

Fire and Emergency Evacuation plan

For

Holcombe Grammar School



Last updated: September 2020

Emergency instructions

Please make sure that you read and understand the fire evacuation plan and procedures stated in this document.

1	<p>How will people be warned if there is a fire</p> <p><i>The fire alarm system will sound on operation of the manually operated alarm call-point or activation of a smoke detector</i></p> <p><i>The fire alarm is a continuous siren. A fire alarm test is carried out every Monday between 6.15pm and 6.30pm. If you hear the fire alarm at any other time, or for more than 60 seconds, evacuate the building immediately.</i></p>
2	<p>The action staff should take if they discover a fire:</p> <p><i>Immediately activate the nearest alarm call-point and leave the building by the nearest exit and assemble at the assembly point – Front School Field.</i></p> <p>DO NOT attempt to fight the fire in any way unless you have been trained to do so and feel safe.</p>
3.	<p>Fire fighting equipment provided:</p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p> <p>DO NOT use the fire extinguisher unless you are trained and feel safe to do so.</p>
4.	<p>The action staff should take if they hear the fire alarm</p> <p><i>All staff should evacuate the building and proceed to the assembly point – Front School Field (See Addendum for new areas of line up/congregation)</i></p> <p><i>If teaching a class at the time, the teacher should supervise a calm evacuation:</i></p> <ul style="list-style-type: none"> - <i>Students should leave coats / bags etc in the room and evacuate as quickly as possible</i> - <i>Staff should ensure all students leave the classroom - and should not lock doors on departure</i> - <i>Staff should supervise students as they move from classroom to the field – ensure students are behaving sensibly, not running and are silent</i> - <i>Staff should then supervise students on the field to ensure they are lining up in Form Groups and are silent so they can be registered and hear further instructions from the person in charge.</i> - <i>Tutors / HOYs should be with their respective Year Groups on the field</i> - <i>All other staff and support staff should assemble on the right hand side of the field (near the main driveway) to await instructions</i>
5.	<p>How the evacuation of the building will be carried out?</p> <p><i>Everyone in the building should leave by the nearest fire exit and report to the assembly point on the Front School Field. (so staff should familiarise themselves with what is their nearest fire exit). The fire wardens on duty (see below) will check the building area allocated to make sure it has been evacuated.</i></p>

6.	<p>Identification of escape routes</p> <p><i>All exit doors can be use as escape routes. Signage is located within the premises indicating route to assembly point.</i></p>
7.	<p>Once all staff / students / visitors are on the field:</p> <ul style="list-style-type: none"> - <i>All staff to support the maintenance of silence amongst students</i> - <i>Office staff will provide fire registers to Tutors / cover teachers if Tutor is absent</i> - <i>Form Tutors will complete registers and report to HOYs to confirm full attendance or alert any absences</i> - <i>HOYs to liaise with office team re: reported absences / students signed out and then confirm full attendance of their Year group to the Person in charge (see Appendix A)</i> - <i>All teaching and Support Staff to report in to Wendy Tanner and Leigh Wood to confirm their presence</i> - <i>All visitors should be guided by the staff member they are with to report in to Victoria Best</i>
8.	<p>Duties and identity of employees with specific responsibilities in the event of fire. (see also appendix A for full details)</p> <p>On hearing the alarm:</p> <p><i>All staff will show students and visitors the way out of the building and assemble at the muster point (Front School Field)</i></p> <p><i>Fire wardens:</i></p> <ul style="list-style-type: none"> • <i>Art Block - Carol Hilton/Ruby Mourino</i> • <i>DT Block - Chris Zygmant</i> • <i>PE block – Fiona Williamson</i> • <i>Music/C block – John Zwanzig</i> • <i>B-Block – Robert Lee</i> • <i>A block – Facilities Officer on duty</i> • <i>E block – Saul Kay</i> • <i>H-block – Charlie Lillicrap</i> • <i>S-block – Emma Fox</i> • <i>M-block – Alice Jephart</i> <p><i>They will ensure:</i></p> <ul style="list-style-type: none"> • <i>Their areas are cleared of people</i> • <i>The Fire Brigade is called if necessary – Member of Facilities on duty.</i> • <i>All staff / students / visitors are reporting to the assembly point</i>
9.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • Visitors: <i>Visitors will be shown their nearest fire exit on arrival. (reception) – members of staff are responsible for their visitors and should escort them to sign in with Victoria Best at the assembly point.</i> • Contractors: <i>will be given information about fire procedures on arrival. (site team – notice on reception)</i> • People with disabilities: <i>Information will be given on arrival. (reception) See also Appendix C – Students with disabilities.</i>
10.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this?</p>

	<ul style="list-style-type: none"> • On hearing the alarm and identifying a real fire Martin Chandler (Facilities Manager) will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate. • Facilities Officer (FO) on duty will call the Fire Brigade in the absence of Facilities Manager
11.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Martin Chandler or FO on duty will liaise with the Fire Brigade on their arrival. <p>Areas with specific risks.</p> <ul style="list-style-type: none"> • Container by 3G pitch contains jerry can with petrol (30/40Ltr) • Folder in main reception contains fire extinguisher and hazardous areas locations (taken by a member of the office).
12	<p>Before staff / students / visitors can return to buildings:</p> <ul style="list-style-type: none"> - HOYs to confirm to Person in charge that all students are present - Wendy Tanner / Leigh Wood to confirm to Principal that all teaching / support staff are present - Facilities Manager or Facilities Officer on duty will report to Principal to confirm if / when it is safe to return to the buildings <p><i>**Only when Person in charge (see Appendix A) confirms it is safe return will staff and students return to buildings</i></p>
13	<p>The following arrangements and training is given to staff at the school:</p> <ul style="list-style-type: none"> • All staff: Fire Drills. • All staff: Fire briefing once a year (may be in conjunction with fire drill) • Fire Warden training: for designated fire wardens via H&S portal

Holcombe Grammar School Fire Evacuation Plans – COVID Addendum to policy

Staff should observe the same rules as per our main Fire Evacuation Plan but in the current COVID situation staff should also be aware:

1. See below for slightly amended line-up zones for each year group
2. Class teachers escort students out to the below areas (no running, shouting etc.)
3. Students line up in Form Groups in alphabetical order with Tutors checking attendance.
Students line up facing Letchworth Avenue and turn to face other direction once registered.
4. Heads of Year to ensure good behaviour in each year zone



Appendix A – Duty and identity of employees with specific responsibilities in the event of a fire.

On hearing the fire alarm

ALL RADIOS MUST GO TO CHANNEL 4

Only dedicated SLT/Office Manager member to communicate with FM or FO on duty

The member of staff in charge:

- Will be Lee Preston, Principal, if on site
- If not on site, the person in charge will be Alison Tanti, Deputy Headteacher
- If neither Lee Preston or Alison Tanti are on site, it will be Andy Anderson (Assistant Headteacher KS5)

Facilities Manager – Martin Chandler/FO on duty

- Will go to the nearest fire panel to locate the source of fire and go to that location to determine whether it is a real fire or a false alarm.
- In the event of a real fire FM will inform members of staff via radio (Channel 4) and call fire brigade (attempt to put the fire out **ONLY** if it is safe to do so)
- FM will leave the building and wait for fire brigade at the front of building.
- In the event of a false alarm, FM will inform SLT/Office Manager via radio and reset the system.
- If Facilities Manager is off site, the Facilities Officer on duty will be the officer in charge.

Facilities Officers on duty

- Will sweep their designated area to make sure it is cleared and report to the assembly point

Receptionist/Office staff

- Will take all relevant signing in books to the muster point – on the right hand side of the field (if viewed from the buildings) next to the main driveway.
- Will take radio to communicate with FM or designated FO on duty

Fire Wardens

- All fire wardens will sweep their designated areas (as stated on point 6) to make sure they are clear and report to the assembly point.

Appendix B – Fire Procedure During Exams

Students in exams will exit as per exam plan/risk assessment for each exam series and follow guidance of Chief Invigilator/Exams officer.

Appendix C – Students with disabilities

Students with disabilities that are unable to gather on the field will gather in the staff car park to be registered