

FIRE DRILL AND EMERGENCY EVACUATION POLICY

If fire is discovered you **must**:

1. Sound the nearest alarm, then evacuation will commence.
2. The Site Team will investigate the cause of the alarm and take appropriate action, contacting emergency services if required.

AT ALL TIMES THE FIRST CONSIDERATION MUST BE THE SAFETY OF STUDENTS, STAFF AND VISITORS. IT IS FAR BETTER THAT THE SCHOOL IS EVACUATED UNNECESSARILY THAN A LIFE SHOULD BE ENDANGERED.

EVACUATION PROCEDURE

3. Evacuation of the school must be conducted in a calm and orderly manner.
4. The alarm is a continuous ringing of the electric bell. When it is heard, the staff will instruct the students to evacuate the buildings in an orderly fashion. Fire Marshals will assist in ensuring buildings are fully evacuated and that windows and doors are closed if safe to do so.
5. Staff will check the evacuation route is safe and direct students to the chosen exit from the building.

ORDERLY EVACUATION IS VITAL

6. Once outside the building, staff and students will proceed to the assembly point at the far side of the astro turf on the field, using the quickest, safest route.
7. At the assembly point students will line up with their tutor group in register order.
8. Heads of Year will collect registers from the Attendance Officer at the assembly point and issue them to tutors.
9. Tutors will call the registers and immediately report any missing students to their Heads of Year. The Evacuation Manager, a member of the Leadership Team, will arrange for a search to be made.
10. Heads of Year will make status reports to the Senior Bursar as soon as possible.
11. The Senior Bursar will take the appropriate steps to locate any missing person, avoiding risk to any other person.
12. The Leadership Team, Heads of Year and Office Manager will satisfy themselves that all staff are at the assembly point.

ORDERLEY DISMISSAL IS VITAL

13. Students will stand still and quiet at their assembly point until dismissed by their tutor on the instruction of the Senior Bursar.

FIRE DRILLS WILL BE HELD AT LEAST ONCE EACH TERM.

FIRE EVACUATION PLAN – SCHOOL DAY 8AM TO 4PM

PRIMARY ACTIONS

14. On finding a fire, sound the fire alarm at the nearest fire alarm call point.
15. On hearing the fire alarm, staff, students and others will leave the buildings without delay, in a predetermined manner, by the nearest exit and proceed to the assembly point.
16. Fire Marshalls and/or staff in each block will be responsible for:
 - a. Ensuring everyone in their area leaves the building immediately.
 - b. Closing doors and windows on leaving (if safe to do so).
17. Report their findings to the Evacuation and Roll Call Managers (Deputy Headteacher and the Senior Bursar).
18. Site Team members will investigate the cause of the alarm and take appropriate action, contacting the Office Manager if emergency services are required.
19. On hearing the fire alarm the Finance and Office Manager will await a telephone call from the Fire and Rescue Service to confirm if it is a Wanted or Unwanted call. In the absence of the Finance and Office Manager, the Finance Assistant will await the call.
20. Admin staff / Student Wellbeing / Support staff will open bike shed gates to allow access to evacuation point from the North West corner of the campus.

NB. The Hamble Early Years fire alarm system is not connected to the other fire alarm systems and therefore evacuation of this building is completely separate to the other buildings on campus. In the event of a fire, the Finance and Office Manager will inform them of the situation as soon as possible.

AT ALL TIMES THE FIRST CONSIDERATION MUST BE THE SAFETY OF THE STUDENTS AND STAFF. IT IS FAR BETTER THAT THE SCHOOL SHOULD BE EVACUATED UNNECESSARILY THAN THAT LIFE SHOULD BE ENDANGERED.

ASSEMBLY POINT

21. The school assembly point is west of the astro pitch, using the quickest and safest route. Students will assemble in year groups (years 7, 8, 9, 10 and 11). Signs located on the fencing of the astro pitch will ensure students assemble quickly into line to allow the register to be taken.
22. The Sports Complex assembly point is the far east corner of the Sports Complex car park.
23. The Hamble Early Years assembly point is the far east corner of the Sports Complex car park.
24. There is a map in the Fire Manual showing location of all assembly points.

EVACUATION MANAGEMENT AND PROCEDURES

EVACUATION / ROLL CALL MANAGERS

25. The Deputy Headteacher and the Senior Bursar will assume the duties of this role, which are:
 - a. Overseeing the evacuation and checking that it is conducted in accordance with the predetermined plan.
 - b. Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service

HOY/TUTORS

26. At the Assembly Point students will line up with their tutor group in register order.
27. Heads of Year will collect registers from student services and issue them to tutors at the Assembly Point.
28. Tutors will call the registers and immediately report any missing students to their Heads of Year. The Deputy Head Teacher and the Senior Bursar will arrange for a search to be made through liaison with the Site Team.
29. Heads of Year will make status reports to the person in charge as soon as possible.
30. The Senior Bursar will take the appropriate steps to locate any missing person, avoiding risk to any other person, including re-entry into any buildings.
31. The Leadership Team, Heads of Year and the Senior Bursar will satisfy themselves that all staff and students are at the Assembly Point.

FIRE SERVICE RECEPTION MARSHAL (Site Team)

32. Be available to liaise with the Fire and Rescue Service as necessary.
33. Site Team members will meet the Fire and Rescue Service on their arrival and provide details of the fire, its location, unaccounted for personnel and present them with the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating to unaccounted persons.

OTHER ROLES

Fire Marshal

34. Fire Marshals shall:
 - a. Put on a high visibility vest.
 - b. Close all windows and all doors in designated area only if it's safe to do so.
 - c. Report to evacuation point to confirm designated area is vacated.

Kitchen staff

35. Kitchen Staff shall:
 - a. Turn off all gas and electrical apparatus that does not automatically shut down on operation of the fire alarm.

Science Technician staff

36. Science Technicians shall:
 - a. Close doors to chemical stores/prep room and as assistant fire marshals help to evacuate the Science block.
 - b. Present a lesson plan to Senior Site Manager/Senior Bursar or Deputy Headteacher showing where any chemicals are still left out in the classrooms following lessons.

Science Teachers

37. Science Teachers shall:
 - a. Isolate gas supply to their classroom.

PE

38. PE Staff shall:
 - a. Swimming – evacuate pool, students to line up at nearest safest fire exit, staff to issue foil blankets, evacuate only if in immediate danger.

Food Tech (T3)

39. Food Tech Staff shall:
 - a. Isolate gas and electrical supply to cookers using emergency stop button.

Support staff (Technicians, Wellbeing, Admin)

40. Support staff (Technicians, Wellbeing and Admin) shall:

41. Meet at their designated assembly point and report to the Evacuation/Roll Call Managers to provide assistance where needed.

VISITORS, CONTRACTORS AND SEND STUDENTS

42. Visitors and contractors will be handed the health and safety information leaflet for visitors and asked to sign in the visitor's book. This leaflet notifies users of the fire alarm sounder and the procedures to be followed in the event of the alarm going off, including where the assembly point is.

43. If visitors and contractors need assistance during evacuation or require special arrangements to enable them to hear the fire alarm or see (flashing red light) will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

44. Accompanied visitors/contractors will be escorted to the assembly point by their host.

45. Students who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a **`personal emergency evacuation plan` (P.E.E.P)**, which will identify the needs and support actions necessary and details of that support.

FIRE FIGHTING ARRANGEMENTS

46. Generally, with the exception of reactive fire fighting to secure means of escape, priority will always be given to evacuation. Staff who have been suitably trained may attempt to extinguish a small fire, but only if safe to do so. If in doubt staff should evacuate rather than attempt to fight the fire and leave this task for the Fire and Emergency Services.

47. Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

48. When staff use fire extinguishers, they **must** follow the advice below:

They **WILL**:

- Only tackle small fires.
- Ensure they are always located between the fire and the exit.
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire.

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.

- Remain in the building if they feel unwell or the products of the combustion are affecting their breathing.
- When using extinguishers to tackle a fire, the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

FIRST AID ARRANGEMENTS

49. The first aid kit will be taken to the assembly point by Student Wellbeing staff and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary. The first aider to liaise with the Evacuation/Roll Call Managers.

EMERGENCY INFORMATION PACK

50. To enable the Fire Brigade Commander to better assess the risks to fire fighters, a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. A copy will be left at reception for collection by a site team member. This will include, as a minimum, the following information:

- a. The asbestos register (or copy).
- b. A drawing of the premises indicating:
- c. Essential structural features such as the layout of the building, doorways, corridors, stairways, etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- d. The location of any highly flammable material and pressurised gases eg oxygen, LPG and acetylene. Plus any chemical, biological or radiological risks.
- e. The location of the main electrical supply switch, the main water shut-off valve and, where appropriate, the main gas or oil shut-off valves.
- f. The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, ie ventilation controls.

POST FIRE DRILL/EMERGENCY EVACUATION

51. Students will stand still and quiet at their assembly point until dismissed in an orderly fashion by their tutor on the instruction of the person in charge. A full debrief will take place with all necessary staff.

FIRE EVACUATION PLAN

Before school day (7:00-8:00am) and after school day (16:00 until 19:00)

PRIMARY ACTIONS

1. On finding a fire, sound the fire alarm at the nearest fire alarm call point.
2. On hearing the fire alarm, staff, students and others will leave the buildings without delay in a predetermined manner by the nearest exit and proceed to the assembly point.
3. Staff will:
 - a. Close doors and windows on leaving (if safe to do so).
 - b. Report their findings to the Evacuation / Roll Call Managers.
 - c. Site Team members will investigate the cause of the alarm and take appropriate action, contacting the emergency services if required.
 - d. On hearing the fire alarm, the sports complex staff will await telephone call from the Fire and Rescue Service to confirm if it's a Wanted or Unwanted call.

NB. The Hamble Early Years fire alarm system is not connected to the other fire alarm systems and therefore evacuation of this building is completely separate to the other buildings on campus. In the event of a fire, a member of the sports complex staff is to inform them of the situation as soon as possible.

4. During the hours 6.30am - 8am and 4pm -10pm and during all school holiday periods the fire services will telephone the sports complex to confirm if it's a Wanted or Unwanted call.

AT ALL TIMES THE FIRST CONSIDERATION MUST BE THE SAFETY OF THE STUDENTS, STAFF AND VISITORS. IT IS FAR BETTER THAT THE SCHOOL IS EVACUATED UNNECESSARILY THAN A LIFE SHOULD BE ENDANGERED.

ASSEMBLY POINTS

5. The school assembly point is west of the astro pitch, using the quickest and safest route. Students will assemble in year groups (years 7, 8, 9, 10 and 11). Signs located on the fencing of the astro pitch will ensure students assemble quickly into line to allow the register to be taken.
6. The Sports Complex assembly point is the far east corner of the Sports Complex car park.
7. The Hamble Early Years assembly point is the far east corner of the Sports Complex car park
8. There is a map in the Fire Manual showing location of all assembly points.

EVACUATION MANAGEMENT / PROCEDURE

EVACUATION/ROLL CALL MANAGERS

9. The Deputy Headteacher and the Senior Bursar will assume the duties of this role, which are:
 - a. Overseeing the evacuation and checking that it is conducted in accordance with the predetermined plan.
 - b. Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

HOY/TUTORS/INTERVENTION TEACHER/AFTER SCHOOL CLUB

10. If the alarm sounds before 8am, then students will line up with their tutor group in register order at the Assembly Point. If the alarm sounds after normal school closure, then students will line up with the teacher/organiser of the intervention/after school event.
11. If the alarm sounds before 8am, the Heads of Year will collect registers from the attendance officer at the Assembly Point and issue them to tutors. If the alarm sounds after normal school closure, then the students will be accounted for by the organiser of the intervention/after school event.
12. Tutors/teachers and after school event organisers will check their registers and immediately report any missing students to their Heads of Year or the Deputy Headteacher and/or the Senior Bursar who will arrange for a search to be made through liaison with the Site Team.
13. The status reports are to be delivered to the person in charge as soon as possible.
14. The Senior Bursar or Deputy Headteacher will take the appropriate steps to locate any missing person, avoiding risk to any other person, including re-entry into any buildings.
15. The Leadership Team, Heads of Year and the Senior Bursar will satisfy themselves that all staff and students are at the Assembly Point.

FIRE SERVICE RECEPTION MARSHAL (Site Team)

16. Be available to liaise with the Fire and Rescue Service as necessary.
17. Site Team members will meet the Fire and Rescue Service on their arrival and provide details of the fire, its location, and all persons unaccounted for, and present them with the "Fire Service Emergency Pack". They will remain available to liaise

with the Fire and Rescue Service as necessary and inform them of any updated information relating to unaccounted persons.

OTHER FIRE MARSHAL ROLES

Kitchen staff

18. Kitchen staff shall:

- a. Turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

Support staff

19. Support staff (Technicians, Wellbeing, Admin) shall:

- a. Meet at their designated assembly point and report to the Evacuation / Roll Call Managers.

VISITORS, CONTRACTORS AND SEND STUDENTS

20. Visitors and contractors will be handed the health and safety information leaflet for visitors and asked to sign in the visitor's book. This leaflet notifies users of the fire alarm sounder and the procedures to be followed in the event of the alarm going off, including where the assembly point is.

21. If visitors and contractors need assistance during evacuation or require special arrangements to enable them to hear the fire alarm or see (flashing red light) will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

22. Accompanied visitors/contractors will be escorted to the assembly point by their host.

23. Students who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "**personal emergency evacuation plan**" (P.E.E.P), which will identify the needs and support actions necessary and details of that support.

FIRE FIGHTING ARRANGEMENTS

24. Generally, with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

25. Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

26. Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

27. When staff use fire extinguishers they must follow the advice below:

They **WILL**:

- Only tackle small fires.
- Ensure they are always located between the fire and the exit.
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire.

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of the combustion are affecting their breathing.
- When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

FIRST AID ARRANGEMENTS

28. The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.
29. The first aider to liaise with the Evacuation / Roll Call Managers.
30. First aid cover will be provided Community sports complex staff.

EMERGENCY INFORMATION PACK

31. To enable the Fire Brigade Commander to better assess the risks to fire fighters, a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:
 - a. The asbestos register (or copy).
 - b. A drawing of the premises indicating:
 - c. Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
 - d. The location of any highly flammable material and pressurised gases e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
 - e. The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
 - f. The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.
 - g. A copy will be left at reception for collection by site team member.

POST FIRE DRILL / EMERGENCY EVACUATION

32. Students will stand still and quiet at their assembly point until dismissed in an orderly fashion by their tutor on the instruction of the person in charge. A full de- brief will take place with all necessary staff.

FIRE EVACUATION PLAN

Weekday evenings from 19:00 until close and Weekends

PRIMARY ACTIONS

1. On finding a fire, sound the fire alarm at the nearest fire alarm call point.
2. On hearing the fire alarm, all staff and others will leave the buildings without delay in a predetermined manner by the nearest exit and proceed to the assembly point.
3. On hearing the alarm, the Duty manager or Sports complex staff will look at the fire panel and find out where the possible fire is and investigate the cause of the alarm and take appropriate action contacting the emergency services if required.
4. On hearing the fire alarm, a member of the sports complex staff will await telephone call from the Fire and Rescue Service to confirm if it's a Wanted or Unwanted call.
5. If an evacuation is needed and the Fire Brigade are in attendance, the Emergency information pack is to be taken from the Sports complex reception and given to the Fire Brigade on arrival.

NB. The Hamble Early Years fire alarm system is not connected to the other fire alarm systems and therefore evacuation of this building is completely separate to the other buildings on campus. In the event of a fire the sports complex staff are to inform The Hamble Early Years staff (if in occupation) of the situation as soon as possible.

ASSEMBLY POINTS

6. The school assembly point is west of the astro pitch using the quickest and safest route. Students will assemble in year groups (years 7, 8, 9, 10 and 11). Signs located on the fencing of the astro pitch will ensure students assemble quickly into line to allow the register to be taken
7. The Sports Complex assembly point is the far east corner of the Sports Complex car park.
8. The Hamble Early Years assembly point is the far east corner of the Sports Complex car park.
9. There is a map in the Fire Manual showing location of all assembly points.

EVACUATION MANAGEMENT / PROCEDURE

EVACUATION MANAGER

10. The Duty manager will assume the duties of this role, which are:
- a. Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
 - b. Be available to liaise with the Fire and Rescue Service as necessary.
 - c. Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

VISITORS, CONTRACTORS AND SEND STUDENTS

11. On acceptance of a booking for the Sports complex, an advice sheet will be issued with the booking confirmation to advise all sports complex users of what the fire alarm sounds like and the action that needs to be taken if the alarm is raised. There is also a health and safety leaflet advising on actions to be followed in the event of an emergency in the Sports Complex reception.
12. Unaccompanied visitors and contractors will be informed at reception and will be handed an evacuation card. This card details what sound the fire alarm makes, the location of the assembly point and where they will be required to attend the assembly point on operation of the fire alarm.
13. If visitors and contractors need assistance during evacuation or require special arrangements to enable them to hear the fire alarm or see (flashing red light) will be assessed on arrival at the premises and suitable arrangements made to meet their needs.
14. Accompanied visitors/contractors will be escorted to the assembly point by their host.

FIRE FIGHTING ARRANGEMENTS

15. Generally, with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.
16. Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.
17. Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.
18. When staff use fire extinguishers they must follow the advice below:

They **WILL**:

- Only tackle small fires if absolutely necessary.
- Ensure they are always located between the fire and the exit.
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire.

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of the combustion are affecting their breathing.
- When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

FIRST AID ARRANGEMENTS

19. Students will stand still and quiet at their assembly point until dismissed in an orderly fashion by their tutor on the instruction of the person in charge. A full de brief will take place with all necessary staff.

EMERGENCY INFORMATION PACK

20. To enable the Fire Brigade Commander to better assess the risks to fire fighters, a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

- a. The asbestos register (or copy).
- b. A drawing of the premises indicating:
- c. Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- d. The location of any highly flammable material and pressurized gases eg oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- e. The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- f. The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, ie ventilation controls.
- g. A copy will be left at reception for collection by site team member.

POST FIRE DRILL / EMERGENCY EVACUATION

21. Students will stand still and quietly at their assembly point until dismissed in an orderly fashion by their tutor on the instruction of the person in charge. A full de brief will take place with all necessary staff.
22. Users of the Sports complex will remain at the assembly point, until the person in charge has given the all clear to proceed back to their activities.

Title of Policy / Procedures	Fire Drill and Emergency Evacuation Policy
Review Cycle	Annual
Policy reviewed by	MBE
Committee responsible	FP&S
Statutory/Discretionary/School	Statutory
Date of last review by committee	N/A
Date of latest FGB approval	26 June 2018
Date of next review by FGB	June 2019