STFCH - FIRE SAFETY POLICY AND EVACUATION GUIDANCE

Rationale

To ensure requirements are met to a sufficient and effective standard in relation to the safe evacuation of the premises in the event of a fire or other emergency.

Purpose

To ensure a safe working environment as outlined within LCC health and safety guidance for all staff, students and visitors to school.

Guidance

A Fire evacuation practice will take place at least once per term and be logged in the fire safety log book with the appropriate details as required. The fire alarm is also monitored externally and named persons will be automatically contacted in the event of alarm activation as well as the fire brigade.

HOWEVER, IF YOU ARE REQUIRED TO CALL THE FIRE BRIGADE

1. ***Dial 999***
2. ***Give the operator your telephone number and ask for the fire brigade. When they reply give the clear message "Fire at Sir Tom Finney Community High School, Ribbleton Hall Drive, Ribbleton, Preston PR2 6EE***
3. ***Do not assume a call has been received until it has been acknowledged by the fire brigade***
4. ***Follow the guidance and evacuate the building***

In the event of a fire the priority is always to prevent injury or loss of life. It is essential that all staff are familiar with evacuation routes throughout the building and assembly points outside the building. Each room/area has an identified route close to an exit point.

The guidance details procedures during both lesson time and at breaks/lunchtime. The procedures do differ as such they should both be noted and understood.

Evacuation Procedures – PLEASE FAMILIARISE YOURSELF WITH THESE

Evacuation should take place in a calm, orderly fashion, avoiding pushing or overtaking and following the nearest available exit route as denoted for the part of the building you are in to the specifically identified assembly point around the building perimeter.

Assembly point A – Main Car Park at the front of reception
Assembly point B – Minibus Drop off Zone
Assembly Point C – KS4 yard area
Assembly point D – The MUGA if exiting from main building FE block side or the car park Adjacent to the MUGA/Annex if exiting from the annex or community entrance side

General principles

If someone who would normally use a wheelchair is out of that chair either on the floor, or in another piece of equipment that is not mobile or too large to manoeuvre, then the priority is to return them back to the wheelchair in order to exit the building. *This would be classed as an emergency situation and physically moving and handling back into the chair rather than hoisting is deemed acceptable.*

Detent fire doors will automatically close when the alarm sounds and maglock doors release, for security purposes some exit doors may require a thumb turn or activation via staff fob.

There is an exit route no matter where you are in the building even if doors close. It is imperative that exit routes are known to the adults in the classroom at the very least.

Whilst there is a refuge area upstairs – if safe to do so the priority is to exit upstairs via the stairs. The lift will automatically cease to operate.

All staff and visitors must adhere to the signing in and out policy. On entering the building staff and visitors **must sign in** and it is the responsibility of whichever group or person they are visiting at that time to ensure they are escorted via the most appropriate route to an assembly point.

Anyone leaving the building **must sign out** to indicate they have done so at all times.

It is the responsibility of the lead and other adults to ensure the safe exit of the students in their group at that time following an individual's Personal Emergency Evacuation Plan (PEEP).

Evacuation during lesson time

Class staff who are normally with a particular group are responsible for the safe evacuation and headcount of that group. As such it may be appropriate to take a register at the start of a lesson which can be used to indicate if anyone is missing. This includes any smaller groups or individual tuition within a lesson taking place in a different room or area, including those using the toilet/hygiene facilities.

If a normal evacuation route is blocked follow the alternative suggestion and if safe to do so, this may mean egress through a corridor fire door.

Students should be escorted to the assembly point by the class staff responsible and kept together as a lesson group at the assembly point; where a headcount should be made to ensure no-one is missing.

Any missing persons should be reported immediately to a senior staff member and/or to the Headteacher or authorised deputy in their absence.

Under no circumstances should anyone re-enter the building until given the all clear to do so by the Headteacher (or authorised deputy) or Fire service officer.

Evacuation at break or lunchtime

All staff, students, visitors, kitchen and health staff must vacate the building following the routes indicated on exit plans, to the nearest assembly point. PLEASE NOTE THIS MAY BE A DIFFERENT ONE TO WHERE YOU ARE USED TO ASSEMBLING.

If a normal evacuation route is blocked follow the alternative suggestion and if safe to do so, this may mean egress through a corridor fire door.

If in the yard students should be escorted and lined up in pastoral groups to indicated assembly points C for KS4 yard; D for KS3 yard to MUGA; for FE students using life skills area evacuate to assembly point C in KS4 yard.

If in dinner hall follow the routes of egress as indicated on hall plans to assembly point D adjacent to annex and MUGA

Where possible students to line up in pastoral groups, although some may be at other assembly points. A headcount and register can be taken visually and compared with the inventory application on the head's mobile phone (in absence it is also on the SBM mobile phone), to account for any students who may be missing.

Any missing persons should be reported immediately to a senior staff member and/or to the Headteacher or authorised deputy in their absence.

Under no circumstances should anyone re-enter the building until given the all clear to do so by the Headteacher (or authorised deputy) or Fire service officer.

Evacuation from the first floor

All exit routes lead to the stairs to the ground floor. The lift is not in operation in the event of a fire. Should stairs be blocked or are inaccessible for mobility reasons the refuge point is available outside the lift area with radio communication to the entrance lobby control panel and roving handset held by the one of the admin team in the event of an alarm. Refuge point users will notify via the handset that they are present and give numbers so this can be provided to the Fire Officer in charge of the fire brigade crew attending.

It is imperative that signing in and signing out of school is strictly adhered to by all persons using the facilities upstairs. All persons should remain at the assembly point until told otherwise.

Any missing persons should be reported immediately to a senior staff member and/or to the Headteacher or authorised deputy in their absence.

Under no circumstances should anyone re-enter the building until given the all clear to do so by the Headteacher (or authorised deputy) or Fire service officer.

Evacuation from the hydrotherapy pool

Users who are still in the water as an alarm sounds should remain in the water at the side of the pool.

Those who are out of the water should exit the premises by the exit door at the back of the pool, making use of available emergency blanket/clothing/robes etc.

Anyone who is normally a wheelchair user should follow the general principles outlined previously and treat as an emergency situation.

The pool will be checked by a member of staff completing a sweep of that area to note who/how many may still be in the water in order to report this to a senior member of staff, Headteacher or lead fire officer in charge as appropriate.

Evacuation from the annex

If there is a fire in the annex the alarm will sound and maglock for the door will release, the alarm panel will show fire in zone 1 and will need to be silenced from that panel. The alarm will also sound and activate in the main school and the main panel will show as fire in annex.

If the fire is in the main school then the alarm will sound but mag locks will not automatically release, exiting will still require fob activation.

Any missing persons should be reported immediately to a senior staff member and/or to the Headteacher or authorised deputy in their absence.

Under no circumstances should anyone re-enter the building until given the all clear to do so by the Headteacher (or authorised deputy) or Fire service officer.

Please note these procedures represent a guide only; as previously stated: ***in the event of a fire the priority is always to prevent injury or loss of life hence emergency decisions/risk assessment can be made in line with the underlying purpose of this policy and guidance to ensure the safety of all concerned***

Key Roles and Responsibilities

Lead staff and adults working within a group/lesson are responsible for the evacuation of the students in that group and ensuring a headcount takes place to identify any missing persons.

All staff should assist, wherever they are in the building, in supporting students/visitors to exit by the appropriate route and to the correct assembly point. Depending upon the time of day there are 'hotspots' including hygiene areas, sensory rooms, experiential groups, changing rooms, central courtyard and central hub area.

The Headteacher will skirt the building perimeter, making checks at each assembly point for any 'missing person' and check with the radio handset holder for any refuge area call. If required they can access the Inventry application to check Inventry registration of students and staff who are on or off site. Then liaise with site staff and attending fire officers at assembly point A in front of reception.**)**

The Deputy Heads will sweep and support in the central section of school inc. central courtyard, hub area, printer rooms and exit by the appropriate evacuation route unless they are teaching a group where they will remain in charge of that group as lead person.

The Heads of Department will sweep and support where required in their department area and exit by the appropriate evacuation route unless they are teaching a group where they will remain in charge of that group as lead person.

The site staff will sweep and support at the hydrotherapy pool, checking courtyard area, and sports corridor and exit by the appropriate evacuation route. Once exited they will skirt building to meet Headteacher and attending fire officers to indicate location of fire using the reception fire panel as appropriate.

The school nurse, therapists, kitchen or any other staff should assist in the evacuation of children in their charge via the appropriate route to the nearest exit and assembly point.

Visitors will be guided to follow the most appropriate route by whomever they are visiting.

The above key staff are not always present on the premises or may not be in the most appropriate place to fulfil their role. As such the above represents an 'ideal' situation. Wherever possible a 'substitute' will act in their place in an emergency situation.

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