



LONG FIELD ACADEMY

# Fire & Emergency Evacuation Plan

<b>Formulation date:</b>	<b>October 2014</b>
<b>Senior Team Responsibility:</b>	
<b>Governors' Reviewing Committee:</b>	<b>FRHP</b>
<b>Approved on:</b>	<b>October 2014</b>
<b>Next review date:</b>	<b>October 2018</b>
<b>Associated documentation:</b>	<b>Disaster Recovery &amp; Business Continuity Plan</b>

## 1. PURPOSE

1.1 The purpose of this plan is:

- To ensure that the people who work in the Academy know what to do in the event of a fire. The same procedure will also apply in the event of any other emergency where evacuation is required.
- To ensure that all people within the Academy, including students and members of the public, ancillary staff and temporary staff are safely evacuated in the event of an emergency.
- To form a basis for the training of staff.

## 2. FIRE ALARM SOUND

2.1 The fire alarm sound is a warbling siren which is easily recognised. The change of class alarm is a single bell for approximately five seconds, so that the two cannot be confused.

2.2 The alarm for all buildings will be tested every week as well as the sprinkler system for Hampson and Social Science. The alarm will be initiated from different call points each week to ensure their correct functioning. All call points should be tested every 13 weeks so that they are all tested on a termly basis. The Premises Team will keep test records. The aims of the tests are:

- To test the system
- To ensure the fire alarm (sounders) covers the whole building
- To ensure the alarm can be heard by everyone throughout the building
- To familiarise staff, students and visitors with the sound of the alarm
- To ensure that fire doors held open on magnetic catches close adequately.

## 3. FIRE DRILLS

3.1 Fire drills are carried out at least once per term or when alterations have taken place which affects the escape routes, to test procedures, staff knowledge and highlight deficiencies in procedures. There is an SLT debrief after each fire evacuation and any areas for improvement are acted upon.

3.2 **Actions on discovering a fire during Academy hours 8am-3:30pm (all occupants/all staff)**

**(6am - 6pm Monitoring station have control)**

Fire action notices are prominently displayed at key points throughout the Academy.

Actions to be taken by person(s) who discovers a fire:

- Immediately stop whatever you are doing and alert everyone in the vicinity
- Operate the nearest fire call point/break glass to sound the alarm
- Ensure the emergency services are called (see section later)

- Ensure no one is in immediate danger, ensure the room is cleared of people and close door to the room but **do not lock**
- Assist visitors and people with disabilities on your way out if needed
- Leave the building by the nearest available exit
- Report to the assembly point(s) located on the playing fields near to the new tennis courts.
- Give relevant information to the Incident Controller (wearing a high visibility waistcoat)
- Do not stop to collect personal belongings or lock doors
- Do not use the lift
- Do not re-enter the building until you are told that it is safe to do so (by emergency services when in attendance/have been called – once they have taken charge they have sole authority to enter or re-enter the building)

### 3.3 KEEP CALM - KEEP THE CHILDREN CALM

3.4 A MEMBER OF STAFF SHOULD ONLY ATTEMPT TO FIGHT A FIRE IF THEY ARE TRAINED TO DO SO AND ARE CONFIDENT THAT THEY CAN DO SO SAFELY I.E. WITHOUT BEING OVERCOME BY SMOKE OR TRAPPED BY THE FIRE – YOUR PRIORITY IS TO GET OUT!

## 4. HIRE OF THE ACADEMY PREMISES

4.1 Anyone hiring the Academy or part of the premises is made aware of the fire precautionary arrangements i.e. fire alarm (alarm sound, location of call points, how to use them), the location of fire escapes/routes, firefighting equipment. They should also be advised that emergency escape routes and doors must kept clear and must never be blocked or inhibited in any way.

4.2 If no one from the Academy will be present, the “responsible person” is ascertained and checks made to ensure that they are competent. The out of hour’s assembly point is by the main Academy gates.

## 5. OUT OF ACADEMY HOURS AFTER 3:30PM

5.1 Telephone the fire brigade and meet them on their arrival (see instructions on calling the fire service below).

## 6. ACTION TO BE TAKEN ON HEARING THE ALARM SOUNDING

### 6.1 Role of Fire Marshalls:

- On hearing the alarm immediately stop everyone working
- Teachers in charge of classes should instruct students which exit to use
- Ensure students remain together and leave in a quiet and orderly fashion

Teachers/other staff should check that their teaching area is clear and follow at the rear and close all doors (check that no-one is hiding in fear)

NB: Teachers need to be aware where students are at all times i.e. in toilet, on errand, reading outside class etc. and ensure safe evacuation of all students

- Teaching assistants or other adults able to escort the students by leading them to the assembly point. All students will have a degree of evacuation training but their behaviour may be unpredictable in an emergency evacuation situation
- Report to the assembly point(s) located by the new tennis courts at the rear of the Hampson building
- Conduct a roll call to ensure all are present
- Give relevant information to the Incident Controller

NB: Supply staff must be made fully aware of these procedures and the Academy layout.

## **6.2 Role of Incident Controller:**

- On hearing the alarm immediately go to the assembly point
- Wear yellow high visibility waistcoat.
- All radio holders should be tuned to channel 1.
- Gather information from others about the fire and whether the buildings are clear of people – use a checklist if possible.
- Identify themselves to the fire service and report on whether the Academy has been cleared or not as the case may be.
- Report on the location or information about the fire.
- Report on where any people may remain and what their circumstances are.

**Incident controller is:**

**SLT Duty Officer for the day**

## **7. ACTIONS ON HEARING THE ALARM (ADDITIONAL SPECIFIC TASKS)**

### **7.1 Principal/Assistant Principal**

In the event of the fire alarm sounding the Principal or their appointed deputy will:

- Leave the building by the nearest exit and co-ordinate the evacuation from the assembly point
- Establish from staff members the evacuation status
- Report the evacuation status to the Incident Controller or a fire brigade officer
- Refer to the Disaster Recovery Plan
- Liaise with the Press Office at the local authority if required (see dealing with the press later)

In the event of a person or persons being reported as still being in the building, alert the fire brigade immediately.

## **7.2 Main Reception Staff / Office Staff**

The person on main reception will:

- Call the emergency services (see section later)
- Take the visitor's book/register/emergency box/cards with contact phone numbers of students, and high visibility waistcoats with them (if safe to do so)
- On arrival at the assembly point report to their manager or deputy
- Give the high visibility waistcoat to the Incident Controller
- Make the visitors book containing a copy of this emergency plan available to the Incident Controller
- One member of staff will remain on reception.

## **7.3 Premises Staff/Business Director**

In the event of the fire alarm sounding these personnel or their appointed deputy will:

- Check the control panel to ascertain the location of the problem
- Investigate whether the alarm is a false alarm or an actual fire/other emergency (always keep a clear escape route behind you and leave the second you are sure it is a fire – open any doors carefully in accordance with training. If you have been notified it is a genuine fire – do not investigate to confirm)
- Instruct Reception to call the fire brigade to confirm the incident is a fire or false alarm
- Leave the building by the nearest available exit and report findings to the Incident Controller
- Premises Team ensure any gas/electricity supply cut offs have been activated if safe to do so on the way out of the building
- Do not re-enter the building until you are told that it is safe to do so
- Do not use the radio where there is a suspicion that gas may be involved in the incident
- Do not sweep an area greater than 2 minutes (walking), your safety is paramount and you must leave the building.

## **8. ASSEMBLY POINTS**

Once clear from the building all students and staff are to assemble by the Tennis Courts rear of the Hampson building.

Students should assemble in House Groups with the exit from the building managed by the class teacher.

The evacuation drawing plan is available in the Staff Room area on Fronter and in the Staff Handbook. All personnel should familiarise themselves with these drawings/procedure.

## **9. ARRANGEMENTS FOR SUMMONING THE FIRE SERVICE**

- Dial **999** or 112

- Answer questions calmly
- The operator will say 'emergency, which service?'
- Ask for the fire brigade
- Operator will ask your name, telephone number (01664 561234) and the address from where you are calling –  
  
LONG FIELD ACADEMY, OFF LEICESTER ROAD, AMBLESIDE WAY,  
MELTON MOWBRAY, LEICESTERSHIRE, LE13 0BN
- You will be connected to the fire brigade
- Give them the address as clearly and precisely as possible. You may be asked for additional information e.g. nearest main road, post code etc.
- Tell the operator you are at: Long Field Academy
- Tell them there are approximately 600 children on site
- Plus approximately 75 adults on site.

Remember: it is better to make 100 calls to the emergency service, rather than everyone assume that someone else has, and eventually make none!

## **10. ARRANGEMENTS FOR THE SAFE EVACUATION OF CONTRACTORS AND OTHER VISITORS/LETTINGS (see Appendix A)**

## **11. PUBLIC EVENTS IN THE ACADEMY E.G. ACADEMY PLAYS (see Appendix B)**

## **12. EVACUATION EXCEPTIONS**

12.1 If the alarm sounds at the end of the school day, the following procedures apply:

- All students leaving the site should continue to do so
- All Site staff on duty should continue with their normal evacuation duties
- All remaining staff will follow the Fire and Evacuation Procedure and evacuate to their normal assembly point
- Fire Wardens within the building will continue with their role in these circumstances as normal.

12.2 If the alarm sounds during an external exam, the following procedures will apply:

- A member of staff will be instructed by the Duty Officer for the day to make contact with the lead exams invigilator immediately and the students should continue with the exam until the need for an evacuation has been identified, unless they are in imminent danger.
- After 5 minutes if the alarm is still sounding, or a real reason for evacuation is established, the lead invigilator will be advised to evacuate the students and the Exams Manager will take control of the areas as outlined in the exams guidance in these circumstances.

### **13. TRAINING (See Induction section in Staff Handbook)**

#### **13.1 TRAINING (Specific)**

- Fire Risk Assessments will be carried out by an external organisation. The Fire Risk Assessment report will be presented to the Health and Safety Governor Committee.-related issues for the premises.
- Fire marshals will be trained in fire awareness, procedures and precautions. Key staff members will be trained in fire awareness, fire precautions and the use of fire extinguishers. Refresher courses will take place every three to five years.

### **14. RECORDS**

The Premises Manager or Business Director will maintain all fire-related records in the Fire Safety premises manual. The following items will be recorded:

- A copy of the fire risk assessment
- An up to date site plan
- Monitoring of fire alarm systems
- Monitoring of emergency lighting systems
- Monitoring of fire fighting equipment
- Monitoring of escape routes
- Details of unplanned fire alarm incidents and incident review
- Records of date and time of fire evacuation drills and observations/comments on their outcome
- Records of contracts service visits including:
  - Fire alarm and emergency lighting maintenance and testing
  - Fire fighting equipment maintenance
  - Portable electrical appliance inspection and testing (internal)
  - Inspection and testing of electrical installations
  - Lightning protection system maintenance (if applicable)
  - Fire risk assessments visits and reviews
  - Boiler and heating system servicing/maintenance
  - All training including induction (include date, nature of the training and who attended).

## **ARRANGEMENTS FOR THE SAFE EVACUATION OF CONTRACTORS AND OTHER VISITORS/LETTINGS**

When contractors and other visitors arrive at the reception area they are to:

- Be briefed on the fire arrangements and if necessary be shown the fire evacuation routes
- Be briefed that emergency escape routes and doors must be kept clear and must never be blocked or inhibited in any way
- Sign in, in the visitors' book to acknowledge that they have received this information
- Sign out on departure
- In the event of an evacuation the person on reception will take the visitors book with them to the assembly point.

### **SPECIAL NEEDS**

Special arrangements to assist children or adults with disabilities (including visitors) are as follows:

PEEPs (Personal Emergency Evacuation Plans) are available where appropriate.

Details of Refuges are: Top of Stairs in the Hampson Centre. Evacuation chair is located in the Hampson centre Refuge.

## **PUBLIC EVENTS IN THE ACADEMY E.G. ACADEMY PLAYS**

Clear instructions are given as early as possible to the audience/public as to the procedure to follow in the event of an emergency. In an indoor performance this should be before the event commences. The audience is advised that the students will be evacuated separately, and that parents should refrain from coming forward in an attempt to reach their children as this will hinder the flow of those trying to escape, including their own children.

The responsible person for the event is the Event Organiser.

The role of stewards (responsible person to brief them on their role immediately prior to event):

- Site plan provided to cover the following:
  - Lost Children Point (to be agreed by Premises team and responsible person)
  - First Aid Point
  - Emergency Exits
  - Fire Assembly Point
- All communication is made by mobile phone/two way radio on Channel 1 (to be used only for that purpose)
- If there are any problems/concerns they are instructed to radio the responsible person
- Remain vigilant
- All stewards will be clearly identifiable by the high visibility tabards that are put on in the event of an emergency (available from Admin Team)
- Stewards will be advised of any specific area/role they are responsible for
- All stewards will be in possession of a working battery powered torch where necessary (available from Admin Team)
- In an emergency situation the event will immediately cease and evacuation procedures will be employed
- Assist with evacuating as many children/adults as possible en route but do not delay taking up your designated position (i.e. gate control/admission of emergency services or roll call duties at the fire assembly point)
- Stay in your position until the emergency services or event organiser arrive and instruct you otherwise
- Complete roll call at fire assembly point if part of your responsibility
- IMMEDIATELY LET EMERGENCY SERVICES/RESPONSIBLE PERSON KNOW IF ANYONE APPEARS TO BE MISSING
- Stay with your group/class or at designated post until emergency services arrive and instruct you otherwise. Consider in advance that parents may want to leave with their children and how this will be handled.