

Fire Evacuation Plan



October 2023

All fire marshals MUST wear their 'Fire Marshall' vest.

Head Of School: Derek Weelands

- Will inform staff and pupils in The Studio about the fire.
- Head of School will monitor evacuation of the premises from the assembly point and fill out the relevant documents for drill purposes.
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head of School will inform the administrative staff that everyone is present.

Fire Marshal 1: Hazel Redford

The Fire Marshal 1 will check the following areas:

- Visually check the Maths Room, First Aid Room, PD Room Main toilet, Pastoral Room, Reflection Room, Humanities Room, English Toilet, English Room, English Fire Corridor.
- A call will be made to the Head of School / Senior Leader stating that all areas are clear.
- He/She will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises. **Make sure no one enters the building.**
- In the event that the Fire Marshal 1 is not on site the responsibility passes to the Head of School.

Fire Marshal 2: Justin McComb

The Fire Marshal 2 will check the following areas:

- Visually check the Stair well, Rise Room, Kitchen Diner, Staff Toilet and Science.
- A call will be made to the Head of School / Senior leader stating that the areas are clear.
- In the event that the Fire Marshal 2 is not on site the responsibility passes to the Head of School.

Fire Marshal 3: Michael Chapman

The Fire Marshal 3 will check the following areas:

- Visually check the Sycamore Room, School Office, Disabled Toilet, and Management Corridor, Lower First Aid Room.
- A call will be made to the Head of School / Senior leader stating that the areas are clear.
- In the event that the Fire Marshal 3 is not on site the responsibility passes to the Head of School.

Fire Marshal 4: Letasha Merrin

The Fire Marshal 4 will check the following areas:

- Visually check the Sensory Stair well, Ash Room, Aspen Room, Hazel Room, Willow Room, Cedar Room, Juniper Room, Maple Room, Oak Room, Lounge, Bathroom and Toilets.

Fire Evacuation Plan



October 2023

- A call will be made to the Head of School / Senior leader stating that the areas are clear.
- In the event that the Fire Marshal 4 is not on site the responsibility passes to the Head of School.

Assembly Points: Front Gate (Entrance to the property)

The following sequence of actions should take place when a fire is detected.

1. Alarm
2. Evacuation of premises.
3. Call the fire brigade (to ensure that they have been called out automatically)
4. Report to the assembly point.
5. Tackle the fire (if it is safe to do so).
6. Duties and Identities of employees for specific responsibilities.
7. Procedures for the liaison with the fire brigade.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety.

Putting a fire out is secondary to this.

Should a fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using the nearest break glass.
- Evacuate the school.
- Check all pupils/visitors are out the building.

All staff should be aware of their nearest exit not only in their classrooms but the other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All Staff should take time to familiarise themselves with these plans. On hearing the fire alarm, the following staff procedures/ duties will take place:

Teachers/ Subject Associates

- On hearing the fire alarm, the person managing the class/groups/individuals will take the children to the nearest fire exit.
- **No One** should stop to collect any belongings.
- Children must be evacuated to the assembly point and gather by group.
- The teachers/members of staff will ensure that all doors are closed behind them as they leave.

Fire Evacuation Plan



October 2023

Pastoral lead

- Staff (pastoral lead) will check children against the fire register and immediately inform Administration Staff/ Head of School of any missing children.
- Staff and visitors signing in books must also be taken out and checked.

Administrative staff

- Unless otherwise informed that a fire drill is to take place, the School Administrator will, on hearing the alarm, immediately contact the Fire Brigade on the emergency number 999.
- The visitor's staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.
- Will provide information to the fire brigade about any missing pupils, staff, or visitors.

Fire Marshals:

Head Of School

1. Hazel Redford
2. Justin McComb
3. Michael Chapman
4. Evie Herron
5. Lynn Minikin
6. Letasha Merrin
7. Abby Bell
8. Ben Gaffney

In the event of absence replacement fire marshals will be allocation at the beginning of the day.