



Fire Emergency Evacuation Plan

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Lockheed House, Unit 1, 238 Green Lane, London SE9 3TL

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Emergency Evacuation Plan for:	
Evacuation Plan Date	
Evacuation Plan Review	

How are people warned if there is a fire

- i) By smoke or heat setting off an automatic fire detector head.
- ii) By the activation of a manual call point located in many areas of the school.



The fire alarm is a continuously ringing bell that will sound in all areas of the school.

GENERAL FIRE EVACUATION PROCEDURES

1. On discovering a fire, that person should immediately raise the alarm by operating a call point. Where possible and if safe to do so, they should verbally warn the people in the vicinity who could be at most risk from the fire.
2. They may consider fighting the fire if safe to do so and they are suitably trained in using the fire extinguishers provided around the school.
3. On hearing the fire alarm, all pupils/visitors/contractors/teachers should leave the building immediately by the nearest exit which is identified by signs and directional arrows. **DO NOT USE THE LIFT.**
4. Occupants should take direction from teachers, responsible adult or SLT if in the vicinity and proceed to the fire assembly point.
5. The assembly point is the:
SPORTS FIELD TO THE REAR OF THE SCHOOL
During the building works, on the sounding of the fire alarm, the gate leading to the field will be opened by a contractor during their working day. At other times, this gate will be opened by a member of the SLT, the Site Team or the person responsible for activities on the school premises.
6. All belongings, coats and bags should be left behind as this could delay the evacuation.
7. The final person leaving a room should close that door as they leave.
8. All naked flames, ovens, gas appliances should be turned off.
9. Occupants should avoid running or jumping stairs and noise should be kept to a minimum.
10. Occupants should remain still and in line until the roll call is completed.
11. Occupants should avoid re-entering the school after they have evacuated the building until the all clear is given.

The 'all clear' will be given by the Head Teacher following consultation with the senior Fire Brigade Officer if present.

EVACUATION ROUTES

The following routes indicated are the quickest or safest exits from the building and these are the escape paths that all occupants should take, dependent on their location. All staff, fire marshals, pupils and other occupants should be aware of this exit route. This route may, in extraordinary circumstances, change but this will be indicated by the responsible person present and all occupants should follow instructions given to them.

GROUND FLOOR

ENGLISH BLOCK	REAR FIRE EXIT TO BLOCK
SCHOOL OFFICE	MAIN FRONT DOORS
LIBRARY & LRC CLASS	VIA OWN REAR EXIT
TY1	REAR OF CLASSROOM
STAFF ROOM	REAR OF STAFF ROOM
SITE TEAM	COVERED AREA VIA WHITE DOORS
HEAD OF HOUSE	STAIRCASE B
GYM	EXIT BY ENGLISH BLOCK ROUTE PAST LOCKERS
FINANCE OFFICE & ICT	DOOR WITHIN OFFICE AREA
MU2 & MU3, TY4, MP1 & MP2 (PUPILS LED BACK TO CLASS)	STAIRCASE D
OTHER OFFICES	VIA LIBRARY (IF SAFE TO ENTER)
6TH FORM STUDY & COMMON ROOM	STAIRCASE D

FIRST FLOOR

Bi 1,2 & 3 FD1,Sc1,INCLUSION & OFFICE ML5 & IT1	STAIRCASE C (STAFF ROOM STAIRS)
MA1, MA2, IT 3 & 4 PC1	STAIRCASE B
PY1, Ma3, Ma4, Ma5, Ma6, BALCONY, Ma OFFICE,	STAIRCASE A (MAIN STAIRCASE TO RECEPTION)
Art1, Art2, Ph1, Ph2, Ph3 Ph OFFICE Art OFFICE	STAIRCASE D

SPORTS HALL AREAS

SPORTS HALL	FIRE EXITS FROM SPORTS HALL X 3
SPORTS HALL UPPER - BALCONY	DOWN STAIRS TO MAIN EXIT
SPORTS HALL UPPER – PE1	REAR FIRE EXIT TO ENGLISH BLOCK
SPORTS HALL CHANGING	EXITS AT REAR OF CHANGING ROOMS

SWIMMING POOL AREAS

SWIMMING POOL	SWIMMING POOL EXIT (AWAIT INSTRUCTION)
SWIMMING POOL CHANGING	VIA MAIN EXIT

SCHOOL HALL

	VIA EXIT DOORS INDICATED AND TO MAIN ENTRANCE OR STAIRCASE D AS DIRECTED
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ACTION BY PUPILS

1. At all times, pupils should carry out any instructions given by teachers, teaching assistants and responsible adult.
2. On hearing the fire alarm, all pupils should stand behind their chairs or tables in silence so that they can hear all instructions.
3. Pupils should leave the classroom or area they are in, as instructed, in a quiet and orderly
4. All belongings, including bags, coats and other items should be left behind. Teaching staff should already know of any medicines, inhalers or other medical items that pupils may require and this should be kept close to hand in case of an evacuation. Pupils should inform staff of any possible issues.
5. Pupils should not run or jump stairs as this may cause injury to themselves or others and could delay the evacuation.
6. Pupils should exit the school by the nearest exit. These are indicated by green fire exit and directional arrow signage. If in doubt ask a teacher or responsible adult.
7. Pupils should stick to the designated route by which this plan/ teachers/fire marshals indicate and must never break away or decide to exit via a different route.
8. Pupils should proceed to the designated assembly point, SPORTS FIELD AT THE REAR OF THE SCHOOL, and line up quietly, in alphabetical order and in their year and house groups using the coloured poles as guidance.
9. If any pupils find that they have lost their class, are isolated in any way or are generally concerned they should make attempts to locate a teacher or responsible adult. Alternatively, they should not panic and proceed to the assembly point via the nearest fire exit.
10. Pupils should treat the sounding of the fire alarm as a real fire situation and follow the direction of this evacuation plan.

ACTIONS BY STAFF ON HEARING THE FIRE ALARM

ADMIN OFFICE STAFF

1. If the fire alarm sounds, the Fire Service will automatically be summoned via the Red care system.
2. The designated admin staff member will check the fire alarm panel to ascertain the fire zone location of the activated manual call point or detector.
3. Contact with a member of the Senior Leadership Team by radio (**Channel 10**) should be made, informing that person of the fire zone location so that he or she can investigate further. The school's Fire Officer may well be in attendance at the panel and, if so, they will take over this job.
4. The admin office staff will collect any spare, charged radios from the charging bank in the office for use by the Head Teacher and designated lead admin person at the assembly point.
5. The admin office staff should leave the building by the main front exit taking with them the coloured box containing all relevant daily attendance registers for staff, students and visitors. The containers carrying form registers and 6th form registers should be collected from the designated outside storage.
6. The admin team should proceed to the assembly point and give out the correct coloured box to each designated house and sixth form.
7. The admin team will then proceed to the designated assembly area. **This is indicated by a sign marked Supply Teachers, Support Staff, Contractors, SLT and Visitors.**
8. The lead admin staff member will don their tabard and access a radio. They will allocate the admin team to each group as required where they will carry out a roll call of these persons.
9. Once all persons are accounted for this should be indicated by a raised hand.

Once the lead admin staff member is satisfied that everyone is accounted for they may task the SLT or admin team to assist persons in other areas of the evacuation.

SENIOR LEADERSHIP TEAM

This role will be to:

1. Have immediate access to designated radio (**Channel 10**) and make contact with the designated admin staff member or School Fire Officer, via radio, at the fire alarm panel to ascertain the fire zone indicated on the fire alarm panel. **If they are in the immediate area of the fire alarm panel at reception please report there first.**
2. To locate the actuated manual call point or detector head and investigate whether this is a confirmed fire or a probable false alarm.
3. To liaise with the Fire Officer, Head teacher and other SLT members where necessary and appropriate and provide any relevant details.
4. To assist the school's Fire Officer where appropriate and give them any relevant information they may require.
5. To proceed to the designated assembly area. **This is indicated by a sign marked Supply Teachers, Support Staff, Contractors, SLT and Visitors to be registered.**

Once registered the SLT may be asked by the lead admin staff member to assist persons in other areas of the evacuation.

HEAD TEACHER

1. The Head Teacher or their Deputy on the day will immediately leave the premises by the nearest safe exit and proceed to the assembly point where they will oversee and take overall charge of the evacuation of the school.
2. They will receive a radio from the office staff and make contact with the school's Fire Officer **(Channel 10)** who will be at the reception area of the school and who can inform them of the fire situation within the school and any other relevant information.
3. The Head Teacher should make sure that all designated fire safety roles are being carried out correctly and assign further staff to assist where necessary.
4. They will endeavour to ascertain, as quickly as possible, that all persons have been accounted for during the roll call and pass this information on to the school's Fire Officer and to the responding fire service officer.

The 'all clear' will be given by the Head Teacher following consultation with the senior Fire Brigade Officer if present.

SCHOOL FIRE OFFICER

The designated fire officer will co-ordinate the evacuation from the school reception, at the fire panel firstly, using radio communications. (Channel 10)

Their role will be to don their tabard, liaise with the Head teacher, SLT, the swimming/exam hall fire marshals and the fire service on their arrival.

Tasks will be to make sure that:

1. The fire service have been called.
2. The fire zone has been identified.
3. The zone or area has/is being investigated by a member of SLT.
4. To ascertain as quickly as possible if it is a real fire or a false alarm.
5. That the evacuation is in progress.
6. To make sure that the Fire Service Pack is available for the attending fire officer and the green access gate has operated and is open.
7. To keep communications with the Head Teacher open so that you have knowledge of any problems, missing persons etc. as soon as possible.
8. To inform the swimming pool or exam hall fire marshals of their evacuation status.
9. To deal with or delegate any other job that may be appropriate and to oversee the information given over to the fire service.

All TEACHERS/TEACHING ASSISTANTS/LABORATORY STAFF

The teachers' role will be to:

1. Ensure that pupils react immediately on hearing the fire alarm sound.
2. Be aware of and ensure that any personal emergency evacuation plan (PEEP) is carried out.
3. Ensure that everyone remains calm and quiet.
4. Be the last to leave the classroom, close the door behind them but stay in contact with their class.
5. Ensure that the class remain together and that the correct exit route is taken. On reaching the fire assembly point all teachers should report to their head of house and assistant head of house for role call as appropriate.
6. If their assistance is not required they should remain in their house group. They may step in to fill the role of Head of House.
7. Remain vigilant for any pupils not reacting in a safe and correct manner during an evacuation.
8. Be of assistance to pupils or others if required.

Under no circumstances are teachers to return to their classroom to collect coats, bags or other items.

Where any hazardous operations are in progress in laboratories, food technology or elsewhere it is that class teacher who shall be responsible for ensuring that all naked flames are extinguished, all cookers, burners and gas supplies turned off before exiting the classroom.

FIRE MARSHALS

Their role will be to:

1. Don their tabard or armband so that they can be identified.
2. Consider tackling a fire using the correct extinguishers provided if they are suitably trained, it is safe to do so and in a position to escape if necessary.
3. Oversee their designated area and make sure, where possible, that the correct route is being taken, all occupants leave quickly but safely and that no persons return to their class, office, cloakroom etc.
4. Wherever possible, be the last to leave their designated area and carry out a sweep of this area paying particular attention to toilets and hidden areas.
5. Leave as soon as their role safely allows and report to the designated assembly point where they should line up in their allocated house or at the area marked Support Staff/Contractors/Visitors/Supply Teachers..

FORM TUTORS

Form Tutors will, while carrying out any other responsibility first, evacuate the building via their nearest safe exit route and report to the assembly point.

The Form Tutors role will be to:

1. Attending at their respective house location at the assembly point where they will collect form registers from the coloured box located by the respective Head of House.
2. The role and responsibility of the form tutor following evacuation is to carry out registration for their class, ensuring that they are aware of any absences or missing persons whilst ensuring that students remain calm, quiet and lined up in an orderly fashion.
3. Once they are clear that their class is all accounted for they should indicate this to the Head of House by raising an arm.
4. Any concerns should be relayed to the Head of House as quickly as possible. If, after checks, there are still concerns, pupils should be questioned on the missing persons last known location.
5. Following a successful roll call and being given the 'all clear' from the Head teacher, Form Teachers should return the registers to the designated coloured box and assist with pupils returning safely to class.

HEADS of HOUSE

Heads of House will evacuate the building via their nearest safe exit route, report to the assembly point and don your tabard.

The Head of House/Deputy Head of Sixth Form role will be to:

1. Make contact with the admin staff who will give you the coloured box that contains your house registers.
2. Make sure all form teachers are present, have taken the registers and are carrying out a roll call of the class they are responsible for.
3. Ensure that all teachers that are associated to your house are present or accounted for. Once registered, you should consider using teaching staff for assisting you with duties.
4. Generally oversee the smooth running of the roll call for their house.
5. Investigate any sign of missing person and relay any concerns to the Head Teacher as quickly as possible.
6. Raise their arm when their house registration is complete and correct.
7. Be aware when the 'all clear' signal is given by the Head Teacher and pass this information on to each Form teacher for a safe return of all pupils to the school building.

SUPPORT STAFF

1. They should evacuate the building via the nearest safe exit route and proceed to the assembly point.
2. They should stand in orderly fashion by the area designated for support staff and identified by a sign marked Support Staff/Contractors/Visitors/Supply Teachers.
3. The roll call will be carried out by the admin team. Once completed, you may be assigned additional duty with assisting in the role call
4. Once registered you should remain at this point until the 'all clear' is given.

SITE TEAM

On hearing the alarm, the Site Team should have immediate access to radio communications **(Channel 10)** and make contact with the schools Fire Officer.

They could provide assistance as directed by the Fire Officer and may be asked to:

1. Proceed to the actuating fire detector head to investigate if the SLT are not available to do so.
2. Proceed to the fire alarm panel to assist the Fire Officer.
3. Open the gates at the front of the school to provide access to the Fire Service.
4. Make sure access for the Fire Service is clear/handover of gate pack.
5. Assist the Fire Service with any site specific information.
6. Possibly standby electrical/gas isolation points.

As soon as practicable they will proceed to the assembly point designated for Support Staff for roll call or ensure that their presence assisting the fire service is known by the person carrying out the roll call at the assembly point.

SIXTH FORM TUTORS, SIXTH FORM HEADS AND PASTORAL TEAM

1. You should proceed to the fire assembly point and join sixth form students at the designated sixth form area after carrying out any other designated duties first.
2. A member of the admin team will deliver a coloured box which will hold all the sixth form class registers/absentees.
3. The Sixth Form Pastoral Team will take responsibility for making sure that all sixth form classes are being registered by their class tutor.
4. The class tutor who will raise their arm to confirm to the Pastoral Team that all persons in their class are accounted for.
5. The Sixth Form Team Lead will then indicate to the Head Teacher that all pupils are accounted for.
6. Following a successful roll call the Sixth Form Pastoral Team will await the 'all clear' from the Head Teacher and oversee the safe return of pupils to the school.

CANTEEN STAFF

1. On hearing the fire alarm sounding staff should make sure that all pupils evacuate the canteen and report to the support staff post.
2. The Canteen Manager on duty should make sure that all gas or electric oven appliances, hobs and other hazardous equipment or operations are turned off.
3. All canteen staff should proceed to the assembly point, stand in orderly fashion and carry out their own roll call.
4. They should indicate to the Lead Admin that all canteen staff are accounted for and await the all clear or further instruction.
5. During periods in the morning where cooking is taking place the Head Teacher should be aware of the impact an evacuation could have on the cooking of school dinners and make every effort to inform the Canteen Manager as soon as possible that it is safe to return to the building.

During any lunch time evacuation of the canteen the Senior Leadership Team, responsible adults and Teachers should take responsibility for the safe evacuation of the pupils in this building.

SWIMMING POOL TEACHER/LIFEGUARD/FIRE MARSHAL

The procedures for the swimming pool during school time are:

1. On hearing the alarm, pupils in the swimming pool should exit the pool and wait by the fire exit in orderly fashion under supervision of the teacher or lifeguard present.
2. The fire marshal or responsible person present should **don their tabard**, collect a radio **(Channel 10)** and make contact with the Fire Officer to ascertain what zone the fire alarm has actuated in.
3. If it is identified that the zone is far enough away or **(a false alarm is confirmed*)** and it is deemed safe to do so, the swimming teacher will then lead pupils back into the changing room to quickly get dressed and exit the building via the main pool exit.
4. If the zone is adjacent or close to the swimming pool area or a fire is actually within the vicinity of the building then pupils should immediately leave via the swimming pool fire exit. They should be provided with thermal blankets as they leave.
5. Pupils in the changing area should evacuate the building immediately as per other areas of the school under supervision of the teacher present.

***A STAGED EVACUATION OF THE SWIMMING POOL WILL STILL TAKE PLACE UNTIL IT IS CONFIRMED BY THE FIRE SERVICE OFFICER PRESENT OR A MEMBER OF THE SLT, VIA THE HEADTEACHER, THAT IT IS A FALSE ALARM.**

CONTRACTORS/VISITORS/SUPPLY TEACHERS

The school will provide you with information on the evacuation plan and assembly point when you first sign in and you should follow that guidance at all times.

1. On hearing the alarm all visitors/contractors/supply teachers should immediately leave the building from the nearest and safest route as indicated by directional arrows and this plan. You should not collect any working items, tools or other belongings as this could delay your evacuation.
2. You should make sure, however, that any tools, hazardous substances or other items you may have been working with have been switched off, isolated and left in a safe position and clear from the exit routes.
3. You should proceed to the assembly point, **SPORTS FIELD AT THE REAR OF THE SCHOOL**, and line up in orderly fashion by the sign marked contractors, visitors and supply teachers.
4. A roll call will be taken by the admin office staff and you should remain in this position until the 'all clear' has been given.
5. You will be informed of when it is safe to re-enter the school building.

OTHER EVACUATION CONSIDERATIONS

PERSONAL EMERGENCY EVACUATION PROCEDURES

A Personal Emergency Evacuation Plan (PEEP) should be made for any person using the building who has mobility, visual or hearing impairment or any other disability that may hinder that individual from leaving the building quickly in an emergency or where that person may need assistance or where they cannot be adequately protected by the standard fire safety provisions within the premises.

1. The Head Teacher or person responsible for health and safety of the building occupants should identify persons who may need additional help in evacuating from the school in case of fire.
2. Once a person is identified, they will be questioned and the individuals' needs determined from the information supplied.
3. A simple strategy for providing assistance will be determined and recorded on the PEEP.
4. Any persons providing assistance will be provided with suitable training.
5. Evacuation chairs are provided at the top of each stairs, positioned so as not to cause obstruction from other persons evacuating the school. Designated staff are trained in their use.
6. All Tutors will be made aware of a pupil in their care that has a Personal Emergency Evacuation Plan.
7. Any visitors to the school should make any impairment known to reception and a suitable PEEP will be provided.

After School, Sporting or Other Event

1. The general evacuation procedures on page 2 of this plan should be followed and all persons will be made aware of it.
2. Any participants should only use the designated areas for the activity and access to other areas of the school will be restricted.
3. The teacher or responsible person for the activity will have knowledge of this evacuation plan.
4. They will have a register of all persons participating and ensure that, on the fire alarm sounding, all persons leave the building by the nearest safe route and proceed to the assembly point for roll call.
5. The teacher or responsible person for that event will undertake the roll call.
6. They will make contact via radio with the Fire Officer, other SLT or Site Team that all persons are clear of the building and accounted for.

A suitable amount of designated persons will be provided for all after school activities so that the procedures for zone indication, meeting the fire service etc. will work in the same way as during the normal school day.

Parent & Teacher Consultation Evenings

The school's fire evacuation plan is provided by notice at reception and by fire action notices situated adjacent to call points around the building. You should follow the guidance at all times. Please identify any mobility or other impairment issues to a staff member on your arrival.

Access to areas not required for these evenings will be restricted.

1. As parent & teacher consultation evenings are pre-arranged, all visitors will sign in. Parents should follow any instructions given by the teacher present or other trained staff member and follow any directional fire exit route signage.
2. The general evacuation procedures should be followed.
3. Parents and pupils should proceed to the assembly point, **SPORTS FIELD AT THE REAR OF THE SCHOOL**, and line up in orderly fashion by the sign marked contractors, visitors and supply teachers.
4. A member of the admin team or other designated person trained in this role will mark you as present from the sign in register where you will then await further instruction.

You should always proceed to the assembly point and not just depart the premise as it is important that you are accounted for.

PARENT OPEN EVENINGS

During this type of event it is impractical to carry out a sign-in procedure. The school's fire evacuation plan is provided by notice at reception and by fire action notices situated adjacent to call points around the building. You should follow the guidance at all times. Please identify any mobility or other impairment issues to a staff member on your arrival.

1. Parents and pupils should follow any instructions given by the teacher present or other trained staff member and follow any directional fire exit route signage.
2. The general evacuation procedures located around the school should be followed.
3. Parents and pupils should proceed to the assembly point, **SPORTS FIELD AT THE REAR OF THE SCHOOL**, and line up in orderly fashion where you should await further instructions.

DURING THE EVENTS IN THE SCHOOL HALL

All persons should evacuate the school hall as quickly and safely as possible on hearing the fire alarm and as instructed by teacher, responsible adult or trained Fire Marshal.

Depending on the use of the hall and its occupancy at any given time, at least one trained fire marshall should be present to investigate the safe use of the escape routes from the side fire exits of the hall back into the school, if these routes are required to be used.

DURING EXAMINATIONS IN THE SCHOOL HALL

All pupils will be informed of the following procedure before the exam begins.

1. The lead exam invigilator will have immediate access to a radio (**Channel 10**) during examinations.
2. If the fire alarm sounds the exam invigilator will inform pupils that the exam is suspended but to remain quiet and seated. They should take note of the time.
3. They will make immediate contact with the school's Fire Officer who will inform them as quickly as possible if evacuation is required.
4. If evacuation is required, the exam room should be evacuated as per exam board regulations.
5. On inspection of the fire zone, if a false alarm is suspected by the SLT or Site Team this will be relayed via radio to the exam invigilator. The exam must not be restarted but pupils may remain seated until this is confirmed by the attending Fire Service Officer or SLT.
6. The exam invigilator will follow examination procedures and protocols before restarting the exam.

Appendix 1

Fire Safety Maintenance Procedures

Management of escape routes

The escape routes, and the means provided to ensure they are used safely, will be managed and maintained to ensure that they remain usable and available at all times when the premises are occupied.

Teachers, pupils and support staff will be reminded of the dangers and their responsibilities with regard to escape routes, in training sessions. They should make it known to the relevant persons of any missing firefighting equipment, disrepairs or other issues which may hinder the escape of any persons from the school.

Corridors and stairways that form part of escape routes will be kept clear and hazard free at all times.

It will be the responsibility of the Business Manager to ensure that the following fire safety checks are carried out and if necessary, recorded appropriately.

Daily checks (not normally recorded)

General

Combustible rubbish and waste removed or placed in a safe place.

Electrical equipment switched off/ unplugged where possible.

Escape routes

Can all fire exits be opened immediately and easily?

Are fire doors clear of obstructions? Remove bolts, padlocks and security devices from fire exits, ensure that doors on escape routes swing freely and close fully and check escape routes to ensure they are clear from obstructions and combustible materials, and in a good state of repair. Open all final exit doors to the full extent and walk exterior escape routes.

Are escape routes clear? Check escape routes to ensure they are clear from obstructions and combustible materials and in a good state of repair.

Is fire signage in place, legible and in good repair?

Fire warning systems

Is the indicator panel showing 'normal'?

Are whistles, gongs or air horns in place?

Escape lighting

Are luminaires and exit signs in good condition and undamaged?

Is emergency lighting and sign lighting working correctly?

Firefighting equipment

Are all fire extinguishers in place?

Are fire extinguishers clearly visible?

Are vehicles blocking fire hydrants or access to them?

Weekly checks

General

Test the operation and batteries of all radios used during an evacuation?

Are all fire marshal high-viz surcoats or armbands in place?

Escape routes

Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?

Are external routes clear and safe?

Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?

Do all automatic opening doors on escape routes 'fail safe' in the open position?

Are fire door seals and self-closing devices in good condition?

Do all roller shutters provided for fire compartmentation work correctly?

Are external escape stairs safe?

Do all internal self-closing fire doors work correctly?

Fire warning systems

Does testing a manual call point send a signal to the indicator panel?

Did the alarm system work correctly when tested?

Did staff and other people hear the fire alarm?

Did any linked fire protection systems operate correctly?

(E.g. magnetic door holder released, smoke curtains drop)

Are charging indicators (if fitted) visible?

Firefighting equipment

Is all equipment in good condition?

Monthly tests and checks

Escape routes

Check that all fire doors are in good working order and closing correctly and that the frames and seals are intact.

Escape lighting

Do all luminaires and exit signs function correctly when tested?
Have all emergency generators been tested? (Normally run for one hour.)

Firefighting equipment

Is the pressure in 'stored pressure' fire extinguishers correct?

Three-monthly checks

General

Are vehicles blocking fire hydrants or access to them?

Six-monthly checks

General

Has any firefighting or emergency evacuation lift been tested by a competent person?
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?

Fire warning system

Has the system been checked by a competent person? A competent person should test and maintain the fire-detection and warning system.

Escape lighting

Do all luminaires operate on test for one third of their rated value?
Additional items from manufacturer's recommendations.

Annually

General

Do all self-closing fire doors fit correctly?
Is escape route compartmentation in good repair?

Escape lighting

Do all luminaires operate on test for their full rated duration?
Has the system been checked by a competent person?

Firefighting equipment

Has all firefighting equipment been checked by a competent person?
Has external access for the fire service been checked for ongoing availability?
Have any firefighters' switches been tested?
Has the fire hydrant bypass flow valve control been tested by a competent person?

Appendix 2

Fire Safety Training

Example High School and the Responsible Person will provide adequate fire safety training for all staff (including part time and temporary).

The type of training will be based on the particular features of the school and should:

- take account of the findings of the fire risk assessment;
- explain the emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated at pre-determined levels, including on induction and periodically thereafter;
- be easily understandable by your staff and other people who may be present; and
- be tested by fire drills.

This training will include the following:

- the items listed in your emergency plan
- the importance of fire doors and other basic fire-prevention measures
- what to do on discovering a fire
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedures for alerting students, pupils, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of firefighting equipment
- the location of escape routes, especially those not in regular use or those that could be used if the nearest exit is blocked
- how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability)
- the safe use of and risks from storing or working with highly flammable and explosive substances;

- the importance of general fire safety, which includes good housekeeping
- the use of premises by outside bodies, e.g. IT training, music, yoga, etc.

SLT or other trained Fire Marshals should be given details of your fire risk assessment, receive additional training and be involved with the feedback process following any fire drills.

The school will also involve pupils/students in some aspects of fire safety training, particularly with respect to fire drills, etc.

This will involve showing pupils and sixth form students the fire exits and giving basic training on what to do if there is a fire.

Fire marshals

Staff expected to undertake the role of fire marshals (often called fire wardens) will require more comprehensive training. A fire marshal's role will include:

- helping those on the premises to leave
- checking the premises to ensure everyone has left
- using firefighting equipment if safe to do so
- liaising with the fire and rescue service on arrival
- shutting down vital or dangerous equipment

Training for this role will include:

- detailed knowledge of the fire safety strategy of the premises
- awareness of human behaviour in fires
- how to encourage others to use the most appropriate escape route
- how to search safely and recognise areas that are unsafe to enter
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned
- additional training in the use of firefighting equipment
- reporting of faults, incidents and near misses.

Appendix 3

MISCELLANEOUS

Reducing false alarms or Unwanted Fire Signals (UFS)

The school and responsible person will investigate all false alarms and will endeavour to identify the cause of the problem and take remedial action where appropriate.

If the cause of the UFS is due to faulty or damaged equipment, we will contact our alarm installation or maintenance engineer to have the problem rectified as a matter of urgency.

An unwanted fire signal is “Any fire alarm signal other than a genuine fire or test signal”. This includes equipment false alarms as defined in BS 5839-1:2002.

If the cause is identified as being a result of a premises management issue we will review the effectiveness of the following:

- ⌚ Management Policy.
- ⌚ Management Procedures.
- ⌚ Fire Risk Assessment.
- ⌚ Staff Training.
- ⌚ Records of Test and Maintenance.

To help reduce the number of false alarms, the system design and location of detection and activation devices should be reviewed against the way the premises is currently used following evacuation drills, during risk assessment reviews and any time deemed necessary.

Pupils will be reminded during fire safety training of the seriousness of malicious activation of a call point.

To avoid accidental operation, wherever possible, call points will be protected by a suitable cover.

The school is aware that if there are excessive false alarms in the premises, staff and pupils could become complacent and not respond correctly to a warning of a real fire and will do all it can to reduce unwanted fire signals.

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