


Fire & Emergency Evacuation Policy



Oastlers Policy

Approved by Governing Body On	1 January 2016
To be Reviewed On	January 2018
Signed on Behalf of the Governing Body	Robert Fairbairn 

FIRE AND EMERGENCY EVACUATION POLICY

OVERVIEW

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that learners and staff leave the building in an orderly and speedy manner to assemble in safe places.

OBJECTIVES

1. To keep the learners and staff safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

STRATEGIES

1. The first member of staff to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the Head Teacher, senior staff or school office staff.
3. At the sound of the alarm, all staff responsible for learners will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
4. Fire Marshalls will sweep the areas which they are located at the time of evacuation.
5. Staff will take their registers with them.
6. The nearest safe exit should be used. If that is blocked then the next nearest exit will be used.
7. Once rooms are empty, doors should be closed to prevent the spread of fire.
8. At the assembly points, class registers will be taken to ensure that all learners are accounted for.
9. A fire marshall will take the emergency contact list, which is in a file at the end of MUGA, to the assembly point.
10. The Head Teacher must be informed immediately if a learner or member of staff cannot be accounted for.
11. During the evacuation, the Head Teacher and senior staff will check toilets and other areas to ensure that learners have not been left behind.
12. No one must return to the building once it has been evacuated without the Head Teacher's permission.
13. The Head Teacher will inform staff when it is safe to return to the building.

OUTCOMES

All will be safely evacuated during an emergency.

FIRE EVACUATION PLAN

Action Points in the event of a Fire Alarm

The only radio communication taking place should be between Adam Pratt, Jeanine Fairbairn, Shaz Ali and Paul Rawson (Robert Bashforth)

- **WHEREVER POSSIBLE ALL LEARNERS MAIN ASSEMBLY POINT IS THE MUGA**
- **ONCE THE FIRE ALARM IS ACTIVATED ALL STAFF AND LEARNERS MUST EVACUATE THE BUILDING IMMEDIATELY – EVEN IN THE EVENT OF A FALSE ALARM.**
- **NO ONE TO LEAVE THE PREMISES OR THE MUSTER POINTS UNTIL THE FIRE CHECK IS COMPLETE AND HEADTEACHER GIVEN ALL CLEAR**
- In the event of a learner activating the alarm or if fire seen Paul or Jeanine must be informed immediately
- Fire Marshalls to sweep allocated areas.
- Learners to be lead from the building following the plan below
- Learners to line up in form groups in the MUGA
- Form Tutors to check all present.
- Adam Pratt to take out a visitor list to the car park assembly point.
- Shazad Ali to check with each Tutor that all Learners are present and confirm on radio to Jeanine Fairbairn (Inclusion Team Chanel)
- Adam to check who present at front car park and confirm with Jeanine Fairbairn (Inclusion Team) all present and any names of learners that have assembled at the front.
 - In the event of someone missing, radio other assembly point to check they are there.
- Once confident the building has been evacuated and everyone is accounted for, Jeanine Fairbairn to radio Paul to see if the building is safe for return.
- Once confirmation received that the building is safe the Headteacher is notified.
- The Headteacher will confirm all complete and safe to return into the school.

Robert Bashforth to act as Chief Fire Marshall and cover in the event of Paul being absent from the site.

Should the taxis enter the turning circle, Adam Pratt/Paul Rawson/Rob Bashforth to direct them back out to the carpark to ensure there is a lane clear in the event of a fire engine needing to get to the school.

FIRE EVACUATION PLAN GROUND FLOOR

Area	Rooms	Exit Route	Marshall
Reception	Reception Office Tic Tac Medical Room Parents Room Office Toilets Reception Foyer Kitchen	Main Reception Doors Assembly Point: Main Car Park by Sprinkler	Mike/Philippa

Area	Rooms	Exit Route	Marshall
DT & Atrium	DT Room Toilets Achieve Store Media Room Drama Hall Atrium	Fire door leading to Atrium Turn right and exit Atrium at rear Fire door at rear Assembly Point: Muga	Imran Bashir Shaz Ali/Ray Sutcliffe

Area	Rooms	Exit Route	Marshall
KS3	Dining Area Toilets 7MT 7MG 8RP 8TB 9HM Meeting Room 9FD Library	Through KS3 Dining area and out of doors into Atrium. Turn left, through two fire doors leading to outside, at the rear of the school Exit door in 9FD to MUGA Exit door in Library and to rear of building Assembly Point: Muga	Adam Jones/Suzanne Simpson

Area	Rooms	Exit Route	Marshall
Sports	Changing Rooms Fitness Suite Sports Hall	Fire Door in changing room corridor. Turn left, through gate to rear of school. Fire doors at the rear of sports hall leading to outside, at the rear of the school. Assembly Point: Muga	Billy Swaitek

FIRE EVACUATION PLAN FIRST FLOOR

Area	Rooms	Exit Route	Marshall
Offices	Staff Room ICT Office H/T Office Meeting Room Resource Room Staff Office Toilets	Through door leading to down the stairs. Straight out into reception foyer and through main reception doors. Assembly Point: Main Car Park	Jeanine Fairbairn/Catherine Williams

Area	Rooms	Exit Route	Marshall
Practical Areas	Art Room Science Room Food Technology	Through Art Room fire exit door at the rear of the classroom and down the stairs. Turn left at the bottom of the stairs and assemble in Muga Assembly Point: Muga	Asima Khan

Area	Rooms	Exit Route	Marshall
KS4	Dining Area Toilets 10JO 10CD 11AE 11CB	Through KS4 Dining area and out of doors into upper Atrium. Turn left, through fire door and down the stairs. Turn right through door leading to outside, at the rear of the school Assembly Point: Muga	Mohammed Asfahan

Area	Rooms	Exit Route	Marshall
Post 16	Dining Area Toilets Office The Sanctuary ICT Suite	Through Post 16 Dining area and out of doors into upper Atrium. Turn left and go down the stairs. Turn right through door leading to outside, at the rear of the school Assembly Point: Muga	Gavin Malcolm