

North View Academy Emergency Evacuation plan - September 2016

The contents of this plan must be communicated to all employees, and a copy kept with the Fire Risk Assessment for the premises. It will form the basis for regular Fire Evacuation Drills.

What action employees need to take if they discover a fire. (see Map of Call Points)

(Break glass alarm, shout "Fire", air horn, rotary bell or gong),

If a fire is discovered the alarm must be raised by lifting plastic cover of the manual call point and pressing the alarm button. These can be found in various places, notably in the hall and the first corridor. If an employee is unable to hear an alarm or evacuate the premises due to a special need, then a PEEP (Personal Emergency Evacuation Plan) will be produced for that person. This would have an impact on the subsequent sections of this plan. In the event of a 'break-glass' failure, the alarm could be raised by contact with the front office and a tannoy announcement of 'Fire, evacuate immediately'.

How occupants are warned if there is a fire

(By shout of "Fire", manual/automatic fire alarm system, rotary bell, air horn or gong)

The alarm bell will immediately sound around the school. This will be the signal to evacuate the building using the marked routes.

Arrangements for calling Fire Service and other emergency services

(What number to dial, including prefix, who should make the call, whether the alarm system is connected to an alarm receiving centre. Number for A.R.C.)

In the case of a fire practice the secretary will inform the Civic Centre to prevent the Fire Brigade from attending before the alarm is activated. In case of a real fire the number for her to ring will be 999.

What fire fighting equipment is provided

(Extinguishers, fire blankets, types, hose reels, be wary of false sense of security hose reels give, only tackle fire with extinguisher if safe to do so and small)

The school benefits from a sprinkler system that covers all zones. There is a range of fire extinguishers located throughout the building. There are fire blankets in both the kitchen areas. (See Map of Fire Extinguishers and Fire blankets)

Specific actions required before evacuating

(Close doors behind you, switch off or stop machinery/appliances/processes)

Where possible staff should close doors behind them once a room is evacuated. No one should attempt to turn off equipment. If the bell/alarm goes, evacuate while ensuring all pupils are evacuated. There are systematic events that occur in the case of a fire alarm. The sprinkler system will activate. All doors that have access control will be open, this includes calming rooms. In the middle of each corridor a set of Fire doors held open by electro-magnets will automatically be released so that they shut. The Kitchen Fire Damper will lower. The Lift will lower to the ground floor and open. The Building Management system will default into safety mode closing plant down, specifically the biomass boiler, gas heating and kitchen gas supply. There should be no attempt to alter the status of these systems.

How the evacuation of the workplace should be carried out

(Make way out immediately, walking smartly, do not run, orderly fashion, do not stop to collect belongings, do not use lifts)

Staff should usher children out in an orderly fashion. Staff to remain vigilant at all times, be quick but do not run.

Once outside, classes should make their way to the main (back) assembly point in the school yard.

Classes should use the nearest safe exit and make their way to the back assembly point. If Pupils are in the hall, staff should lead pupils through the hub to the back exit and onwards to the back fire assembly point.

Location of the assembly point(s)

(Situated at.)

The back (pupil) assembly point is located outside at the top of the school yard. The front assembly point is located next to the main school exit close to the Minibus parking area.

Detail the procedure for checking that premises has been completely evacuated

(Head count or sweep search, or both, single person responsible, teachers responsible for registers, wardens sweep and report to evacuation coordinator)

Registers or a head count will be taken by teachers as the pupils assemble at the delegated assembly points. Registers are routinely sent to the Admin Office after registration has been taken. Therefore depending upon the time of required evacuation Teachers or Mrs. Louise Shields will have possession of registers.

Miss Hall or Mr. Bell should act as back assembly point Fire Evacuation Coordinator(s).

Teachers and Fire Wardens will inform the Fire Evacuation Coordinator(s) directly that all pupils and staff (including Fire Wardens) are accounted for.

Pairs of Fire Wardens have designated areas to sweep on pre-defined routes to make sure that there is no one left in the building.

Phone communication is required between back assembly point fire Evacuation Coordinator(s), Mr. C. Bell and Miss Hall), and the main Fire Evacuation Coordinator(s), (Mr. Sean Taggart, Mr G. Mellefont) at the front assembly point so that they may pass on information to the fire service.

Identify key fire exit routes and fire exits.

(Exits at... main corridors, enclosed stairways as exit routes. All employees must be familiar with their nearest fire exit and the route to it)

The main fire exits are clearly signposted. The fire exits in classes are clearly marked and these lead directly outside.

The KS1 and KS2 classrooms should be evacuated using classroom fire exits straight into the school yard.

From the Food Technology room and ICT suite using the KS2 corridor staff should lead pupils, turning left as they leave these rooms and make straight for the nearest exit at the

side of the building and then right, through the gate into the school yard.

From the school business manager's office, laundry or Medical room and Calming room 2 all personnel should use class 5's (E. Thursby's classroom) Fire exit.

From the Library and Social Skills rooms the back exit should be used to go straight into the school yard.

From the Hall pupils should be lead through the hub to the back entrance out onto the yard.

From the first floor the stairwell should be used and the Staff entrance used to exit to the front of the building.

From the Kitchen there is a kitchen fire exit.

Anyone in the Admin block should also use exits at the front of the school. The Lift will not be used in the event of a fire as this will shut down automatically.

(Escape routes and alternative routes are described and illustrated on the FIRE ACTION signage for each room).

Specific responsibilities of named individuals

(Teachers to take register, and do head count. Caretakers to isolate equipment. Managers & supervisors, Fire wardens are:-... and zones responsible for)

Class teachers are responsible for pupils and will take registers. They will be supported by Learning Support Assistants.

Fire Wardens: Mrs. Helen Waldron and Mr. Sean Taggart shall sweep the KS1 wing including hall, kitchen and plant room.

Fire Wardens: Mr. Peter Clark and Mr. K. Jarvis shall sweep the KS2 wing including School Business Manager's office, food technology and ICT suite.

Fire Wardens: Mr. Gary Mellefont and Mrs. Louise Shields shall sweep the Staff area (first Floor), the hub (social skills and Library) and the admin office block, collecting the visitor's signage book and pupil registers on leaving.

Mr. Colin Bell shall act as cover for a Fire Warden in the occurrence of staff absence.

After performing their respective sweeps Mr. Sean Taggart shall act as the Main Fire Evacuation Coordinator to oversee the operation with the Principal, Mr. Gary Mellefont.

Fire Wardons on leaving their section and arriving at the designated assembly point will inform the fire Evacuation Coordinator(s) if their designated area is clear and of any other information that should be passed onto the fire service via the Main Fire Evacuation Coordinator, in the first place **Mr. Sean Taggart** and then **Mr. Gary Mellefont** (only if Mr. Taggart is not available and known to be off site)

Miss Hall or Mr. Bell acting as back assembly point Fire Evacuation Coordinator(s) will inform the Main Fire Evacuation Coordinator of any missing persons and other relevant information that should be passed onto the Fire service.

Evacuation arrangements for those at risk:-

Young children & babies , Contractors , Those with disabilities ,Members of the public and visitors :

The school has a signing in policy. No visitors should be left alone on the premises. It will be the duty of staff involved with the visitors to ensure that they are evacuated safely.

Arrangements for High Fire Risk Areas

(Examples of HFRA's boiler house, plant room, kitchen, workshops, basements, Hi flamms store, Electrical D.B. rooms)

All high risk areas, specifically the plant room and external store are the responsibility of the premises manager when he is on the premises.

The kitchen is the responsibility of the part-time staff that operates in the area. Should a fire break out in these areas and they are not present on the premises then the alarm would be raised as usual and these areas would be avoided. None of these areas should impede the evacuation.

The Building Management system in the event of a fire alarm is programmed to automatically shut down plant including the gas supply to the boilers and kitchen as well as shutting down the biomass boiler.

What arrangements exist to coordinate with Emergency Action Plans of other users of the building

(Cooperation, coordination, and consultation, who are other users)

The other users of the building will be looked after by staff they are with, no visitors are ever alone. In the case of visitors coming to work individually with pupils, they would be based in the meeting room or the social skills room. In the event of an alarm they would be instructed where their evacuation point is and escorted to the muster point.

What contingency plans are there for when Fire Protection measures are out of order

(Fire alarm system, Emergency lighting system, door management devices, sprinklers, smoke control system)

At present the only contingency plan is for an alternative collection point at the front of school, close to the pedestrian access gate. If the fire alarm failed to deploy the alarm would be raised using the tannoy system or simply by staff shouting 'FIRE EVACUATE'.

Meeting the Fire Service on arrival.

(Who does this, what information needs to be passed on ,whether all accounted for or not)

The service would be met by a Fire Evacuation coordinator (Mr. Gary Mellefont or Mr. Sean Taggart). Where possible they would be informed of:

- The location alarm and sprinkler housing
- The location of the 'danger points' and any information passed on by Fire Wardons.

- The location of the collection assembly points
- If all persons are accounted for and the names of anyone missing

What Fire Safety training arrangements are in place.

(Induction, all employees, fire wardens, supervisors and managers)

- Premises Management staff trained on use of fire panel to test call points.
- Premises Management Staff trained on use of sprinkler purge to test water pumps.
- Premises Management Staff trained on use of Emergency Lighting CBU to test emergency lighting circuits from battery (non-mains) power.
- Fire Evacuation Coordinators trained to understand their role within the evacuation plan.
- Fire Wardens trained to use Fire extinguishers and fully understand role within evacuation plan.
- All other staff informed of expected procedures, roles and responsibilities via notification and continuance of regular termly evacuation drills.
- Ensure that all information about procedures is constantly updated and displayed
- Continue the process of weekly testing of the alarm system (call points) and purging of sprinkler system.
- Ensure that the required preventative maintenance on relevant systems is carried out, i.e. sprinkler system, fire panel, BMS, lift, door access control, emergency lighting and fire-fighting equipment such as extinguishers and fire dampers.

Phased evacuation plan

(Yes/No, what arrangements)

None exists.