

# Fire Evacuation Plan



September 2022

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

## Head Of School

- 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

The Fire Marshal 1 will check the following areas:

- Visually check the Maths Room, Staff Office, First aid Room, Main toilet, IT Room.
- 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 4 is not on site the responsibility passes to the Head of School.

## Fire Marshal 2

The Fire Marshal 2 will check the following areas:

- English Room, Humanities Room, Music Room and Stairs Area.
- 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.

## Fire Marshal 3

The Fire Marshal 3 will check the following areas:

- Kitchen, Art and Music Room, Meeting Room, Science Room, Downstairs Toilet, Kitchen Diner and Reception Area.
- 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.

## Fire Marshal 4

The Fire Marshal 4 will check the following areas:

- Staff Toilet, Management Corridor Room, Disabled Toilet, Main Reception, Room A, First Aid Room, Boiler Room
- A call will be made to the Head of School / Senior leader stating that the areas are clear.

# Fire Evacuation Plan



September 2022

- 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.

**If 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 (No Fire Marshalls)**

- 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



September 2022

## **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 visitors 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:**

1. Hazel Redford
2. Justin McComb
3. Adam Miller
4. Shanileze Prinsloo
5. Amran Suleman