

## **Fire Management & Evacuation Plan**

Version 1.2

Date of Creation – 11/09/2024

### **Purpose:**

This guide is designed to fully inform all members of the school community (all staff, students and visitors) of what must happen during a Fire Evacuation to ensure everyone is safe. Every individual within the school has a responsibility during a Fire Evacuation. If each individual plays their part, it will ensure we are safe and if the need arises, emergency services can be contacted at the earliest possibility.

<b>Facility Information</b>
<p><b>General emergency evacuation plan for:</b> The Ferrers School Queensway Higham Ferrers NN10 8LF</p> <p>Contact Telephone: 01933 313411 Enquiries – Alison Davies - 01933 313411 Out of hours contact /Site Manager – Jason Thurnham - 07531 968 362</p> <p>Fire Alarm serviced by – Ise Fire, 01933 677125 Fire Extinguishers serviced by – Ise Fire, 01933 677125 Emergency Lighting serviced by – AB Electrics, 07766 006 866</p> <p>Fire Risk Assessor – Logic Safety Solutions (Phil Adams – FIIRSM ) 07398 705 659</p>
<b>Location of Fire Assembly points</b>
Tennis Courts at back of the school. (See Appendix 2)
<b>Fire Equipment</b>
Localised fire extinguishers are on site and should only be used by trained personnel. Kitchen area fitted with fire blanket. Manual call points located within the building.
<b>Review Date: 28/02/2025 or sooner pending any changes to information in this document.</b>

### **Fire Safety Policy**

This policy is to be reviewed annually by the senior leadership team and governors to ensure compliance.

This policy should also be read in conjunction with the health and safety policy and with reference to the fire risk assessment.

The policy applies to all staff, Members of the public (including students), contractors, and visitors whilst on site.

It remains pivotal that the site remains focused on fire prevention. Other site policies are in place where there is a risk of fire. These are controlled to prevent an outbreak and prevent this policy being activated.

Any staff member who may require assistance in the event of an emergency, will be part of a **PEEP** (Personal Emergency Evacuation Plan). Please revert to the PEEP policy for more information.

### **Overall responsibility for fire safety management plan**

The principal is the responsible person for the school and will have overall responsibility for fire safety matters. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They will also ensure that periodic and regular fire evacuation drills are undertaken early in each term. Roles may be designated to site staff and other Leadership members to assist under the responsibility of the headteacher.

Any member of the public (student), member of staff, visitor or contractor who requires a PEEP will be the responsibility of both the principal and the site team to ensure the correct personnel are involved and that adequate measures have been taken to ensure compliance.

Day to day operational management for fire safety is delegated to site manager Jason Thurnham, ensuring that fire action notices are kept up to date and all fire safety equipment is properly maintained.

All employees and site users are required to follow the principles detailed in this plan.

### **Fire Action Notices**

A copy of the fire action notices shown at Appendix 1. These notices are displayed beside all call points, on fire exit routes and in areas commonly frequently used by external visitors e.g., ground floor main hall. For a detailed log of the location of these notices, refer to the Fire Device Schematic shown at Appendix 2.

### **Visitors**

All visitor to the school must sign in at reception. Here they will be provided with an identity badge, informed of the evacuation procedures, and the need for a Personal Emergency Evacuation Plan will be determined.

The vast majority of visitors will be accompanied by a member of school staff and in the event of the alarm sounding this member of staff will either escort the visitor to the assembly point, or if the member of staff is a fire marshal, begin to escort the visitor from the premises and hand over to another member of staff as soon as practicable.

Where a visitor is likely to be unaccompanied while on the school site, they will be provided (by their host) with sufficient information to allow them to escape to the assembly point as quickly and safely as possible.

### **Firefighting equipment**

There are a number of fire extinguishers and fire blankets on site. Whilst there is no expectation for these to be used, they are designed to be available in the event of risk to life and to assist in escaping the building.

Training is to be provided to key members of staff to ensure competency in higher risk areas.

### **Training**

All staff will be provided with fire safety precautions as part of the initial induction programme. Additionally, there will be a requirement through the HS & Compliance software (IAMCOMPLIANT) to engage in some e-learning training around fire safety. There will be a requirement for all key members of staff to undertake this e-learning training annually to ensure upkeep of knowledge.

Fire marshals are provided with additional training by an accredited training provider which will cover key aspects of fire safety and the use of fire extinguishers.

All students receive information on the evacuation and assembly procedures when they start with the school. This training is refreshed periodically/termly as part of the programmed fire drills.

### **Fire Marshals**

The following members of staff in the table below are appointed as Fire Marshals. They are responsible for:

- Encourage people to leave the building by the nearest possible fire exit
- Ensure people stay calm and leave the buildings in an orderly manner
- Direct people to the designated assembly point
- If safe to do so, check all areas are clear such as rooms, toilets, and storerooms
- Report any evacuation issues to the lead fire safety person / Principal
- Assist with the safe evacuation of disabled persons
- Report to the lead fire safety person/Principal of any individual refusing to leave the building

They will only use firefighting equipment if evacuation from the building requires it.

Fire Wardens will conduct regular workplace inspections and are also the focal point for any concerns which should be relayed to the Fire Safety Lead at the earliest opportunity.

Area	Designation	Named Staff	Deputy
Fire Panel In Reception	Lead Fire safety / Site Manager Determine if this is a real emergency or false alarm.	Jason Thurnham	Simon Pateman
Fire Panel in Finance office	School Site team to meet Principal's PA at fire panel. Identify where the alarm has been activated. Go to activation point (in pairs) if safe to do so, report findings back to lead fire safety via radio. Once duties completed and evacuation is still required, report to assembly points.	Simon Pateman	Alison Kubacki
Chief Fire Marshal	To oversee the safe evacuation procedure.	Angela Smith	Esther Gray, VP & Kerry York, AP



	Once duties completed and evacuation is still required, report to assembly points.		
Fire Evacuation Register Supervisor: Assembly Point	Fire Evacuation Register Supervisor: Provide student register to teaching staff at assembly point.	Noreen Donofrio – Data & Exams Manager	Tracy Potter – Data Officer
Fire Marshal 1: IT, Business, DT, Art and Food, House office, offices, toilets	Evacuate department: Escort students to the assembly points and ensure roll call completed.	Dane Marinkovic, CL for Art	Isha Qazi - SL for DT
Fire Marshal 2: Science, House office, offices toilets	Evacuate department: Evacuate science labs. Escort students to the assembly points and ensure roll call completed.	Neil Mellor – CL for Science	Jennifer Burke – Second in Science
Fire Marshal 3: Maths & Hums corridor, House office, offices, toilets.	Evacuate department: Escort students to the assembly points and ensure roll call completed.	David Adams – CL for Maths	Richard Mosdell – CL for Hums
Fire Marshal 4: English corridor, House office, toilets, offices	Evacuate department: Escort students to the assembly points and ensure roll call completed.	Richard Downs – CL for English	Daniel Bradish, KS Co-ord for English
Fire Marshal 5: MFL area, office	Evacuate department: Escort students to the assembly points and ensure roll call completed.	Heather Wilson, CL for MFL	Marcin Bialkowski, Teacher of MFL
Fire Marshal 6: Reception, staff room, toilet, library, offices and meeting rooms	Evacuate department: Collect visitors book and take to assembly points. Account for all visitors and contractors at assembly point. Escort students to the assembly points and ensure roll call completed.	James Mackay, Finance Officer	Jacque Brown, Cover Manager
Fire Marshal 7: Sports Hall, gym, field, courts, changing rooms	Evacuate department: Evacuate halls and courts Escort students to the assembly points and ensure roll call completed	Matt Yuill, CL for PE	Ellie Feltham - Teacher of PE
Fire Marshal 8: Sixth form, offices, toilets	Evacuate department. Escort students to the assembly points and ensure roll call completed.	Helen Prince, Head of Sixth form	Marisa Pittham, Sixth form Centre Manager

Fire Marshal 9 Refocus room	Evacuate area: Refocus room, break out area 1. Escort students to the tennis courts and ensure roll call completed Inform Chief Fire Marshal that areas are accounted for	Nicola McNish, Behaviour Manager	Behaviour Officer
Fire alarm panel	Meet school site team at panel Identify where the alarm has been activated. Report to principal via radio Liaise with site team – fire or false alarm Silence alarm once confirmed with site and principal	Rebekah Parker, PA to Principal	Jacque Brown, Cover Manager
Car Park areas: Site entrance	To stop any incoming/outgoing traffic Report to Fire safety lead via radio To meet with emergency services on arrival.	Yvonne Kenton, Broader Student Learning	Sharon Hill, Site Assistant
Roll Call Takers	All roll call takers will confirm attendance of each department / classroom to the principal.		

Evacuate department:

Escort students to the assembly points and ensure roll call completed.

Ensure catering staff are evacuated from kitchen.

Ensuring where possible, equipment is turned off and isolated.

### **High risk areas**

The following areas have been identified as higher risk areas.

- Kitchen
- Science labs / department
- Food prep areas – Food Tech / D&T
- Boiler/Generator rooms

### **STEP BY STEP GUIDE WHEN FIRE ALARM BEGINS – ROLE SPECIFIC INFORMATION**

Chief Fire Marshal – Angela Smith

<b><u>STEP</u></b>	<b><u>Action</u></b>
1	Put on High Vis jacket unless teaching so cannot do so
2	Take radio to tennis courts to await staff and student evacuation lines
3	Await confirmation of registers and area sweeps from site team
4	Confirm to and give all clear to Deputy Fire Marshal



8	Support Student re-entry
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Deputy Fire Marshal – Esther Gray & Kerry York

<u>STEP</u>	<u>Action</u>
1	Put on High Vis jacket unless teaching so cannot do so
2	Evacuate the building and make way to tennis courts located on map
3	Support smooth student entrance to Fire Evacuation lines
4	Confirm with Senior Tutors that all students are accounted for and inform Chief Fire Marshal
5	Confirm with Fire Evacuation Register Supervisor, Noreen Donofrio, that all staff are accounted for
6	Confirm with Chief Fire Marshal that all persons are accounted for and areas swept
7	Await all clear from Chief Fire Marshal
8	Initiate Student Dismissal

Fire Evacuation Register Supervisor – Noreen Donofrio

<u>STEP</u>	<u>Action</u>
1	Put on High Vis Jacket
2	Take out form registers on clip board with pen to the tennis courts
3	Give House Registers to Senior Tutors
4	Wait at on tennis court located on map
5	Signal to Deputy Fire Marshal that all staff and students accounted for

Fire Marshal

Fire Marshal 1	Dane Marinkovic	Evacuate departments: IT, Business, DT, Art and Food, House office, offices, toilets. <ol style="list-style-type: none"> <li>Escort students to the tennis courts and ensure roll call completed</li> <li>Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 2	Neil Mellor	Evacuate department; Science, House office, offices, toilets <ol style="list-style-type: none"> <li>Escort students to the tennis courts and ensure roll call completed</li> <li>Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 3	David Adams	Evacuate departments: Maths & Hums corridor, House office, offices, toilets <ol style="list-style-type: none"> <li>Escort students to the tennis courts and ensure roll call completed</li> <li>Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 4	Richard Downs	Evacuate departments:

		English corridor, House office, toilets, offices <ol style="list-style-type: none"> <li>1. Escort students to the tennis courts and ensure roll call completed</li> <li>2. Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 5	Heather Wilson	Evacuate department: MFL area, office <ol style="list-style-type: none"> <li>1. Escort students to the tennis courts and ensure roll call completed</li> <li>2. Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 6	James Mackay	Evacuate offices: Reception, staff room, toilet, library, offices and meeting rooms <ol style="list-style-type: none"> <li>1. Escort students to the tennis courts and ensure roll call completed</li> <li>2. Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 7	Matt Yuill	Evacuate areas: Sports Hall, gym, field, courts, changing rooms <ol style="list-style-type: none"> <li>1. Escort students to the tennis courts and ensure roll call completed</li> <li>2. Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 8	Helen Prince	Evacuate departments: Sixth form, offices, toilets <ol style="list-style-type: none"> <li>1. Escort students to the tennis courts and ensure roll call completed</li> <li>2. Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Fire Marshal 9	Nicola McNish	Evacuate area: Refocus room, break out area <ol style="list-style-type: none"> <li>2. Escort students to the tennis courts and ensure roll call completed</li> <li>3. Inform Chief Fire Marshal that areas are accounted for</li> </ol>
Alarm panel and comms	Alison Davies	Meet school site team at panel Identify where the alarm has been activated. Report to principal via radio Liaise with site team – fire or false alarm Silence alarm once confirmed with site and principal
Car Park areas: Site entrance	Yvonne Kenton	To stop any incoming/outgoing traffic Report to Fire safety lead via radio To meet with emergency services on arrival.

#### Site Team

<b>STEP</b>	<b>Action</b>
1	Make way to Fire Panel

2	Support building sweeps / facilitate access to emergency services (as directed by Site Manager / Chief Fire Officer)
3	Await all clear from Site Manager / Chief Fire Officer
4	Support student re-entry

#### Senior Tutors / Assistant Senior Tutors / SSAs

<b>STEP</b>	<b>Action</b>
1	Make way to House area / lines as quickly as possible
2	Check all groups have a tutor to register forms. If covering, take the lead for that tutor group and follow form tutor guidance.
3	Ensure tutors place register in the air when they are complete and can confirm all students are present
4	Inform SLT Link if all student accounted for or of any concerns about registers
5	Support management of behaviour and dismissal of Houses

#### Form Tutors

<b>STEP</b>	<b>Action</b>
1	Make way to fire evacuation line for your form as quickly as possible
2	Manage behaviour of tutor group ensuring students are in a single file line, in silence and facing the front. Student should be in register order (alphabetical)
4	Take accurate register after it is given to you.
5	Put register in air to confirm all students accounted for – this will be collected by the Senior Tutor / Deputy Senior Tutor / SSA. If any student not accounted for, inform Senior Tutor / Deputy Senior Tutor / SSA immediately.
6	Manage behaviour and a calm dismissal of tutor group

### 1. What if I covered a tutor group during am registration?

- A. You must lead the same tutor group for the Fire Evacuation and follow the Form Tutor steps

#### Class Teacher

<b>STEP</b>	<b>Action</b>
1	When alarm rings, ensure you inform the class to remain calm, push their chairs under and quickly and very quietly make their way to their tutor group's Fire Evacuation line.
2	Close windows and shut the door
3	Quickly make way to Tutor Group line and begin Form Tutor role

This information should be provided for the benefit of the fire service in the event of a fire.

#### **Lettings**

Where all or part of the premises is to be hired out, the agreement between the school and the hirer must detail how the arrangements for fire safety will be coordinated between the two parties.

In the majority of situations, the hirer will only be responsible for the safe evacuation of their patrons to the assembly point in the MUGA. The hirer will be provided with the contact number for the duty mobile phone in case of emergency.

**PEEP Arrangements**

Personal Emergency Evacuation Plans are implemented for any building user who may have difficulty evacuating the premises.

PEEPS must be in place and practiced termly with all involved.

**Servicing and Maintenance Arrangements**

The building's plant and equipment are maintained by a combination of the facilities team and external contractors. The broad division of responsibilities is shown below. For a detailed division of responsibilities, refer to the Fire Logbook located at reception next to the fire panel.

Activities carried out in-house	Activities carried out by external parties
Maintenance of escape routes	Servicing of fire alarm system
Weekly fire alarm tests	Servicing of emergency lighting
Monthly emergency lighting test	Fire extinguisher service and recharge
Periodic site fire inspections	Sprinkler system servicing
Training	Training
Reactive maintenance	Reactive maintenance

Any issues with any part of the premises fire detection and alarm system, or firefighting equipment should be reported to the site management team.

## Appendix 1 – Fire Action Notice – Procedure

### The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. The site manager will ensure these notices remain up to date and also additionally presented in a way that is pupil friendly in order to be easily understood.

### **Discovering a fire – Raise the alarm!**

- Report immediately to the nearest member of staff (only if you can do so without putting yourself at risk) / Operate the nearest fire alarm call point.
  - All members of staff will carry a key to sound the alarm.

### Fire Marshals

Fire marshals are responsible for ensuring their areas are clear of people by checking the workplace including toilets etc but should ensure that a safe exit is always available to them.

### **On hearing the alarm**

- Leave the building immediately by your nearest accessible fire exit and report directly to your designated fire assembly point - MUGA. – See plan detailed below in appendix 2.
  - Do not stop to collect personal possessions.
  - Do not re-enter the building until informed that is safe to do so.
- Line up in single file at your designated point and wait for your name to be called.
  - All students will be accounted for by the teachers using the attendance register.
  - All staff will be accounted for by the principal.
  - All visitors on site whether contracted to work or visit must sign in at reception upon arrival using the visitor login system. Registration information will be collected by the reception team and all visitors and contractors accounted for.

### **DO NOT**

- Stop to collect personal possessions.
- Re-enter the building until officially told it is safe to do so.

### **Calling the fire brigade**

In the event of fire, the brigade must be called. Meet with the emergency services on arrival.

### **Fire Doors**

Fire doors must be kept shut at all times in order to prevent the spread of the fire and smoke.

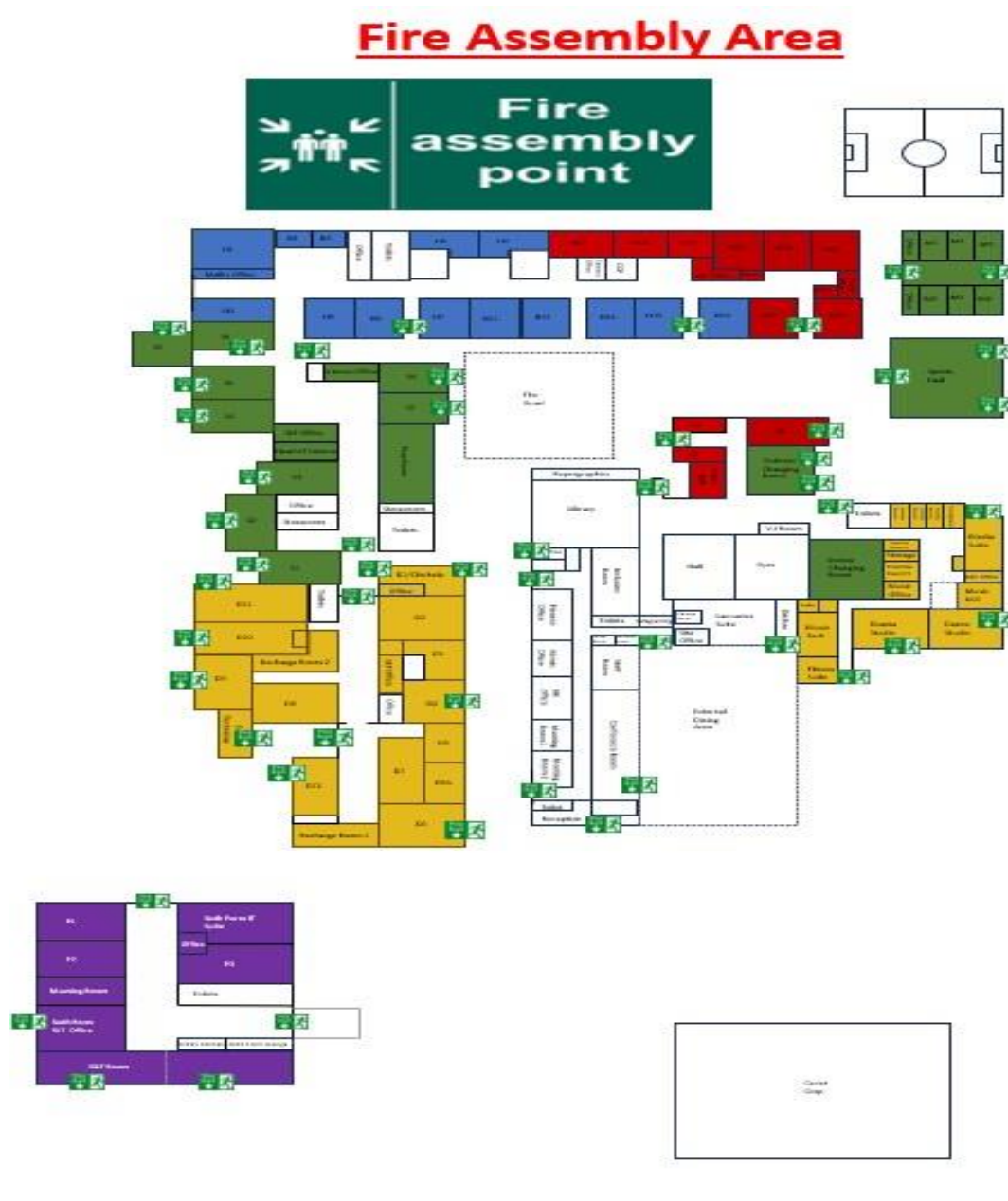
### **Fire extinguishers**

Fire extinguishers are located throughout the floor. These should only be used in the event of a fire blocking your escape route. There is no expectation that you actively tackle a fire, however, should

you choose to do so please ensure that you use the correct appliance for the type of fire. Full instructions for use can be found on the appliance itself.

Appendix 2 – Site layout / escape routes

Fire Assembly Point



**TFS TUTOR GROUPS**

<b>HOUSE</b>	<b>TUTOR</b>	<b>LOCATION</b>
Brunel		
B1	IQA – Isha Qazi	D12
B2	STN - Sarah Chambers	D6
B3	<b>CDA – Claire Daniel</b>	MM
B4	AWO – Amelia Woolvett	DRS
B5	CGA – Chris Gammon	MT
B6	TRA – Tanisha Rae	D8
B7	TBC – TBC	D9
B8	<b>DMA – Dane Marinkovic</b>	D4
B9	DRY – Dean Rayner	D5
Franklin		
F1	LMI – Lee Mitchell	S2
F2	HKE – Hannah Kerr	S5
F3	DCA – Dylan Carter	S3
F4	MJO – Martin Johnson	S8
F5	JBU – Jennifer Burke	S1
F6	EFE – Ellie Feltham	S6
F7	RSP – Rhys Spavins-Hicks	S7
F8	<b>MYU – Matt Yuill</b>	H6
F9	CHL – Caroline Holyoak (Mon to Thurs) SMA – Sue Mathews (Fri)	S4
Turing		
T1	<b>RMO – Richard Mosdell</b>	H10
T2	<b>DAD – Dave Adams</b>	H2
T3	VTA – Victoria Taylor	H8
T4	MJM - Maryam Jameel	H5
T5	KUN – Kim Unwin	H7
T6	FFR – Florentinos Freris	H4
T7	ALI - Andrew Litchfield	H11
T8	TCO – Trevor Collins (Mon, Tues, Wed & Thurs) EFO – Eric Fong (Fri)	H12
T9	TMA – Thomas Magennis	H9
Woolf		
W1	IPO – India Power	H18
W2	DBR – Dan Bradish	H16
W3	JOL – Jake Oldham	H21
W4	EWI – Emma Wisby	H17
W5	EHA – Emma Halliday	L1
W6	SSC – Sarah Schaefer (Tues, Wed, Thurs & Fri) EFO – Eric Fong (Mon)	H19
W7	ESM – Emma Smith (Mon, Tues, Thurs & Fri) EFO – Eric Fong (Wed)	H23
W8	<b>HWI – Heather Wilson</b>	L2
W9	MBI – Marcin Bialkowski	L3

**FIRE ALARM – SWEEP REGISTER**

Role	Staff Member	Clear (Tick)
Fire Marshall 1: IT, Business, DT, Art and Food, House office, offices, toilets	Dane Marinkovic	
Fire Marshall 2: Science, House office, offices toilets	Neil Mellor	
Fire Marshall 3: Maths & Hums corridor, House office, offices, toilets.	Dave Adams	
Fire Marshall 4: English corridor, House office, toilets, offices	Richard Mosdell	
Fire Marshall 5: MFL area, office	Heather Wilson	
Fire Marshall 6: Reception, staff room, toilet, library, offices and meeting rooms	James Mackay	
Fire Marshall 7: Sports Hall, gym, field, courts, changing rooms	Matt Yuill	
Fire Marshall 8: Sixth form, offices, toilets	Helen Prince	
Fire Marshall 9: Refocus room, break out area	Nicola McNish	
Staff and Student Registers.	Noreen Donofrio	

Date: \_\_\_\_\_

Time: \_\_\_\_\_