

Fire Evacuation Policy



Believe, Succeed, Together

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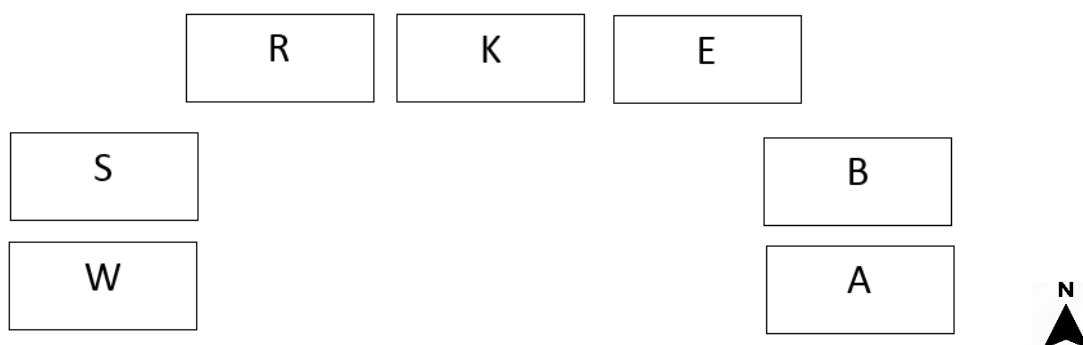
1.0 Fire Evacuation Procedure

1.1 In the Event of any Fire

- If you discover a fire, activate the alarm using the nearest alarm point.
- The Fire Alarm is a continuous sounding of the lesson change signal.
- Do not attempt to fight the fire; lives are more valuable than buildings.
- Ensure the safe exit of any class or pupil under your supervision.
- Take with you only those items close at hand.
- Shut, but do not lock, any doors.
- Do not stay too close to windows.
- As you make your way out, check any classroom with an open door that you pass.
- Stay calm and be vigilant.

1.2 Emergency Evacuation Assembly Points

- The arrangement of the Houses is in the shape of a horseshoe (see below).
- Ashdown and Bowland line up at right angles to the west fence (The Bungalows).
- Elveden, Kielder and Richmond line up at right angles to the south fence (The BMW Garage).
- Sherwood and Whinfell line up at right angles to the east fence (The Astro Turf).
- All pupils face into the cup of the horseshoe.



1.3 Staff Assembly Points

- Unassigned staff and visitors assemble in the cup formed by the horseshoe and report to the Fire Evacuation Administrator 1, Mrs. Susan Lynn¹.
- Form Tutors stay with their forms until instructions are given to return to the building.

1.4 Form Tutors

- Form Tutors check that all members of the form group are present using paper copies supplied by the Fire Evacuation Administrator.
- Form Tutors report any missing pupils to the relevant Head of House.
- The Head of House reports any missing pupils to the Lead Fire Marshall, Mr. M. Cartledge²
- Heads of House notify the Lead Fire Marshall of any missing Tutors. A check is made initially to determine if the Tutor is absent. The Head of House completes the register in this instance.

¹Deputy Fire Evacuation Administrator 1 is Ms Ruth Hayward.

²Deputy Lead Fire Marshall is Mr. P. Barrett.

1.5 Teaching Staff (who are not Form Tutors)

- Unallocated staff report to the Fire Evacuation Administrator 1, who will note their names and check them off on a staff register.
- Any obvious or suspected absence must be reported immediately to the Lead Fire Marshall.

1.6 Non-Teaching Staff

- Administrative staff in the front office assemble on the front playground and report to Fire Evacuation Administrator 2 - Mrs. S. Allen or Mrs. P. Matthews.³
- Caretakers, cleaners, canteen staff, technicians, supply staff and visitors, not at the front of the Academy, report to the Fire Evacuation Administrator 1.

³Deputy Fire Evacuation Administrator 2 is Mrs. M. Tomkins.

1.7 Lead Fire Marshal and Health and Safety Coordinator

- The priority of the Lead Fire Marshal and Health and Safety Coordinator, Mr. S. Sterling⁴, is to ensure the Academy buildings are clear of people.
- The Lead Fire Marshall will liaise with the Health and Safety Coordinator, Fire Evacuation Administrators and Lead Caretaker to ensure swift and safe evacuation from the site.

⁴Deputy Health and Safety Coordinator is Mr. D. Piercy.

2.0 Possible Scenarios

2.1 Scenario 1

- Fire alarm sounds.
- Evacuation begins.
- The site of a possible fire/spillage is identified by the Lead Caretaker and Health and Safety Coordinator.
- The Lead Fire Marshall and Fire Evacuation Administrator 1 move to the field.
- Fire Evacuation Administrator 2 moves to the front of the Academy.
- Registers are taken and any missing person identified.
- The Lead Caretaker investigates the site of the fire/spillage and reports back to the Lead Fire Marshall, who, in consultation with the Lead Caretaker, takes the decision to call the Fire Brigade.
- The Fire Brigade arrives.

2.2 Scenario 2

- The Lead Caretaker investigates the site of the fire/spillage.
- The Lead Caretaker confirms that there is no imminent threat of fire/spillage and turns the alarm off.
- The Lead Caretaker reports his/her findings to the Lead Fire Marshall who coordinates the return of staff and pupils to the buildings.
- Blakes are contacted.