



'With grace and humility, glorify the Lord by your life.'

Fire Emergency Evacuation Policy

This policy applies to St Thomas More Catholic Academy & Sixth Form College part of The Holy Spirit Catholic MAC

This Fire Emergency Evacuation Policy has been approved and adopted by The Holy Spirit MAC on 12th July 2021

Policy Ratified on: 12th July 2021

Signed by the Chair of the
Education Standards
Committee

Signed by the Principal

Next Review: July 2022



Fire Emergency Evacuation Plan

St Thomas More Catholic Academy and Sixth Form College

Latest Review: June 2021

Next Review Date: July 2022

SITE MANAGER (S): Trevor Madden and Steve Martin

With the support of Clive Billington, Health and Safety Consultant,
Billington Safety Services

Report Date:

Fire Safety Management Plan

Fire Safety Plan	
Person with overall responsibility for fire safety:	Leearna Thomas, Principal
Fire risk assessment (FRA)	
Person(s) responsible for carrying out and reviewing FRA	Dean Sherratt, Assistant Principal and Julie Sewell, Business Manager
Maintenance Programme	
Person responsible for:	
<ul style="list-style-type: none"> Maintenance of fire safety provisions 	Julie Sewell, Business Manager and Trevor Madden, Site Manager
<ul style="list-style-type: none"> Fire alarm 	Julie Sewell, Business Manager and Trevor Madden, Site Manager
<ul style="list-style-type: none"> Emergency lighting 	Julie Sewell, Business Manager and Trevor Madden, Site Manager
<ul style="list-style-type: none"> Firefighting equipment 	Julie Sewell, Business Manager and Trevor Madden, Site Manager
<ul style="list-style-type: none"> Escape routes 	Julie Sewell, Business Manager and Trevor Madden, Site Manager
<ul style="list-style-type: none"> Fire safety signs/signals 	Julie Sewell, Business Manager and Trevor Madden, Site Manager
Emergency Action Plan	
Person responsible for producing plan and review	Dean Sherratt, Assistant Principal
Staff Training	
Person responsible for:	
<ul style="list-style-type: none"> Fire safety training 	Dean Sherratt, Assistant Principal
<ul style="list-style-type: none"> Implementing fire drills 	Dean Sherratt, Assistant Principal
Fire Marshals	
Refer to training matrix	

Emergency Plan

General Procedures

The school's fire safety risk assessment and emergency action plan will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the emergency action plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire Drills and Fire Alarm Activations

Regular fire drills will be undertaken on at least on a termly basis; drills will include before and after school activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the emergency action plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

Tackling Fires

Staff are instructed not attempt to tackle a fire unless they are competent to do so or it is to aid their escape from the building.

Grab Bag

A grab bag containing key information will be kept in the main school reception area and in Sixth Form Student Services. Named admin staff will be responsible for taking the bag on hearing the fire alarm sound to the nominated evacuation controller.

Grab bag contents:

- Copy of fire risk assessment, emergency action plan and emergency plan map.
- Asbestos register/local asbestos management plan.
- Key contact numbers
- Details of parent text messaging system
- Claxon / air horn/megaphone
- High vis jacket
- Gate keys

Immediate actions to take on discovering a fire or on hearing the fire alarm sound

On discovering a fire:

- Activate the nearest alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

On hearing the fire alarm:

Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

- Do not stop to collect any personal belongings.
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless you are competent to do so or it is to aid your escape from the building.

Persons with specific responsibilities should carry out the duties that have been allocated to their role i.e. Fire Marshall, panel officer etc.

Methods of alerting persons on site

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

- The fire alarm's sound is a continuous tone.
- If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by shouting FIRE! or by using the siren on the megaphone kept in the grab bag
- Persons with hearing impairments are alerted by the use of a PEEP (buddy system).

Methods for communicating with the emergency services

In the event of a confirmed or suspected fire office staff to place a direct call to the fire service by dialing:

- 9-999 from an internal phone
- 999 from a mobile

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

Staff with specific responsibilities

Evacuation Controller: Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required:

- Gemma Hines, Admin Assistant
- Site Manager, Trevor Madden

Person to wait at front of school to stop people from entering the building and greet fire service

- Keaton Wheeler
- Steve Martin

Fire Marshals – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so). NB: Refer to “*Fire Safety Management Plan*”

Steve Martin: Sixth Form, Art, Tech

Imelda Gaffney: SEN, Library, staircase by Geography

David Ireland: Maths

Callum Roxburgh: Bottom corridor (Music, peripatetic rooms, Hall, back of stage, kitchen, PE)

Phil Gray: Bottom corridor (RE, English, Science)

Fiona Murphy-Long: top corridor (History, Geography, MFL, staircase by MFL, Chapel)

Trevor Madden

Julie Sewell (provides assistance when on site)

Control Panel Officer – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

- Control Panel Officer:
 Leearna Thomas – Principal
 Trevor Madden – Site Manager (if on site)
 Julie Sewell – School Business Manager (if on site)
 Dean Sherratt – Assistant Principal

PEEP Support Staff – Responsible for providing support to individuals as per the

information contained in the individual PEEP.

- PEEP Support Staff: Imelda Gaffney & Amita Patel (in sixth form)

Specific persons at risk

Should there be a need for Personal Emergency Evacuation Plans (PEEPs), these will be developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

Whole site evacuation

If the whole site is required to be evacuated whilst there are pupils on site, an arrangements will be in place to relocate to another premises. This is the Jubilee Centre on Greenmoor Road.

A member of the senior leadership team will advise the local authority and communications team in the event of pupils having to be relocated to another site.

Parents/carers will be advised of the situation via local radio; the school may also use their key contact to distribute news, depending on how feasible that is at the time.

Methods of communicating information relating to fire evacuation

Staff – Induction, fire awareness training, communication of emergency action plan within staff meetings, fire drills and debriefs.

Visitors, contractors – Visitor/contractor leaflet in main school and sixth form, site induction (as required), escort.

Specific arrangements to be included within an area when building or refurbishment projects are being undertaken

Lettings – As part of letting agreement, induction by Site Services.

Emergency services – Following initial 999 call the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

Higher Risk Areas

Within the school, the areas below have been identified as higher risk with regards to fire/emergency:

- Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.
- D&T Rooms - staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken. Machinery, gas appliances, extraction systems and cooking appliances are serviced and cleaned regularly.

- Science labs and tech rooms - staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken. Science equipment and fume cupboards are serviced and cleaned regularly, chemicals are stored and used safely.
- Art classrooms incl. kiln - staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken. Artwork must not be displayed so as to obstruct escape routes or fire safety devices.
- Main block – due to the poor passive fire protection measures provided by this block staff are reminded of the requirement to strictly adhere to fire safety management systems
- Boiler/plant rooms – Access to these areas is restricted. Site staff and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

Arrangements for Safe Evacuation and Muster (Assembly)

Time	Evacuation procedures	Assembly point	Method of accounting for persons
Standard teaching times Assemblies	<ul style="list-style-type: none"> • Teacher escorts class to assembly point via nearest and safest exit route (signed) • Appointed fire marshals sweep main building and sixth form. 	Front sports field	Registers, staff signing in book, visitor book and contractors book taken out by admin team
Break times	<ul style="list-style-type: none"> • All staff members on duty in the playground shall on hearing the fire alarm send all students to the assembly point. No student should be near the buildings. • Members of the SLT will ensure, as far as it is reasonably practicable, that the rest of the buildings are vacated. • Appointed fire marshals to sweep building where able. 		As per standard teaching times
Lunch time	<ul style="list-style-type: none"> • Senior Leadership Team on duty and Lunchtime Supervisors to blow whistle and escort students to assembly point and get them to line up as per standard teaching times on the sports field. • DRAs escort students to assembly point via nearest and safest exit route • Appointed fire marshals sweep building. 		As per standard teaching times
Staff only on site	<ul style="list-style-type: none"> • Staff to leave by nearest and safest signed exit route and make way to sports field. 		Staff signing in book
After School activities	<ul style="list-style-type: none"> • Students are escorted from 'contained area' to assembly point via the nearest and safest exit by supervising member of staff. 		As per standard teaching times

Arrangements for Safe Evacuation and Muster (Assembly)

Time	Evacuation procedures	Assembly point	Method of accounting for persons
Plays / concerts	<ul style="list-style-type: none"> • An induction is completed before the play/concert • Ticket system in place and numbers checked on arrival to record actual number of persons present • System implemented to ensure that the building can be evacuated safely during a play/concert • Adequate number of fire exits made available • Fire marshals will be designated prior to the event. • Students performing in the concert/play will be registered in and out. 	Front Sports field	Staff signing in sheets, registers, ticket entry details

FIRE HYDRANT LOCATIONS

Location of Fire Hydrant

On or off site

1) Between the main Maths block and the free standing classroom.

On

Off

The curb and the fire box are painted yellow to denote the position of the fire hydrant.

Comments