



## **Phoenix College**

### **Fire Evacuation Procedure**

#### **GENERAL GUIDANCE**

Specific instructions on what to do in the event of a fire have been drawn up for, and are displayed in, individual rooms/areas of the College. These instructions are also to be issued to **all** members of staff (permanent, temporary, support, premises, cleaning, catering etc.) and contractors working within the school grounds. All visitors to the college must be briefed on what to do in the event of the fire alarm sounding.

Everyone arriving on the site must sign in and out on arrival and departure at the main College Building Reception

The following points are to be used as guidance (this list is not exhaustive)

- Fire resistant doors must not be held/wedged open at any time (unless the doors are fitted with the approved Fire Guard stops).
- Emergency exits must be kept available at all times (e.g. kept unobstructed)
- Vision panels in all doors must be kept unobstructed.
- Corridors are to be kept free of combustible materials and obstructions.
- Portable firefighting equipment (e.g. extinguishers) must be kept available at all times.
- Any defective doors (e.g. self-closing devices not working) and defective/missing portable fire equipment must be reported immediately.
- Ensure that Evacuation Procedures (and plan of escape routes) are displayed in each room/area.

- In the event of the fire alarm sounding, it must be endeavoured to keep the students calm in order to complete a swift & safe evacuation of the premises.
- Do not stop to collect personal belongings.
- The last adult leaving a room must ensure that the door(s) are closed.
- The teacher/adult leading the students is to ensure, as far as possible, that the route is safe (free from smoke/fire) by checking visually (via vision panels, windows etc.) before passing from one part of the building to another.
- There is one Assembly Point in the main playground.
- The Deputy Fire Marshals will report to the Senior Fire Marshal that all persons are accounted for or the names & last known location of those who are not.
- The Senior Fire Marshal will pass this information (and any information known on the emergency itself) onto the London Fire Brigade Officer-in-Charge.

All communication between the College and the Emergency Services will be conducted through the Senior Fire Marshal. The Senior Fire Marshal and the on-site senior officers of the emergency services must agree any changes to this protocol.

No persons must re-enter the building until told it is safe to do so by the London Fire Brigade Officer-in-Charge (or in the case of a practice, the Senior Fire Marshal).

If it is decided by the School's Management (e.g. due to adverse weather conditions), or instructed by the Emergency Services, to move the students to a more suitable location they will then be led to Phoenix School

The fire assembly points are marked around the building

- Front Car Park
- Side Playground next to the Dining Hall
- Rear Door at the bottom of the Back Stairs

### **Safety Points (Refuge points)**

Any person requiring special evacuation due to behaviour or other physical reason will wait in a safe area identified by the teacher in charge. They will use the support walkie talkie to alert the person managing the fire alarm panel (Fire Marshall) as to their whereabouts. Advice will be given by the person on the control panel over the walkie talkie. (Evac Chairs are available on each floor)

### **Students who refuse to evacuate the building and cannot be assisted. -**

In this event, the adult(s) should make every effort to take the student to a place of safety using Team Teach procedures. The Senior Fire Marshall should be informed either by staff working with that student or by the class team when the register is taken. A member of staff would then be sent to investigate and report to the Fire Marshall who will take any necessary action.

**Senior Fire Marshal** – Rick Nunn, Mohammad Ahmed (must have walkie talkie and high visibility vests)

**Deputy Fire Marshals** – Jimmy Manning, Allpona Begum, Jorna Khan 3<sup>RD</sup> Floor

Matt Snow 2<sup>nd</sup> Floor, 1<sup>st</sup> Floor not in use, Receptionist Ground Floor

**Capstan Fire Brigade link** – Receptionist and Senior Fire Marshal

**Registers** – Class teachers/SLTTAs to complete registers and give numbers to lead SFM  
Rick Nunn or Mohammad Ahmed

**Evac Chairs** – Trained Evac Chair operators are: Rick Nunn and Mohammad Ahmed

These members of staff can be called upon to assist chair evacuation if necessary.

**School Premises Manager** to fill in any gaps and investigate fire alarm points as necessary. If not on site to be delegated to the Receptionist.

**Main Gate** – Any member of staff working in that area e.g. Horticulture

**Back Gate:** -Teachers to delegate a member of team to cover back gate.

**Fire Alarm Panel**– SMT member onsite

## **First Reserve –Premises Manager**

### **Fire Alarm Procedures**

The school/college receptionist will take responsibility for raising the alarm with the fire brigade during all school working days. This will cover the period from 7.00am – 6.00pm during weekdays only.

During weekends and holidays calls will go straight through to the call centre.

The following actions will be taken upon the fire alarm being sounded 7.00am – 6.00pm during school working days.

### **Fire Alarm - Main gates / drop offs**

If the fire alarm sounds, then any parent waiting in reception with a child should remain with their child until the alarm is silenced and the school is safe. Students should not be brought through unless the child has been handed over before the alarm sounds.

- Premises manager to investigate the building where alarm has been activated and liaise with the SMT onsite via walkie -talkie.
- On arrival at location Premises manager to call Senior Fire Marshal immediately on the walkie-talkie to let them know if it is a false alarm or if the Fire Brigade needs to be alerted.
- Fire: Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address, contact number and details of fire.
- False Alarm: Notify Senior Fire Marshall immediately with location.

- Premises Manager to -Reset Call point (white key located in the receptionist's office.
- Senior Fire Marshal to Silence Alarm/Reset Alarm (Fire Panel Instructions by the fire panel)
- Senior Fire Marshal to liaise with Deputy Fire Marshal when it's safe for classes to go back into the building.

#### **Enrichment Afternoons and at times when the College is not in session**

All staff on site should report to the assembly points for the area where they are located at the time of the alarm sounding. Staff should follow the instructions for the room where they are located. A senior member of staff to act as the Fire Marshall. On no account should escape be delayed.

#### **Use of the building by other groups including Upper School:**

It is expected that each group Lead will inform reception that they have arrived and departed. When on site they need to follow the guidance given and at all times ensure the safety of all people within their party and inform reception of any problems.

## **Appendix to Fire Alarm Policy**

### **PROCEDURES FOR START AND END OF DAY**

**In the event that the ‘fire alarm’ should sound at the beginning of the day or at the end of the day when students and staff are either on their way out of the building or on the way in, please ensure these procedures are followed:**

#### **BEGINNING OF DAY**

- On hearing the fire alarm, if in school make your way calmly to the Fire Evacuation Point in the main playground.
- If you have students on the school bus, the students are to remain on the bus with attendants and a register taken of students on the bus at that time.
- If students from the bus are about to enter the school building return the students to the bus, stay with the students and take a register of students on the bus at that time.
- All adults outside the building must NOT enter but stay in the car park and help supervise students on buses.
- **Daily Fire Register Packs to be taken out with class.**  
The fire registers will be taken to the evacuation point and these will be used for marking students ‘present’. This register will then be taken to the car park and used to mark the students that have been boarded or remain on the school bus.
- Everyone in the school car park or on the buses should remain there until advised by head teacher or Fire Marshall that it is safe to enter building.

## **END OF DAY**

- On hearing the fire alarm, if in school make your way calmly to the Fire Evacuation Point in the main playground.
- If you have already boarded students on the bus, remain on the bus with the students. A register of the students on the bus at that time is to be taken.
- Students should be taken to the bus only if very close to a school exit and on their way to a bus.
- One attendant and driver to stay with the students on the bus, as usual.
- **Daily Fire Register Packs to be taken out with class.**

The fire registers will be taken to the evacuation assembly point and these will be used for marking students 'present'. This register will then be taken to the car park and used to mark the students that have been boarded or remain on the school bus.

- Everyone on the buses should remain there until advised by head teacher or Senior Fire Marshal that it is safe to enter building.
- Everyone at the evacuation assembly point should remain there until advised by the Senior Fire Marshal that it is safe to enter building.