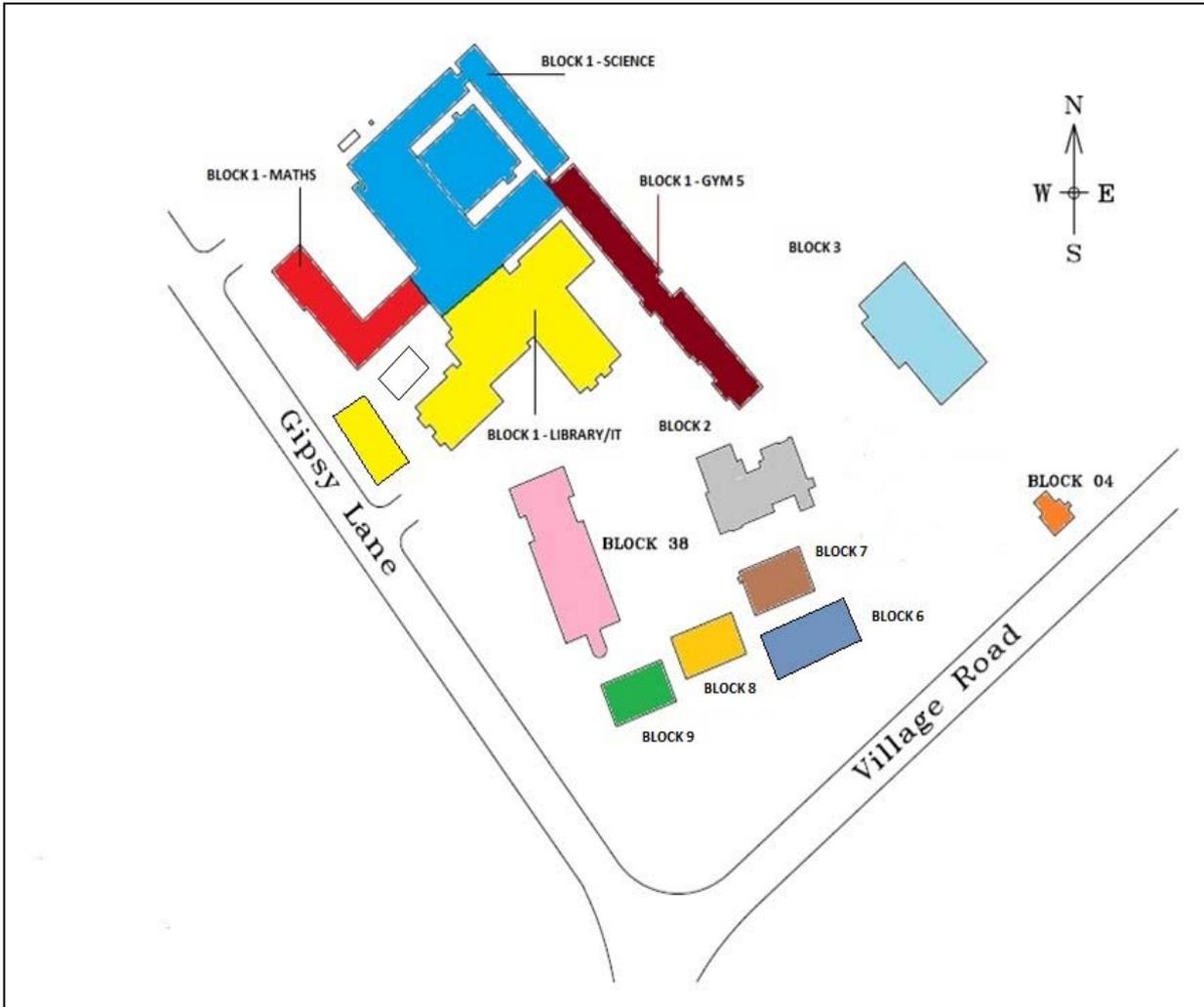
DEPUTY PRINCIPAL

Identify any change of significant personnel and/or management structures that will affect the Fire Safety and Evacuation Manual and advise the Premises Manager accordingly

# GREEN CLOSE FIRE ZONES



# GIPSY LANE - FIRE ZONES



## Appendix C

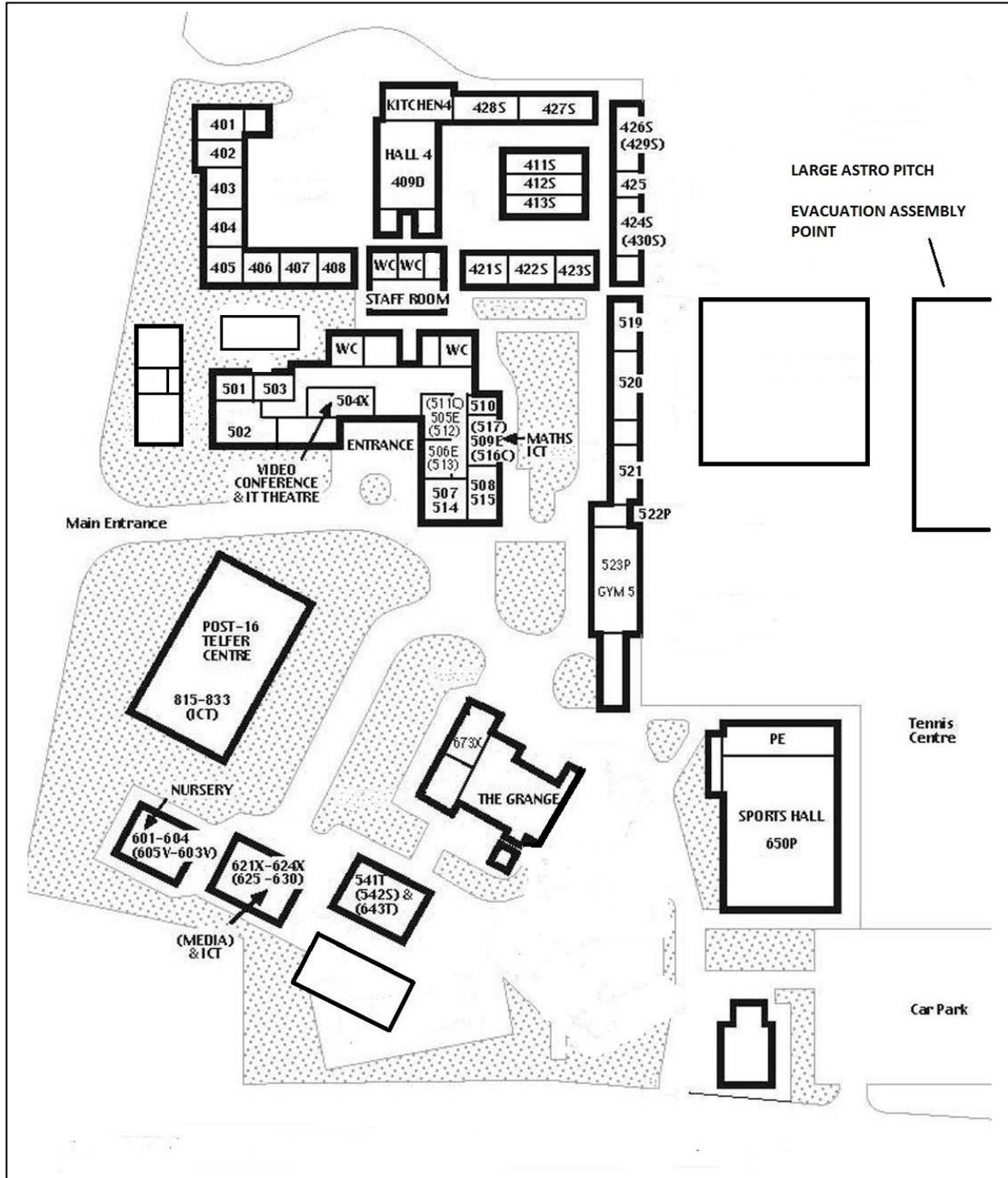
<u>Assembly Point Reference Letter</u>	<u>Block/fire zone evacuation Activated</u>	<u>Block/fire zone alert activated</u>
<u>Gipsy Lane</u>		
A	Block 1 – Maths	Block 1 – Science, Block 1 – Library/IT, Reach Unit
B	Block 1 – Science	Block 1 – Maths, Block 1 –Gym 5 Block 1 – Library/IT, Reach Unit
C	Block 1 – Library/IT Reach Unit	Block 1 – Science, Block 1 – Maths, Block 1 –Gym 5
D	Block 1 – Gym 5	Block 1 – Science, Block 1 – Library/IT, Reach Unit
E	Block 2 (The Grange)	None
D	Block 3 (Sports Hall)	None
A	Block 4 (The Cottage)	None
E	Block 6 (New Block)	Block 7 (Heavy Craft), Block 8, (Media)
F	Block 7 (Heavy Craft)	Block 6 (New Block) Block 8 (Media)
C	Block 8 (Media)	Block 6 (New Block), Block 7 (Heavy Craft), Block 9 (The Nursery)
B	Block 9 (The Nursery)	Block 8 (Media), Block 38 (Telfer Building)
A	Block 38 (Telfer Building)	Block 8 (Media), Block 9 (The Nursery)
A	New P E Changing Rooms	None
	Handyman's store/workshop	None

<u>Assembly Point Reference Letter</u>	<u>Block/fire zone evacuation Activated</u>	<u>Block/fire zone alert activated</u>
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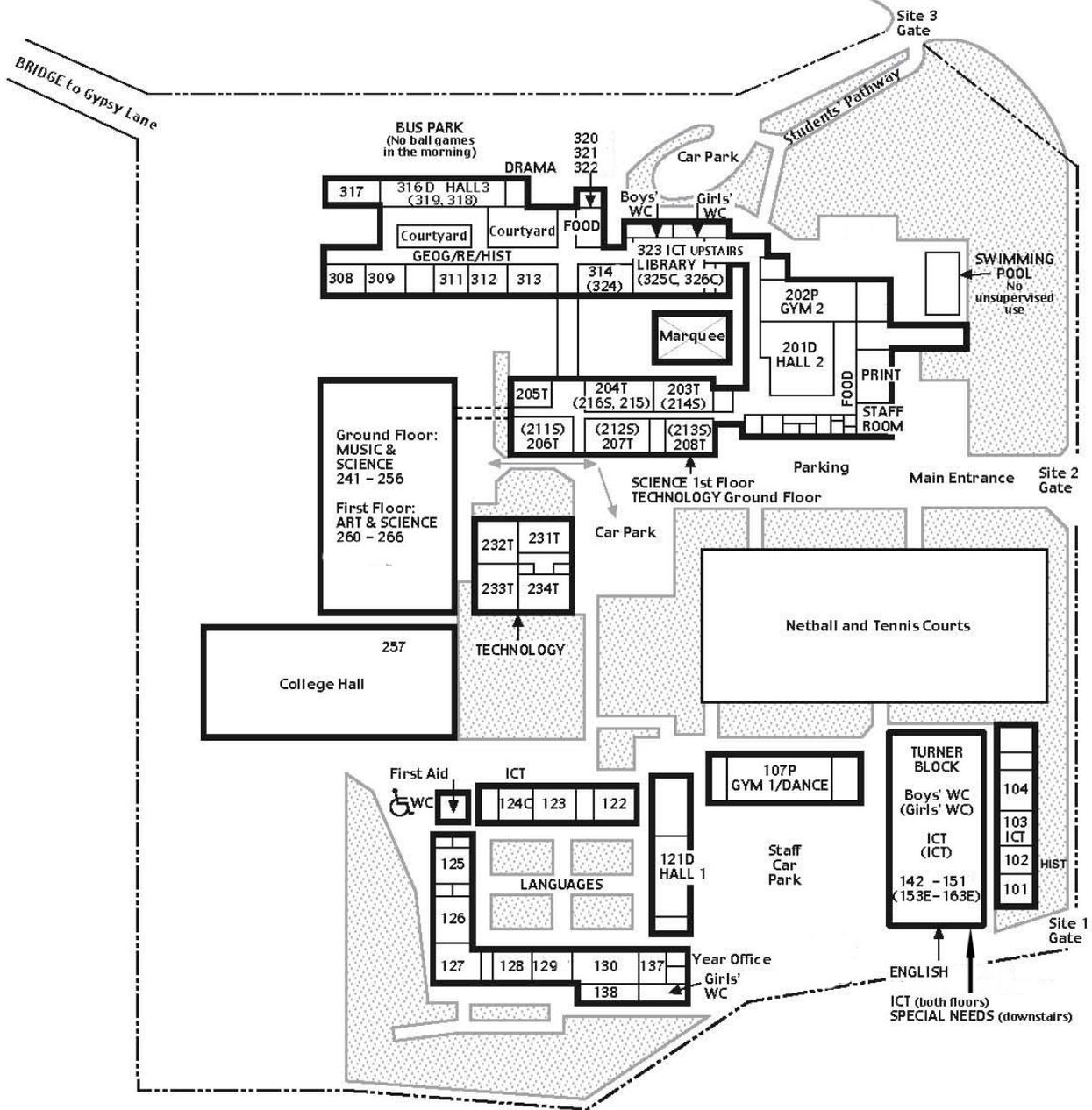
**Green Close**

A	Block 11 – Science	Block 11 – Hall 2 Area, Block 11 – Geography/Library Block 40 – (Hitchins Building)
B	Block 11 – Hall 2 Area	Block 11 – Science, Block 11 – Geography/Library
C	Block 11 – Geography/Library	Block 11 – Hall 2 Area, Block 11 – Science
E	Block 18 (CDT)	Block 40 – (Hitchins building), Block 11 – Science
F	Block 22 (Languages Quad)	Block 23 – (Dance Studio)
G	Block 23 (Dance Studio)	Block 22 – (Languages Quad), Block 37 (Turner Building), Block 25
H	Block 37 (Turner Building) & Block 25	Block 23 (Dance Studio)
D	Block 40 (Hitchins Building)	Block 18 (CDT), Block 11 - Science

# GIPSY LANE CLASSROOMS



# GREEN CLOSE CLASSROOMS



## Appendix I

### **Contents of the Emergency Box**

The Emergency Box must contain the following:

- The PEEPS Summary, showing the location of any student with a PEEP
- Business Continuity Plan
- Fire Safety & Evacuation Manual
- Asbestos Register (current only)
- Emergency Rest Centre Plan
- Site Plans
- Block Plans
- Appendix Q - location of gas cylinders
- Appendix R - location of volatile chemicals
- Appendix S - location of radioactive material
- Appendix T - action chart for reference in the case of a fire alarm activation
- Appendix U - action chart for reference in the case of a fire alarm activation during school lettings
- Evacuation routes for all buildings

The Emergency Boxes are located as follows:

- Director of Finance and Resource Office
- Premises Manager's Office
- Secretaries to 2 x Deputy Principals Office
- Secretary to Assistant Principal responsible for Gipsy Lane's Office
- Reception - Gipsy Lane
- Reception - Green Close

## Appendix N

### **PERSONAL EMERGENCY EVACUATION PLANS - (PEEP)**

It is a legal requirement for the college to produce a PEEP for all students who require help during an emergency evacuation from buildings on the campus. This includes students with a temporary incapacity, for example, a broken leg, as well as those with a long-term disability.

#### **Identification of students affected**

The SENCo Team is responsible for the identification of students with a long-term disability. Ideally the PEEP should be prepared before the start of the academic year for students new to the college. Individual Group Tutors are responsible for informing the SENCo Team of students with a temporary incapacity.

#### **Completing of PEEP**

Upon the identification of a student who will require help during an emergency evacuation, the SENCo Team will contact the Premises Manager providing the following information:-

- Name of student
- Year group details
- A copy of the student's timetable providing details of the rooms used by the student

The Premises Manager will prepare a draft PEEP providing details of individual evacuation routes and 'Safe Areas' where the student should be taken, if appropriate. The Devon and Somerset Fire Service do not approve of the use of 'Safe Areas' preferring for all staff and students to be evacuated from the building. Advice within individual PEEPs suggests that staff and students with a PEEP who cannot follow the usual evacuation process due to their physical limitations should allow other students to leave the classroom first and for teachers to follow on with the student. 'Safe Areas' will only be used as a temporary holding area where the student uses a first floor room and cannot use the stairs safely until the initial rush of students evacuating the building has taken place. All students with a PEEP who do not have limited physical capacity will use the normal emergency evacuation routes. The draft PEEP will be discussed with the appropriate member of the SENCo Team, the student and the student's parent(s), Guardian(s) or carer(s) who will sign the document to confirm agreement to it.

Copies of plans showing the escape routes and locations of 'Safe Areas' will be attached to the PEEP.

A 'Safe Area' is generally on the landing of a staircase which is protected at ground and first floor level by 30 minute fire resistant and smoke sealed doors. This will provide the Devon and Somerset Fire Service with sufficient time to effect a rescue.

If a student is identified that requires the use of a wheelchair at all times and it is not possible to time-table the student within ground floor classrooms only it will be necessary to purchase an evacuation chair for the blocks where the student will work. The chair must be regularly inspected and maintained and staff identified and trained in its use.

### **Testing of PEEP**

The Premises manager, together with the SENCo Team member responsible for the student will undertake a 'dry run' of the PEEP with the student where appropriate.

### **Circulation of PEEP**

Copies of the completed PEEP will be sent by the SENCo Team to:-

- The student
- The student's tutor
- The SENCo Team
- Teaching Assistants supporting the student
- Teachers teaching the student

### **Retention of PEEP**

A copy of the completed PEEP will be kept in the appropriate section with the Fire Safety and Evacuation Plan, and appropriate details entered on to the PEEP summary document. A copy will also be placed in the Emergency Boxes.

### **Action in the event of the need to evacuate the student**

Where the student is using rooms that have been assessed as presenting no additional risks, the normal emergency evacuation routes/process should be followed.

In all other instances the emergency evacuation route identified with the PEEP must be followed.

If the student is supported by a Teaching Assistant, he/she is responsible for ensuring the safe evacuation of the student and for remaining with the student until contacted by an officer from the Devon and Somerset Fire Service.

If the student is not supported by a Teaching Assistant, the teacher is responsible for ensuring the safe evacuation of the student. Remaining with the student with a PEEP will mean that the teacher will not be able to lead his/her students to the Evacuation Assembly Point. One of the students must be told to inform the Assembly Point Manager of the situation upon arrival at the Evacuation Assembly Point.

Upon being alerted of the fire, the Director of Finance and Resources will consult the PEEP summary document to identify whether there is a student for whom a PEEP has been prepared, in the building affected at the time of the emergency evacuation who may have been evacuated to a 'Safe Area' or may take longer to evacuate the building.

Students who, following assessment, will not be evacuated to a 'Safe Area' due to their being able to follow the standard evacuation process will not be included on the PEEP Summary document.

If there is a student with a PEEP in the building or fire zone at the time who may have been evacuated to a 'Safe Area', and after checking with the Assembly Point Marshal has not arrived at the Evacuation Assembly Point the Director of Finance and Resources will advise the Devon and Somerset Fire Service accordingly providing details of the student's name and the 'safe area' where he/she could be.

Clearly it is impossible to identify every possible set of circumstances when preparing the PEEP. In addition the PEEP may show more than one possible escape route when the room to be used is located within a long corridor.

The primary escape route will always be identified as such on the plan. The Teacher or Teaching Assistant responsible for evacuating the student must use his/her common sense should there be more than one option.

### **Notification of changes**

The SENCo Team are responsible for advising the Premises Manager of any changes to the requirement of or rooms used by any student with a PEEP.

### **Review**

All existing PEEPs will be reviewed on an annual basis at the start of the new academic year or earlier if the student's timetable has been agreed earlier. A review will also take place if the student's timetable changes whether that is to the rooms used or the time that rooms are used.

## Appendix Q

### LOCATION OF GAS CYLINDERS

#### GIPSY LANE

Block 33	Room 2LP	Prep room behind rooms	1 x Hydrogen Cylinder	Located in yellow steel cabinet near doorway
			1 x Oxygen Cylinder	Located in yellow steel cabinet near doorway
		411 to 413	1 x Oxygen Cylinder	Room 411
External	Cylinder Store	Outside room 428	Empty & Spare Cylinders Methanol	

#### GREEN CLOSE

Block 11	Room 215	Prep room between Rooms 214 & 216	1 x Hydrogen Cylinder 1 x Oxygen Cylinder	Located in yellow steel cabinet
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## Appendix R

### LOCATION OF VOLATILE CHEMICALS

#### GIPSY LANE

Block 33	Room 2LP	Prep room behind rooms 411 to 413	Volatile chemicals Other chemicals	Steel cabinet Trays in racking
Block 1	Room 428	Science Lab	Diluted acids and alkalis	Steel cupboards Below fume cupboards
External	Chemical Store	Outside room 428	Full range of chemicals	

#### GREEN CLOSE

Block 11	Room 215	Prep room between Rooms 214 & 216	Volatile chemical Other chemicals	Steel cabinet Trays in racking
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## **Appendix S**

### **LOCATION OF RADIOACTIVE MATERIALS**

#### **GIPSY LANE**

Block 33	Room 422	Prep room between Rooms 421 & 423	Located in steel cupboard bolted to wall within the cupboard by the door to room 423
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#### **GREEN CLOSE**

Block 11	Room 5lp	Prep room at the end of room 212	Located in steel cupboard bolted to wall near the door to room 212
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