

FIRE EVACUATION POLICY

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ACCESSIBILITY STATUS: All staff

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1.0 FIRE

On discovering a fire, sound the fire alarm. Inform the main office of the location of the fire. Office staff will telephone the Fire Services.

2.0 BOMB THREAT

All threats of damage to persons or property must always be taken seriously. All staff must make themselves aware of the following procedures.

1. Should a bomb threat be received by telephone, the operator should remain calm and try to collate as much information about the threat as possible.
2. Always ask for the exact location of the threat. Always ask for the time period of the threat. Always enquire as to the reason for the threat.
3. Should a bomb threat be received by mail or e-mail, the Head Teacher should be informed immediately.
4. Inform the main office of the location of the threat. Office staff will telephone the police and fire brigade immediately.
5. Should the Head Teacher feel it necessary the college will evacuate as for a fire alarm to the muster point. In the case of a bomb threat, the muster point must be as far away from the College buildings as possible. Depending on the status of the buildings this may have to be on the field.
6. Sound the evacuation, for convenience and not to cause panic the fire alarm should be used. This will sound as a continuous ring on the college bell.

3.0 FIRE PLAN

3.1 ACTIVATION

In the event of the fire alarm being sounded either by accident or purposefully, the fire alarm will sound as a **continuous ring** on the college bell.

The alarm should never be silenced or reset until the following items have been completed.

All staff, pupils, visitors and contractors have evacuated the building and notified the fire coordinator that they are present.

The fire detection device or activation point has been located and checked for fault activation.

The fire, if it exists has been extinguished. (Note only trained personnel should attempt to use fire fighting equipment and only if they feel it is safe to do so). Appendix A sets out guidelines for use of fire extinguishers and which extinguisher to use for specific fires.

3.2 EVACUATION ROUTES

All personnel in the college should use the routes prescribed below to get to the muster point (school playground-Assembly Point A) unless to do so would take you towards a fire:

NURSERY	Fire exit within nursery
LOWER PRIMARY	Fire exit at the end of the corridor
OFFICE	Exit from the front entrance and walk around to the basketball courts (Assembly Point B)
SPORTS HALL	Exit from main sports hall entrance



HISTORY and FRENCH	Exit from fire exit within the History and French classroom
UPPER PRIMARY	Can use either of the 2 Fire exits on their corridor
MATHS & SCIENCE	Fire exit opposite Mr Rosario's classroom
ICT Labs	Exit building using fire exits located at the bottom of both staircases
DRAMA STUDIO	Exit through doors located in studio

3.3 FIRE WARDEN

In the event of the fire alarm being activated the Fire warden (Mr Dodwal) and his team should assist the senior staff with the coordination of the evacuation and the locating of the fire activation device.

3.4 SENIOR STAFF

Mrs Dodwal will consult with the Fire Marshalls to determine the location of the alarm. Mr Dodwal as Fire Warden will investigate and inform Senior Management whether there is an actual fire and where it is or where the false alarm was activated.

All senior staff should be aware of their specific roles within the fire plan and should keep their Register handy to assist them in their role at the fire muster point (School playground)

Senior Staff must have their mobile phones with them at all times. In the event of a fire alarm being activated, they should immediately go to the area they have been designated to check (unless to do so would take them toward a fire):

KG	: Lower primary	DD	: Sports Hall
IS	: Upper primary	JG	: Nursery, Reception
GS	: Main Block - Downstairs (inc Dining Hall & Offices)	ND	: Exams, Library, ICT
		PR	: Maths and Science
RD	: Main Block - Upstairs	MA	: French and History

The designated Senior Staff should check:
That their areas are clear (including toilets).

The location of any person with physical disabilities.

Once their area is checked, Senior Staff should make their way to the muster point to report to Mrs Dodwal and to inform her of the location of any person with physical disabilities.

Once at the muster point Senior Staff should resume their role in the evacuation plan, namely:

Nursery ,Reception	Report to JG once their roll call is complete.	RD to check with staff responsible for roll call to ensure everyone has been evacuated.
Year 1 & 2	Report to SH once their roll call is complete.	
Years 3-6	Report to IS once their roll call is complete.	
Years 7-9	Report to MA once their roll call is complete.	
Years 10-11	Report to KG once their roll call is complete	
Years 12-13	Report to GS once their roll call is complete	



3.5 TEACHING STAFF

All staff should be familiar with this document for all personnel in case a member of staff is asked to do something that they would not normally carry out.

On discovering a fire, sound the fire alarm. Inform the main office of the location of the fire. Office staff will telephone the fire brigade.

On hearing the fire alarm when out of class:

Exit your room, building or area by the nearest door. Ensure that windows and doors are shut. Do not lock doors. Make your way to the nearest perimeter of the site away from the buildings. (see Evacuation Routes section).

Visiting Music/Drama Teachers should escort pupils under their supervision to the muster points.

Lessons on the Field:

Teachers taking lessons on the field will be telephoned and or alerted with a loudspeaker and recalled to the muster points in the event of a real evacuation.

For a fire drill, pupils on a timetabled lesson on the field will not be recalled and attendance records will be presumed accurate.

Do not cross the site or make your way towards or past any buildings. Once at the perimeter make your way around towards the playing fields and then along the footpath to the muster point. Encourage students who are similarly making their way to the muster point to be purposeful and sensible.

On hearing the fire alarm when in class:

Instruct the class to stand in silence, close the windows (if there is sufficient time to do so) and to follow you to the nearest exit.

ALL PERSONAL BELONGINGS STAY IN THE BUILDING. DO NOT ATTEMPT TO PICK UP BAGS, COATS ETC.

3.6 IF YOU ARE A TEACHER , SUPPLY TEACHER BUT NOT A TUTOR

Report to the Data Manager (GS) who will be standing near the centre of the muster point. You will be marked present on the staff register.

Remain there unless asked to mark a register by Mrs. Dodwal.

If you have covered a register that day for an absent tutor you should expect to register that tutor group for the fire drill.

3.7 IF YOU ARE ASKED TO MARK A REGISTER

Collect the register from GS.

Ensure that the students stand in single file and in silence.

Call the register making sure that the students answer clearly and distinctly.



Remain with the tutor group. GS will collect the register and check who is missing.

When instructed by Mrs. Dodwal, dismiss the tutor groups, supervising students as they walk back to the building once deemed safe.

3.8 IF YOU ARE A TUTOR

Collect your register from GS.

Ensure that the students stand in single file and in silence.

Call the register making sure that the students answer clearly and distinctly.

Remain with the tutor group. GS will collect the register and check who is missing.

When instructed by Mrs. Dodwal, dismiss the tutor group, supervising students as they walk back to college.

Form tutors are responsible for the general conduct of their form class whilst at the muster point.

3.10 SUPPORT STAFF

Make sure that you are familiar with the routine to be followed by teaching staff and students.

On discovering a fire, sound the fire alarm. Inform the main office of the location of the fire. Office staff will telephone the fire brigade.

On hearing the fire alarm exit the building by the nearest door. Ensure that windows and doors are closed but not locked. Then make your way to the nearest perimeter of the site away from the buildings. (see Evacuation Routes section 3.2).

Do not cross the site or make your way towards or past any buildings. Once at the perimeter make your way around towards the playing fields and then along the footpath to the muster point. Supervise the students on their way to the muster point to ensure that they behave sensibly.

3.11 STUDENTS

On discovering a fire, sound the fire alarm. Inform the main office of the location of the fire. Office staff will telephone the fire brigade.

On hearing the fire alarm when out of class:

Exit your room/area/building by the nearest door then make your way to the nearest perimeter of the site away from the buildings. (see Evacuation Routes section 3.2).

Do not cross the site or make your way towards or past any buildings. Once at the perimeter make your way around towards the playing fields and then along the footpath to the muster point.

Visiting Music/Drama Teachers should escort pupils under their supervision to the muster points.

Lessons on the Field:

Teachers taking lessons on the field will be telephoned and or alerted with a loudspeaker and



recalled to the muster points in the event of a real evacuation.

On hearing the fire alarm when in class:

You should stand in silence, close the windows (if there is sufficient time to do so). The last person to leave the room should close the door. The door must not be locked. The teaching staff should ensure that the lights and gas supply is turned off within the room. Exit your room and building by the nearest door then make your way to the nearest perimeter of the site away from the buildings. (see Evacuation Routes section 3.2). Do not cross the site or make your way towards or past any buildings. Once at the perimeter make your way around towards the playing fields and then along the footpath to the muster point.

DO NOT RUN BUT WALK QUICKLY

DO NOT LAUGH, CHATTER OR MAKE A LOT OF NOISE

DO NOT RETURN TO ANY ROOM FOR YOUR COAT, BAGS OR OTHER BELONGINGS.

Each year and tutor group has its own allocated place at the muster point. Line up in single file in **register order** at your allocated place at the muster point and wait in silence for a member of staff to mark the register.

Remain standing silently and in single file until you are dismissed.

3.12 NURSERY

On discovering a fire, sound the fire alarm. Inform the main office of the location of the fire. Office staff will telephone the fire brigade.

The nursery staff and children should be in the school playground. The nursery manager will have a register of the children.

3.13 INDIVIDUALS WITH PHYSICAL DISABILITIES

On discovering a fire, sound the alarm. Inform the main office of the location of the fire.

Office staff will telephone the fire brigade.

If you are upstairs, people with physical disabilities should go to the nearest Fire exit.

A designated senior member of staff will check the building and advise RD of your location. In the event of a fire or other emergency, the fire brigade will be advised of your location.

A designated senior member of staff will check the building and advise RD of your location. In the event of a fire or other emergency, the fire brigade will be advised of your location.

If you are downstairs you should exit the building by the nearest ramped door then make your way to the nearest perimeter of the site away from the buildings.

Do not cross the site or make your way towards or past any buildings. Once at the perimeter make your way around towards the playing fields and then along the footpath to the muster point.

3.15 SPECIAL CIRCUMSTANCES

If the fire alarm rings during an examination, the ruling from the Exam Board is that students should



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remain seated while investigations are made. (If it is a false alarm the exam hall will not be evacuated). Staff managing the exams should, if necessary, escort the students to an external

controlled area near to the exam room.

The exam room must be secured and the students informed that exam conditions still apply whilst assembling.

Students must adhere to a no talking, conversing or interacting at all times. Exam conditions continue whilst evacuating.

4.0 MUSTER POINT

The Muster point for Fire Evacuation is the School Playground and basketball courts

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Appendix A

ONLY COMPETENT TRAINED STAFF SHOULD OPERATE FIRE FIGHTING EQUIPMENT

1. Sound the Alarm – Before doing anything else.
2. If you are competent to fight a fire, make certain you have the correct extinguisher – never take risks.
3. Always keep an exit directly behind you so you can evacuate.
4. Do not fight a fire if you are not sure what is burning or you have any doubt about using the equipment.

WATER

RED Extinguisher CLASS A FIRES

- For Use on Wood, Paper, Fabric, Textiles and similar fuels
- MUST NEVER be used on Flammable Liquids or Electrical Equipment**

CO2

BLACK Extinguisher (or red with black label)

CLASS B FIRES

- For use on Flammable Liquids and Electrical Equipment

POWDER

Blue Extinguisher (or red with blue label)

CLASS A, B & C FIRES

- For use on Flammable Liquids, Electrical Equipment, Wood, Paper, Textiles and Fabric



FOAM

CREAM Extinguisher (or red with cream label)

CLASS A & B FIRES



For use on Flammable Liquids,
Wood, Paper, Fabric, Textiles and
Similar fuels



**MUST NEVER be used on
Electrical Equipment**



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EMPLOYEE DECLARATION

Please sign if you have read and understood the contents of the Fire Evacuation Policy.

If you have any questions please speak direct to the Fire Marshal (Mr Dodwal).

Declaration

I have read and understood the contents of GGSK College's Fire Evacuation Policy

Sign..... Print name.....

Position or Job Title.....

Date.....

Next review: September 2018