



Exmouth
Community
College
Academy Trust

Fire Safety & Evacuation Strategy

Policy Details	Date
Policy Written	Matt Burrell and Sally Tacchi
Governors Committee	Resources Committee
Policy ratified by governors	May 2023
Review Cycle	Annually
Policy Review date	May 2024

Contents

1.	INTRODUCTION	3
1.	INITIAL RESPONSE.....	3
2.	INCIDENT COMMAND GROUP AND EMERGENCY MANAGEMENT TEAM	4
3.	ASSEMBLY POINT COMMANDER	5
4.	FIRE PREVENTION	5
5.	FIRE LIMITATION.....	6
6.	FIRE ALARM SYSTEM.....	6
7.	DISCOVERY OF A FIRE/EVACUATION	7
8.	ASSEMBLY POINTS	9
9.	REMOVAL OF STUDENTS FROM ESTATE.....	10
10.	FIRE SAFETY AWARENESS	10
11.	GAS OR CHEMICAL INCIDENTS.....	11
12.	BOMB ALERT	11
13.	PERSONAL EMERGENCY EVACUATION PLAN (PEEP).....	12
14.	ROLES AND RESPONSIBILITIES	12
15.	LETTINGS AND AFTER SCHOOL EVENTS	12
16.	ADDITIONAL LESSONS OUTSIDE OF NORMAL COLLEGE HOURS.....	13
17.	DURING COLLEGE HOLIDAYS.....	13
18.	CLEANING STAFF WORKING EARLY MORNINGS	14
	APPENDIX A.....	15
	CHECKS ARISING FROM EMERGENCY EVACUATION STRATEGY	15
	APPENDIX B – CAUSE AND EFFECT OF FIRE ALARM SYSTEM	17
	APPENDIX C	18
	CONTENTS OF THE EMERGENCY BOX	18
	APPENDIX D PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	19
	APPENDIX E LOCATION OF DANGEROUS SUBSTANCES, RADIOACTIVE MATERIALS, GASES, AND CHEMICALS	22

1. Introduction

The College Principal is the designated 'Responsible Person' under legislation and is responsible for ensuring the safety of everyone who uses the Estate 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 Assistant Estates and Facilities 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 Estates and Facilities Manager to ensure that any issues identified within the audit are addressed. The Estates and Facilities 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 Estates and Facilities Manager is responsible for identifying any changes to the estate 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 Estates and Facilities Manager of any changes to their management structure or staffing that will affect the Fire Safety and Evacuation strategy.

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 most 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.

1. Initial Response

The success of the initial response will, in part, depend upon good communication between key staff. All the Estates and Facilities Team have access to radios which they keep on at all times, it is important that channel 1 on the radio system is kept clear so that the Estates and Facilities Team have clear communication. The members of the Senior Leadership Team all have radios to assist in communication, which again are kept on at all times during the College day, and should be set to channel 4 during an emergency situation.

During 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 and, as a result, will not always be available to assist in the management of the emergency situation in the early stages. Therefore, an Incident Command Group will be formed to manage the response and the Director of Finance and Resources will assume the Emergency Manager role, supported by the Estates and Facilities Manager. 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 their support team will re-locate to the Principal's office within the Judith Telfer Centre.

The Estates and Facilities 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.

The key responsibilities of the Incident Command Group are:

- Co-ordinating activity and making decision until such time as the emergency is over or a decision has been taken to establish the Emergency Management Team.
- 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.
- Liaise with the Senior Fire Officer and advise them of any dangerous substances held in the area of the fire and providing a site plan and block plan. At this point the Director of Finance and Resources/Emergency Manager should ensure that the Senior Fire Officer is given their mobile telephone number to assist in communication.
- Liaison with the Senior Fire Officer with regards to further decision and actions regarding the emergency.
- Keeping other relevant colleagues updated regarding the extent of the emergency.

The Director of Finance and Resources/Emergency Manager is also supported by the Estates and Facilities Team and the Assembly Point Leaders. See below for details of the roles and responsibilities.

2. Incident Command Group and Emergency Management Team

The Incident Command Group will be activated when a Fire or Stay Put Alarm is sounded, and will manage the emergency situation from start to finish. The Incident Command Group will be based in the Director of Finance and Resources Office within The Grange.

In the event of a false alarm, the fire evacuation procedure once started should not be cancelled mid-way through. Where there is a genuine fire the Director of Finance and Resources/Emergency Manager 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.

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/carers if deemed necessary 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 College 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.

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.
- Estates and Facilities Manager.

- Network Manager.
- HR Manager.

Admin support to the Emergency Management Team will be provided by the Principal's Personal Assistant or Governance Professional.

Conference Room 1, in The Grange, will be the Emergency Response Control Centre and base for the team. If The Grange is directly affected by the emergency the Emergency Response Control Centre base will be the Principal's Office, the Judith Telfer Centre.

3. Assembly Point Commander

Each Assembly Point will be assigned an Assembly Point Commander who is responsible for co-ordinating activity at the Assembly Point and being the link with the Incident Command Group / Emergency Manager who has overall responsibility for managing the response to the fire situation.

The first member of teaching staff to arrive at the Assembly Point will assume role of Assembly Point Commander until a member of the Senior Leadership Team arrives. If no member of the Senior Leadership Team arrives, then the most senior teacher must take charge and alert the Incident Command Group.

The Assembly Point Commander is responsible for informing the Incident Command Group of any issues that have arisen during the evacuation/registration process, for example missing students or staff.

The Assembly Point Commander is responsible for collecting register information from teachers, for checking staff and visitors, and that contractors and cleaners are accounted for with the Estates and Facilities Manager.

Teachers are provided with an absence slip when they report to the Assembly Point 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 Commander who reports any missing staff, students, or visitors to the Incident Command Group.

Teachers are responsible for ensuring students line up in an orderly way and for generally maintaining behaviour. They are also responsible for carrying out a headcount of students at the point of evacuation, leaving the building, and arriving at the Assembly Point to ensure all student who left are present. Teachers should also take with them their Teaching and Learning Portfolio to aid with registration.

The 'all clear' and permission to return to the building(s) can only be given by the Assembly Point Commander, once the Incident Command Group has made the decision.

4. 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.

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.

Fire Risk Assessments are reviewed annually for each block.

5. Fire Limitation

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

The Fire Alarm call 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 Estates and Facilities Manager.

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

Fire extinguishers are also strategically placed across the estate.

The 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 room.

The location of fire alarm call points and fire extinguishers are clearly signed..

6. 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 alarm call points. Each building has its own emergency warning sounders.

Each block is connected to a central control panel within The Grange and a series of radio alerts take place upon activation. The following radios owned by the role(s) below will be alerted:

- Estates and Facilities Manager/Team
- Duty caretaker out of hours (contact made by the monitoring company via mobile telephone)
- All members of the Senior Leadership Team
- Pastoral Team Leaders
- Principal's Personal Assistant
- Data and Assessment Manager
- Nursery Manager

Please note, it is important that the radios identified above are not moved or swapped around as they are pre-programmed to receive the alert.

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 radios, and the duplicate control panels.

In the event of an alarm being activated the fire alarm evacuation sounders will be activated within that Block. This will take the form of a loud tone followed by a male voice indicating that the building must be evacuated. This will continue until the 'all clear' has been given by the Incident Command Group.

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

The Stay Put sounder takes the form of a female voice indicating that an incident has been reported in the building 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 Stay Put 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, in severe weather, or if a suspicious intruder is discovered within the College estate.

The initial Stay Put sounder will sound continually until either the evacuation sounder is activated or the event is confirmed as 'all clear' at which point the alert sounder will cease. By law the decibel level of the sounders is high. It is possible, therefore, that staff and students in one block, or on the Astro Pitches will hear the Evacuation or Stay Put sounders within a nearby block. Staff must not evacuate their block unless the Evacuation sounders are activated within their block.

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.

7. Discovery of a Fire/Evacuation

General

Fire drills are carried out three times a year, once each term, and a log maintained. Any problems identified during the drill are reported to the Director of Finance and Resources 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 call 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 building in question to the appropriate Assembly Point.

When the teacher arrives at the Assembly Point they must advise the Assembly Point Commander that there is a fire immediately and give the exact location of the fire. This information must be passed to the Incident Command Group.

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 Assembly Point and must remain there until the 'All Clear' is given.

If you hear the Fire Alarm

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

Members of staff within the Block affected who hear the evacuation alarm and are not responsible for students at the time of the evacuation must go to the Assembly Point area and report to the Assembly Point Commander.

What to do before evacuating the room

If it is safe to do so **WITHOUT PUTTING THEMSELVES AT RISK** all windows should be closed before leaving the room and the door closed (but not locked unless by swipecard). 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 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. All mains gas entry points in boiler rooms have automatic cut-off units; if a fire alarm is activated in the block then the *cut-off* unit will switch-off automatically (this will need re-setting once the alarm has been cleared).

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 Assembly Point. If the student does not arrive at the Assembly Point the Assembly Point Commander must be informed immediately. This is particularly important if the student has a PEEP.

Managing the initial response to the alarm activation

Following the activation of the fire alarm system the Estates and Facilities Manager and the Director of Finance and Resources will both be made aware of the block where the alarm has been activated via their radios.

The Estates and Facilities Manager will send a member of the Estates and Facilities Team 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 a member of the Estates and Facilities will contact the Incident Command Group, on channel 1 of the radio.

If there is a fire the Estates and Facilities Team will inform the Incident Command Group who will then make contact with the emergency services. If contact cannot be made with the Incident Command Group, then the Estates and Facilities Team will contact the emergency services.

The Estates and Facilities Team will subsequently undertake a sweep of the building to ensure there are no stragglers or injured staff or students left behind. There is no expectation that a member of the Estates and Facilities Team will enter a building where it is evident that a fire situation exists.

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

The Emergency Manager will liaise with the Senior Fire Officer upon their arrival and provide them with any information regarding dangerous items within the fire zone affected. They will also give them a site plan and block plan of the affected building plus their 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 Commander, which may include students or staff with a PEEP, details of rooms/areas not checked etc.

When the Stay Put sounder is activated everyone should remain in their room until either the Evacuation sounder is activated or the 'all clear' is given. All windows and doors should be closed, and everyone should remain seated and away from windows and doors.

For buildings not directly affected by the Evacuation or the Fire Alarm, that is to say the Evacuation or Stay Put alarm for the block 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.

8. Assembly Points

The Assembly Points are as follows:

- **Gipsy Lane Assembly Point: 2G/LARGE ASTRO (Nursery to assemble in the New Maths Block Garden)**
- **Green Close Assembly Point: TENNIS AND NETBALL COURTS**

If there are students on the Gipsy Lane Astro Pitch or the Green Close Tennis and Netball Courts when the evacuation commences they must stay at the Assembly Point.

The areas where staff and students should assemble within the Assembly Points are clearly signed.

Teachers are responsible for lining up with their students in an orderly fashion and for informing the Assembly Point Commander of any missing students or staff.

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 by the Incident Command Group.

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. A decision will be made by the Incident Command Group if the entire site is to be evacuated.

Students must remain at a safe distance from the building where the alarm has been activated. If their next lesson is within a building where the evacuation alarm is being sounded students must go to the 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 Assembly point.

9. Removal of Students from Estate

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 pending collection by their parent(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 Emergency Management Team will identify a team of staff who will contact parent(s)/carer(s) via their emergency contact numbers or a general text message will be sent.

10. Fire Safety Awareness

All new staff receive a copy of this 'Fire Safety & Evacuation Strategy' 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 call point and the nearest Assembly Point.
- Showing them the emergency exits, means of operating any exit devices such as push bars etc.
- An explanation of the reporting arrangements in the event of a fire or drill.
- 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 Student Planner and Tutor.

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

Contractors working on the site are provided with a copy of the document 'Control of Contractors' before they start work on the site.

Visitors to the site are provided with a copy of the document 'Guidance for Visitors & Contractors'.

Members of the public hiring accommodation are provided with the appropriate guidance.

11. Gas or Chemical Incidents

If a member of staff believes there may be a gas or chemical leak in a room they should evacuate the room immediately and inform the Estates and Facilities Manager who will, in turn, inform the Director of Finance and Resources who will take on the Emergency Manager role and activate the Incident Command Group. The Estates and Facilities 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 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 Stay Put sounder, followed by the Evacuation sounder if necessary.

Upon hearing the Stay Put sounder staff and students must remain in their classes and close all windows and doors until the 'all clear' is given by the Incident Command Group. Everyone must 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 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.

The Incident Command Group will be responsible for ensuring the appropriate action is taken to remove the threat as soon as possible.

12. 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 and the Incident Command Group will be activated. 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.

The Principal will contact the police for advice regarding 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 they will take

on the Emergency Manager role. The Emergency Manager together with the Principal will consider whether a wider evacuation is required.

13. Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan will be prepared for each member of staff or student who needs assistance in the case of an emergency evacuation. The PEEP will be 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.

14. Roles and Responsibilities

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

In addition, the Director of Finance and Resources, the Estates and Facilities 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 class have read and understood the fire notices and always have a current timetable with them.
- Know the location of the nearest fire alarm call point, fire extinguishers and fire blankets.
- Know the location of the Assembly Point.
- Ensure that the fire notices are displayed in classrooms etc. and that they understand them. Report any missing or damaged signs to the Estates and Facilities Manager.
- Be aware of any students they are teaching for whom a PEEP 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.

15. Lettings and after school events

All after school events where use of the College is not similar to the day-to-day activity, such as concerts and plays have a bespoke risk assessment 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 member of the Estates and Facilities Team 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 in use is also less.

As a general rule this process will come into force at 4.00 pm Monday to Friday and all day on Saturday and Sunday.

The identified activity or group leader will ensure they evacuate themselves and anyone within the group to the nearest Assembly Point. They must also follow the other guidance within this document.

Once at the Assembly Point, the activity or group leader is to ensure that all members of the group are accounted for. The activity or group leader must contact the Duty Estates and Facilities Team member who should be aware that the alarm has been activated.

If a genuine fire is confirmed to be taking place, then the activity or group leader must contact the emergency services and the Duty Estates and Facilities Team member.

The 'All Clear' to re-enter buildings will be given by either the fire service or the Duty Estates and Facilities Team member.

16. 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 Estates and Facilities Team members 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 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 Commander 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 Estates and Facilities Manager taking into account the number of senior staff available.

In the worst case scenario the procedure under Section 16 should be followed with references to the 'Duty Estates and Facilities Team Member' being replaced by the Director of Finance and Resources or the Estates and Facilities Manager.

17. During College Holidays

During College holidays there may be a fewer staff on site together with contractors and members of the Estates and Facilities Team. Most of the Senior Leadership Team members will not be on site. As a result, the procedure outlined in Section 16 or 17 should be followed.

Generally, either the Director of Finance and Resources and/or the Estates and Facilities Manager, or Assistant Estates and Facilities Manager will be on site.

Contractors

There will generally be a number of contractors on site during College holidays. All contractors must register on site with the Estates and Facilities Manager or Assistant Estates and Facilities Manager.

The contractors are responsible for getting themselves to the Assembly Points and the lead contractor must inform the Estates and Facilities Manager or Assistant Estates and Facilities Manager of any of their colleagues who were working in the Block who are not accounted for.

Support staff and Teachers

All support staff and teachers working within the College during school holidays must sign in using the Tablet Device.

18. 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.

Until the site opens the 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 Fire Officer that their staff are accounted for or missing.

Appendix A Checks arising from Emergency Evacuation Strategy

ESTATES AND FACILITIES MANAGER

- Annual Fire Safety Audit and Action Plan produced and followed up.
- Review of Evacuation and Fire policy document.
- Annual production of PEEPS and review of PEEPS each term.
- Estates and Facilities Team members all have radios which they always keep on, and the system works.
- Emergency Boxes are available and contents up to date.
- Emergency Evacuation posters are in all rooms and accurate.
- Evacuation signage are in place at the Assembly Points.
- That the Fire Alarm System is kept in working order and the following is carried out:
 - 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 Alarm radios are held by the relevant staff.
- 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 radios 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.
- System is in place to identify when Director of Finance and Resources and Estates and Facilities Manager are off site at the same time.
- Systems are in place to ensure initial induction and refresher courses/training regarding the Fire Safety and Evacuation Strategy are provided for all staff.
- Systems are in place to ensure specific training is provided for specific groups as outlined below:
 - Fire Marshals - role in a fire situation
 - Relevant staff - use of Fire Extinguishers

- Estates and Facilities Team - role in a fire and use of Fire Extinguishers
- Assembly Point Commander - role in a fire situation
- Estates and Facilities 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 the Student Planner given to students.
- Organising 3 x Fire Drills each year (1 per term).
- Systems are in place to ensure initial induction and refresher courses/training regarding the Fire Safety and Evacuation Manual are provided for all students.
- 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 Strategy and advise the Estates and Facilities Manager accordingly.

ESTATES AND FACILITIES MANAGER

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

- Provision of new buildings/classrooms
- Removal of buildings/classrooms
- Changes to the design or use of classrooms

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 Strategy and advise the Estates and Facilities Manager accordingly.

Appendix B – Cause and Effect of Fire Alarm System

Please see separate document.

Appendix C 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 Strategy (this document).
- Asbestos Register (current only).
- Emergency Rest Centre Plan.
- Site Plans.
- Block Plans.
- Location of gas cylinders.
- Location of volatile chemicals.
- Location of radioactive materials.

The Emergency Boxes are located as follows:

Director of Finance and Resource Office
Estates and Facilities Manager Office
Principals Office
Reception - Gipsy Lane
Reception - Green Close

Appendix D Personal Emergency Evacuation Plan (PEEP)

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

Identification of students affected

The SEND 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 SEND Team of students with a temporary incapacity.

Identification of staff affected

The HR Team is responsible for the identification of staff with a long-term disability. Ideally the PEEP should be prepared before the member of staff starts employment at the College. Individual Line Managers are responsible for informing the HR Team of staff with a temporary incapacity.

Completing of PEEP

Upon the identification of a student who will require help during an emergency evacuation, the SEND Team will contact the Estates and Facilities 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.

If the PEEP is required for a member of staff, then the HR Team will provide the necessary information to the Estates and Facilities Manager.

The Estates and Facilities Manager will prepare a draft PEEP providing details of individual evacuation routes and 'Safe Areas' where the student or staff member should be taken, if appropriate. The 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. The same applies where the PEEP is for a member of staff, all others should evacuate first.

'Safe Areas' will only be used as a temporary holding area where the student or staff member uses a first-floor room and cannot use the stairs safely until the initial rush of people evacuating the building has taken place. All students and staff 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 team (SEND or HR), the student and the student's parent(s)/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 Fire Service with sufficient time to affect a rescue.

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

Testing of PEEP

The Estates and Facilities Manager, together with the SEND Team member responsible for the student will undertake a 'dry run' of the PEEP with the student where appropriate.

The Estates and Facilities Manager will undertake a 'dry run' of the PEEP with the staff member where appropriate.

Circulation of PEEP

Students:

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

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

Staff:

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

- The staff member.
- The staff members line manager.

Retention of PEEP

A copy of the completed PEEP will be kept in the appropriate section with the Fire Safety and Evacuation Strategy, 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 or staff member

Where the student or staff member 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, they are responsible for ensuring the safe evacuation of the student and for remaining with the student until contacted by an officer from the 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 their students to the Assembly Point. One of the students must be told to inform the Assembly Point Commander of the situation upon arrival at the Assembly Point.

Upon being alerted of the fire, the Incident Command Group will consult the PEEP summary document to identify whether there is a student or staff member 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 or Staff 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 or staff member with a PEEP in the building at the time who may have been evacuated to a 'Safe Area', and after checking with the Assembly Point Commander has not arrived at the Assembly Point the Incident Command Group will advise the Fire Service accordingly providing details of the student's or staff members name and the 'safe area' where they could be.

Review

All existing PEEPs will be reviewed at least on an annual basis and the PEEP summary document updated.

Appendix E Location of dangerous substances, radioactive materials, gases, and chemicals

Gas Cylinders:

Site	Block	Room	Location	Description	Stored in
Gipsy Lane	Block 33	2LP	Prep. Room behind 411-413 (415)	1 x Hydrogen Cylinder	Located in yellow steel cabinet near doorway
Gipsy Lane	Block 33	2LP	Prep. Room behind 411-413 (415)	2 x Nitrogen Cylinders	Located in yellow steel cabinet near doorway

Volatile Chemicals:

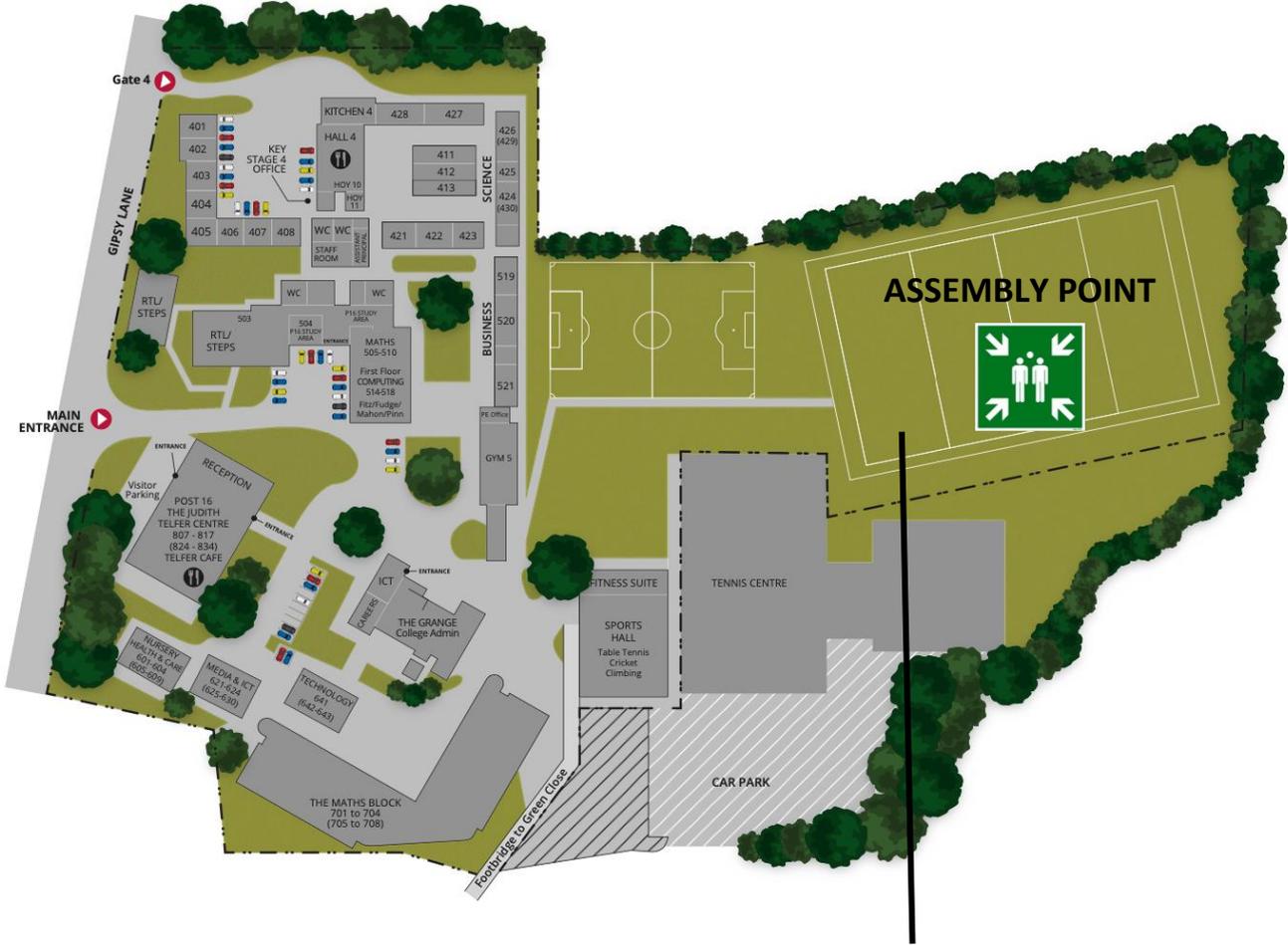
Site	Block	Room	Location	Description	Stored in
Gipsy Lane	Block 33	2LP	Prep. Room behind 411-413 (415)	Volatile chemicals	Steel cabinet
Gipsy Lane	Block 33	2LP	Prep. Room behind 411-413 (415)	Other chemicals	Racking trays
Gipsy Lane	Block 1	428	Science Lab	Diluted acids and alkalis	Steel cupboards below fume cupboards
Gipsy Lane	Block 1	52ST	Chemical Store next to 426	Full range of chemicals, correctly stored and segregated	Store Cupboard
Gipsy Lane	External	Chemical Store	Outside Room 428	Methanol	Store cupboard
Gipsy Lane	Block 1	Science Prep Room	Next to Room 428	Other chemicals	Shelves
Green Close	Block 41	Science Prep. Room	Science Prep. Room 331	Volatile chemicals	Steel cabinets (In chemical store)
Green Close	Block 41	Science Prep. Room	Science Prep. Room 331	Other chemicals	Racking trays

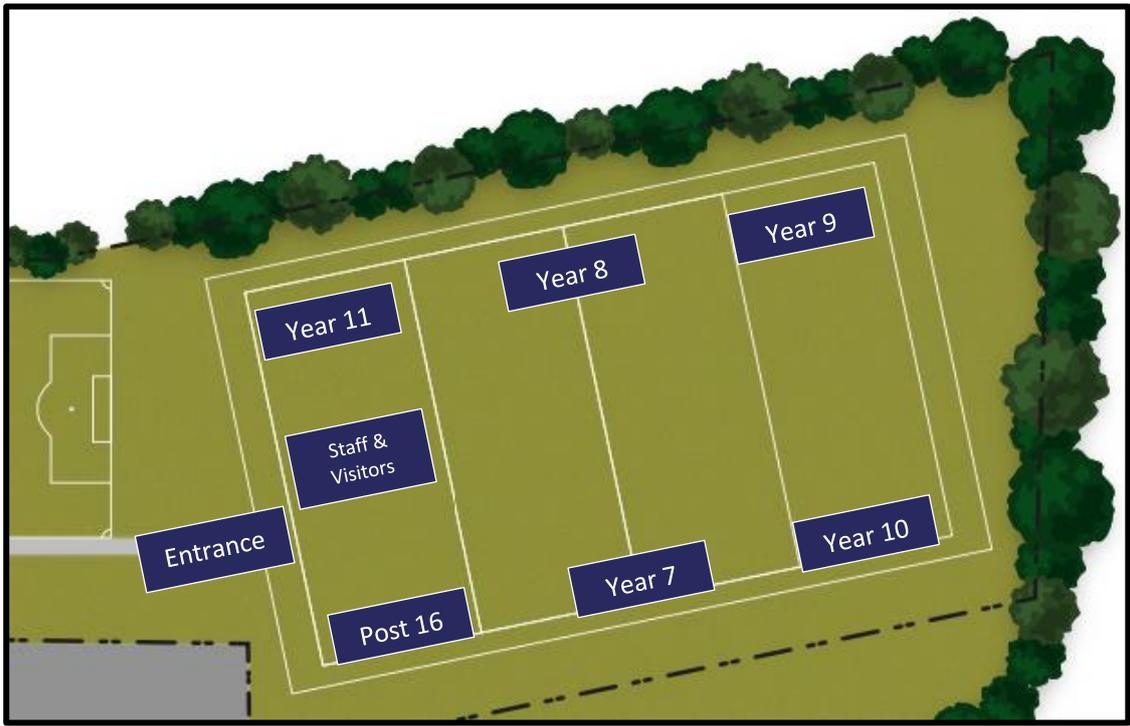
Radioactive Materials:

Site	Block	Room	Location	Description	Stored in
Gipsy Lane	Block 33	422	Prep. Room between 422 and 423	Radioactive source	Steel cupboard bolted to the wall, within the Cupboard, by the door to 423
Green Close	Block 41	Science Prep. Room	Science Prep. Room 331	Radioactive source	Steel cupboard bolted to the wall, near to the chemical store

Appendix F Site Plans

GIPSY LANE ASSEMBLY POINT MAP





GREEN CLOSE ASSEMBLY POINT MAP

