

# Fire and Emergency Evacuation plan

For

## *Holcombe Grammar School*



Last updated: Sept 2022

## Emergency instructions

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

1	<p><b>How will people be warned if there is a fire</b></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><b>The action staff should take if they discover a fire:</b></p> <p><i>Immediately activate the nearest alarm call-point and leave the building by the nearest exit and assemble at the assembly point – <b>Front School Field</b>.</i></p> <p><b>DO NOT</b> attempt to fight the fire in any way unless you have been trained to do so and feel safe.</p>
3.	<p><b>Fire fighting equipment provided:</b></p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p> <p><b>DO NOT</b> use the fire extinguisher unless you are trained and feel safe to do so.</p>
4.	<p><b>The action staff should take if they hear the fire alarm</b></p> <p><i>All staff should evacuate the building and proceed to the assembly point – <b>Front School Field</b></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"> <li>- <i>Students should leave coats / bags etc in the room and evacuate as quickly as possible</i></li> <li>- <i>Staff should ensure all students leave the classroom - and should not lock doors on departure</i></li> <li>- <i>Staff should supervise students as they move from classroom to the field – ensure students are behaving sensibly, not running and are silent</i></li> <li>- <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></li> <li>- <i>Tutors / HOYs should be with their respective Year Groups on the field</i></li> <li>- <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></li> </ul>
5.	<p><b>How the evacuation of the building will be carried out?</b></p> <p><i>Everyone in the building should leave by the <b>nearest fire exit</b> and report to the assembly point on the <b>Front School Field</b>. (so staff should familiarise themselves with what is their nearest fire exit)</i></p>

	<b>The fire wardens on duty (see below) will check the whole building to make sure it has been evacuated.</b>
6.	<p><b>Identification of escape routes</b></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><b>Once all staff / students / visitors are on the field:</b></p> <ul style="list-style-type: none"> <li>- All staff to support the maintenance of silence amongst students</li> <li>- Office staff will provide fire registers to Tutors / cover teachers if Tutor is absent</li> <li>- Form Tutors will complete registers and report to HOYs to confirm full attendance or alert any absences</li> <li>- 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)</li> <li>- All teaching and Support Staff to report in to Donna Read and Leigh Wood to confirm their presence</li> <li>- All visitors should be guided by the staff member they are with to report in to Holly Smith</li> </ul>
8.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire. (see also appendix A for full details)</b></p> <p><b>On hearing the alarm:</b></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"> <li>• Art Block – Ruby Mourino / Ella Laming</li> <li>• DT Block - Chris Zygmant</li> <li>• PE block – Fiona Williamson</li> <li>• Music/C block – John Zwanzig</li> <li>• B-Block – Lesley Darlington</li> <li>• A block – Facilities Officer on duty</li> <li>• E block – Joseph Clynshaw</li> <li>• H-block – Beki Martin</li> <li>• S-block – Emma Fox</li> <li>• M-block – Donna Bloomfield</li> <li>• Hive – Rebecca Miller</li> </ul> <p><i>They will ensure:</i></p> <ul style="list-style-type: none"> <li>• <i>Their areas are cleared of people</i></li> <li>• <i>The Fire Brigade is called if necessary – Member of Facilities on duty.</i></li> <li>• <i>All staff / students / visitors are reporting to the assembly point</i></li> </ul>
9.	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>• <b>Visitors:</b> <i>Visitors will be shown their nearest fire exit on arrival. (reception) –</i></li> </ul>

	<p>members of staff are responsible for their visitors and should escort them to sign in with Holly Smith at the assembly point.</p> <ul style="list-style-type: none"> <li>• <b>Contractors:</b> will be given information about fire procedures on arrival. (site team – notice on reception)</li> <li>• <b>People with disabilities:</b> Information will be given on arrival. (reception) See also Appendix C – <b>Students with disabilities.</b></li> </ul>
10.	<p><b>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this?</b></p> <ul style="list-style-type: none"> <li>• On hearing the alarm and identifying a real fire <b>Phil O’Nyon</b> (Facilities Manager) will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</li> <li>• <b>Facilities Officer (FO) on duty</b> will call the Fire Brigade in the absence of <b>Facilities Manager</b></li> </ul>
11.	<p><b>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b></p> <ul style="list-style-type: none"> <li>• <b>Phil O’Nyon or FO on duty</b> will liaise with the Fire Brigade on their arrival.</li> </ul> <p><b>Areas with specific risks.</b></p> <ul style="list-style-type: none"> <li>• Container by 3G pitch contains jerry can with petrol (30/40Ltr)</li> <li>• Folder in main reception contains fire extinguisher and hazardous areas locations (taken by a member of the office).</li> </ul>
12	<p><b>Before staff / students / visitors can return to buildings:</b></p> <ul style="list-style-type: none"> <li>- HOYs to confirm to Person in charge that all students are present</li> <li>- Donna Read / Leigh Wood to confirm to Principal that all teaching / support staff are present</li> <li>- Facilities Manager or Facilities Officer on duty will report to Principal to confirm if / when it is safe to return to the buildings</li> </ul> <p><b>**Only when Person in charge (see Appendix A) confirms it is safe return will staff and students return to buildings</b></p>
13	<p><b>The following arrangements and training is given to staff at the school:</b></p> <ul style="list-style-type: none"> <li>• All staff: Fire Drills.</li> <li>• All staff: Fire briefing once a year (may be in conjunction with fire drill)</li> <li>• Fire Warden training: for designated fire wardens via H&amp;S portal</li> </ul>

## **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, Vice Principal
- If neither Lee Preston or Alison Tanti are on site, it will be Andy Anderson (Assistant Principal KS5)

### **Facilities Manager – Phil O’Nyon/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.

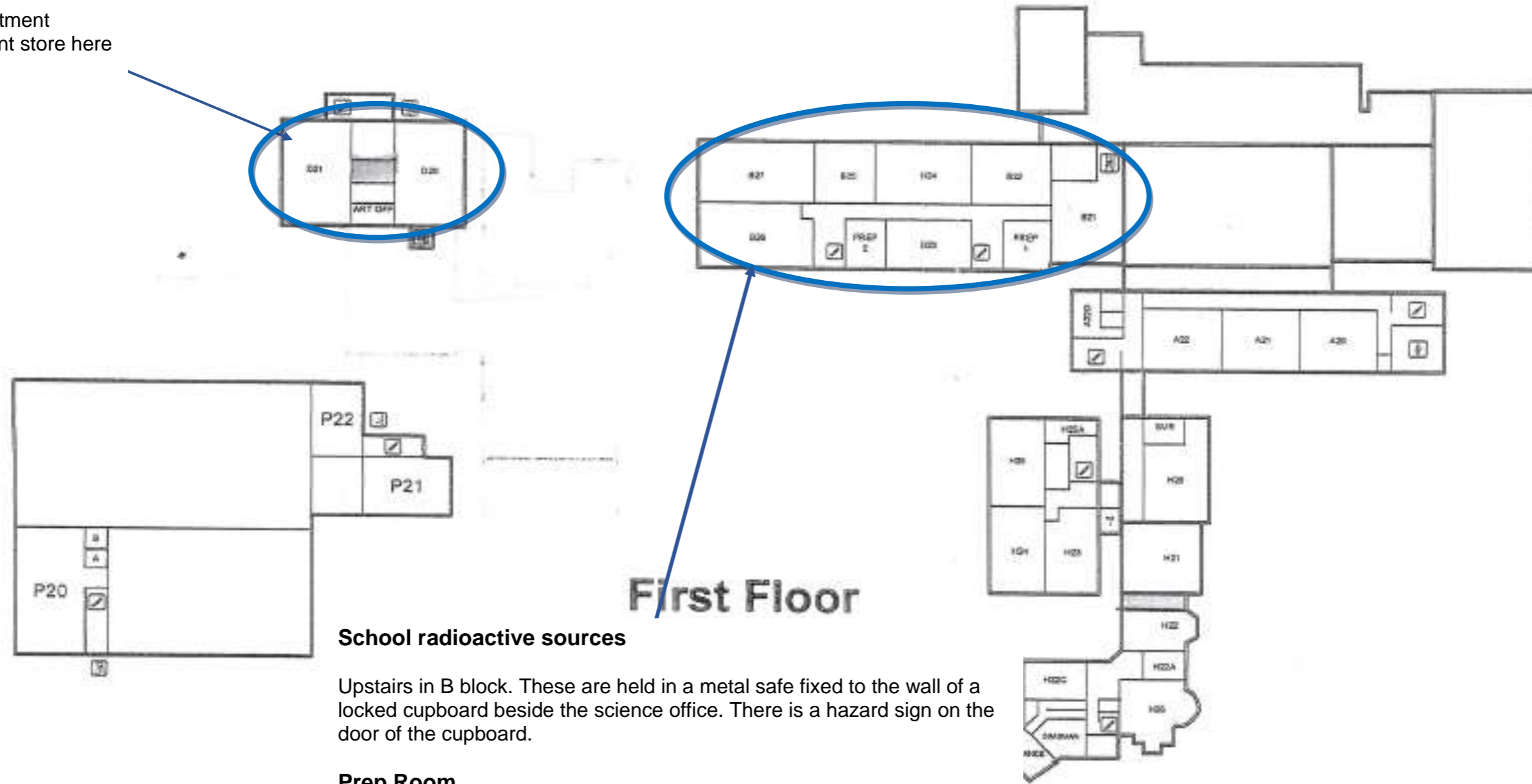
## Appendix B – Fire Procedure During Exams

Students in the exam hall will exit and gather on the field by the exam hall. Students in P22 will exit and gather in the same location. Students will remain under exam conditions. The invigilators will register the students using the exam hall seating plan. When the all clear is sounded the exam students will re-enter the exam hall before the main school are allowed to leave the field

## 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

Art Department  
Some paint store here



## First Floor

### School radioactive sources

Upstairs in B block. These are held in a metal safe fixed to the wall of a locked cupboard beside the science office. There is a hazard sign on the door of the cupboard.

### Prep Room

Upstairs in B block. It is opposite classroom B22. There are flammable chemicals and liquids inside this room.

### Chemical Store

Storeroom between rooms B22 and B21. It can be accessed from either classroom. There are flammable chemicals and liquids inside this room, as well as a pressurized oxygen cylinder.

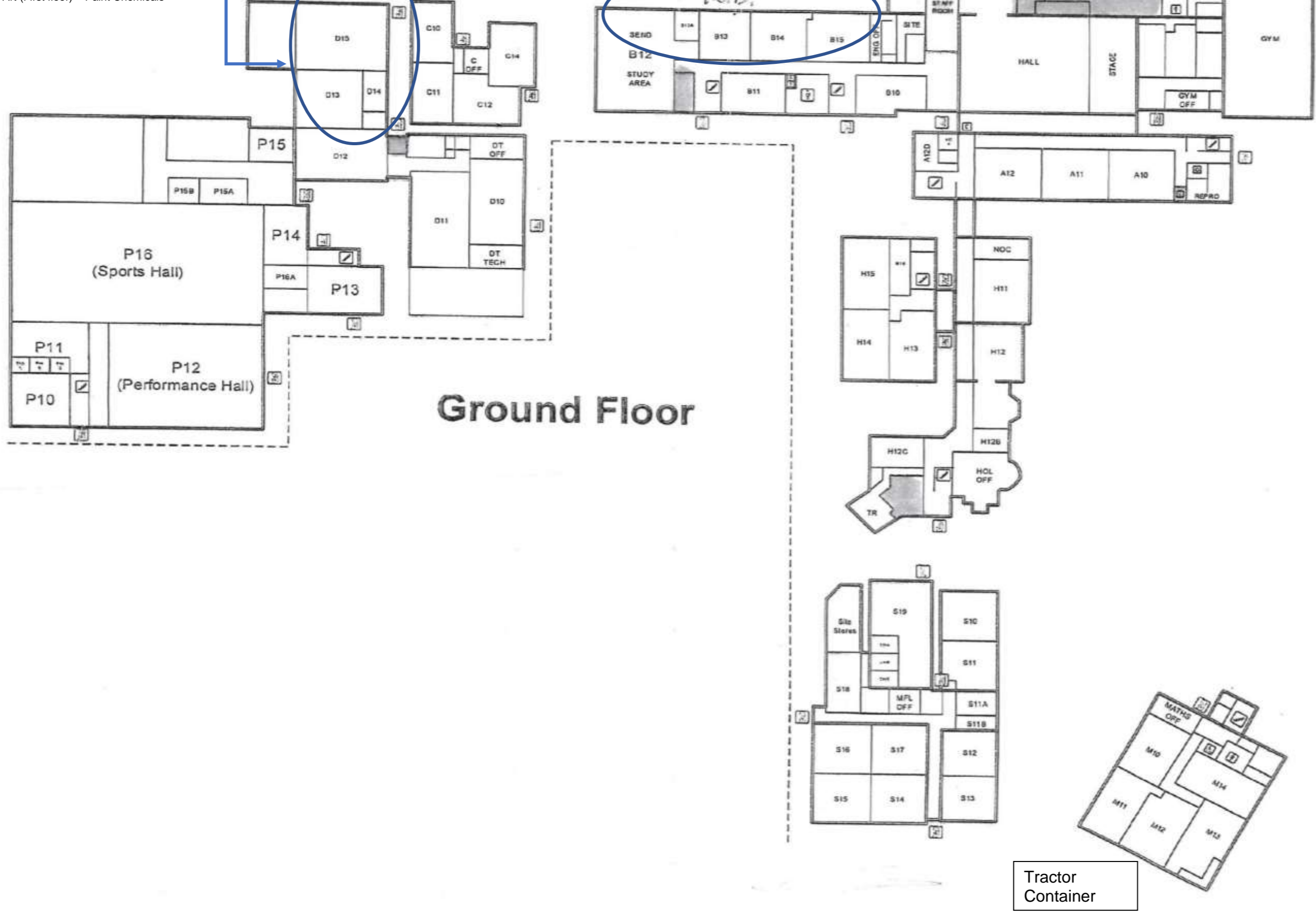


Science Labs (Ground floor) – Chemicals  
Labs & prep-rooms (First floor) - Chemicals

Green House  
**H**

Shed containing paint and  
small quantity of petrol

DT (Ground floor) - machinery,  
chemicals, paint  
Art (First floor) – Paint Chemicals



# Ground Floor

Tractor  
Container