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**Fire Evacuation Procedures and Policy**

**2021-2022**

***June 2021***

***Anesta McCullagh***

*Approved by the UTC Board on November 2021*

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**POLICY STATEMENT**

ENLUTC recognises the importance of good fire safety practices to ensure the safety of all employees, students and visitors.

Therefore, it is imperative that all procedures are put in place, adhered to and constantly checked to ensure that all staff are aware of their responsibilities when a fire alarm is activated on any of its sites.

All users of the UTC site, staff, students and visitors have a duty of responsibility to report any potential fire hazards and to cooperate fully with the fire procedures to ensure the safe evacuation of all.

This policy has been referenced with HSE Safety at Work and HM Government Fire Safety.

**INTRODUCTION**

On hearing the fire alarm sound, **ALL** persons within the building must evacuate immediately with the exception of the Fire Officer/Deputy FO.

The **Fire Assembly Points** are located on the waste ground across from the car park on Carlton Street. Each fire exit door has a route which leads to the assembly point and doors will automatically open on alarm.

All **employees**, students and visitors must be signed off and must only return to the building when instructed by the Principal/Head of School.

All **visitors** will be briefed on the fire alarm procedures, but it is their responsibility to note their nearest fire exit.

**Disabled refuges** are based in each stairwell and users should wait to be attended to by fire officers. Lifts will not be in operation during evacuations.

Weekly tests will be carried out on the alarm systems and full evacuations will be held per term. Staff will be trained on the fire procedures at the start of their employment and all evacuations logged.

**RESPONSIBILITES**

All employees should familiarise themselves with all the fire exits and escape routes from the college. Special attention should be paid to the evacuation route from their main teaching area.

All employees should be familiar with the location of fire-fighting equipment and the different types available. Fire extinguishers should only be used if trained to do so.

**NEVER PUT YOURSELF IN DANGER**

**Designated Fire Officer Site Manager:** John Laister

Deputy Fire Officer Head of School: Anesta McCullagh

**1.1 Fire Officer/Deputy FO**– is responsible for:

1.1.1 Overseeing the full fire procedure.

1.1.2 Logging all evacuations.

1.1.3 Being aware of possible staff intervention in fighting a fire.

1.1.4 Calling the fire brigade, if necessary, and liaising with them when they arrive.

1.1.5 Supervising the “sweeping” of the building.

1.1.6 Giving the “all clear” in the case of a practice or malicious evacuation.

**1.2 Year 9 and 11 Pastoral support (NSP)**– is responsible for ensuring:

1.2.1 Student registers, staff list, staff signing out book, visitors’ book, cover sheet and megaphone are all taken to the assembly area.

1.2.2 That all administrative staff are accounted for.

1.2.3 **The Year 10 Pastoral support (VAS) will act as the deputy to the Year 9 and 11 Pastoral support (NSP) in the event of a fire**

**1.3 Catering Manager**

1.3.1 To account for all kitchen staff and lunchtime personnel and will report to the Year 9 and 11 Pastoral support (NSP) to the Head of School.

**1.4 Fire Wardens**

1.4.1 Report directly to the Fire Officer/Deputy FO for their designated area of responsibility.

1.4.2 Supervise evacuation/entrance areas, ensuring:

* students stay calm and are directed around the building to the assembly point
* no-one enters the building.

**2 PROCEDURES FOR EVACUATION – these are set out on pages 7 to 9 below for clarity and training purposes**

**2.1 Discovery of fire.**

2.1.1 Upon discovery of a fire activate the nearest fire alarm.

2.1.2 If you have students in your care, ensure that they are safely evacuated, then assess whether it may be necessary or possible to tackle the fire yourself.

2.1.3 Alert the Fire Officer/Deputy FO concerning your action and assess whether there is a need to summon the fire service.

**2.2 Evacuation procedure from a classroom.**

2.2.1 Upon hearing the fire alarm, instruct your class to stand quietly and wait for you to assist in their evacuation.

2.2.2 All personal belongings and equipment should be left in the classroom.

2.2.3 Close all windows.

2.2.4 In an orderly, supervised manner, students should follow you along the evacuation route from the classroom.

2.2.5 Green fire exit signs point the way to the nearest exit.

2.2.6 Close (but do not lock) classroom and fire doors behind you as you leave the building.

2.2.7 If any part of your evacuation route is blocked, then proceed by the safest alternative route to the assembly point.

2.2.8 Please do not run.

2.2.9 Under no circumstances should anyone attempt to use the lifts be used to evacuate the building these will be immobilised on the sounding of the alarm.

2.2.10 Wait at the fire assembly point with your tutor group until instructed to return to the building.

**2.3 People with disabilities**

2.3.1 People with disabilities should be evacuated in line with the above if this does not present risk to themselves or any member of staff responsible for their evacuation. Any students with significant disability should have an individual evacuation plan.

2.3.2 Each staircase has a disabled refuge located at each landing level for assisting in safe evacuation.

2.3.3 A member of support staff is assigned to each student, they must indicate that a student is present at the disabled refuge by pressing the refuge alarm button and remaining with the student until assistance arrives.

**2.4 On arrival at the designated assembly point**

2.4.1 Students must line up quietly under the supervision of the member of staff who has led them out of the college.

2.4.2 Ensure that no one leaves the assembly point.

2.4.3 Teaching and curriculum support staff will remain with students, keeping them calm, until further instructions are received.

2.4.4 All staff not involved in the supervision of students will report to the Year 9 and 11 Pastoral support (NSP) to be checked off on the staff list. These staff should then help out with the general supervision of the students.

2.4.5 Any visiting group of students and their teacher/s, **as part of the event arrangements**, will be assigned a member of the UTC permanent staff to liaise in the event of the fire

2.4.6 Visitors should be accompanied to the assembly area so that they can be checked off against the visitors’ book.

2.4.7 Under no circumstances enter the building until the “**ALL CLEAR**” has been given.

**3 FIRE ALARM**

**3.1 During Change of Lesson**

If a fire alarm sounds during a change of lesson staff must ensure that their classrooms are empty and then assist the students to the nearest fire exit and the assembly point.

**3.2 During Break/Lunchtime**

If the fire alarm sounds during break or lunch, students should make their way to the assembly point area, managed by the Duty Staff.

Duty staff, lunchtime supervisors or staff running a club or activity should ensure their areas are empty and then assist the students to the nearest fire exit and route them to the assembly point.

Please ensure that all doors are closed (not locked) upon exit. At the assembly point students should line up in tutor groups.

**3.3 At After College Clubs/Activities**

At the start of the after college activity, a register must be taken. If you discover a fire, or the alarm sounds, after the normal college day (because you are running a ‘natural consequence’, after college club or activity) please follow the above procedures and ensure that students leave the building in an orderly way by the nearest exit. Await instructions from the Fire Officer/Deputy FO.

**3.4 Fire Alarm Tests**

Alarm test **every Tuesday morning**. The Fire Officer is responsible for maintaining a log of all fire alarm tests. A full evacuation will be held every term.

**4 OTHER ISSUES**

**4.1 Control of Materials in the College**

4.1.1 All display panels and other similar materials should have a class 1 surface when tested in accordance with BS 476: part 7.

4.1.2 When tested in accordance with BS 5852, all upholstered furniture should resist ignition by the smouldering source (ignition source 0) and the flaming source (ignition source 5). Please also refer to Tenos report Annex 3 smoke control system.

4.2 Suitable arrangements are to be made that whilst building is occupied, all escape routes are unlocked and kept access free. Mag locks must be regularly maintained and kept in good working order as they are crucial to the safe evacuation of the building.

**In the event of the fire alarm sounding- PROCEDURES FOR EVACUATION**

**INSTRUCTIONS FOR STAFF IN CASE OF AN EMERGENCY EVACUATION**

Throughout these procedures it is important that information is accurate and passed on as quickly and accurately as possible.

1. **ON DISCOVERING A FIRE**
2. Raise the alarm using the nearest and safest break glass point
3. Do not attempt to put the fire out
4. **ON HEARING THE ALARM**
5. On hearing a continuous alarm you should instruct students to evacuate the building by the nearest available safe exit in single file without any fuss or panic and proceed to the assembly area. Note the nearest exit may well be onto **Church Square** (Engineering rooms) including the **access road** around the east side of the building or the fire exits at the **foot of the stairwells**. *Adults in the classroom must check room is empty and close but do not lock, the classroom door.*
6. If this is during periods of the day when students are not in lessons then these procedures should continue with staff assisting in the evacuation of students from areas as they exit the building.
7. No staff, students or visitors should be allowed to enter or re-enter the building during such times until the building is declared safe and following instructions from the Fire Officer (or Deputy FO in their absence).
8. Any students on the first floor who need assistance to exit the building should make their way to the nearest call point, these are situated on every stairwell landing. The EVAC chair is located on the top floor, stairwell three. Only trained staff must operate this evacuation system.
9. The lift is inoperable until the alarm is reset.
10. The Fire Officer/Deputy FO will inform the fire brigade in the event of a genuine fire.
11. **PROCEDURES TO SAFEGUARD STUDENTS, STAFF AND VISITORS**
12. **Students**
13. The Year 9 and 11 Professional Standards Support (ESN/DDN) will collect the clipboard registers kept behind Student Reception informing any others by means of the red notification card.
14. Students will line up in their tutor groups with their tutor. The Year 9 and 11 Pastoral Support (NSP) will issue form and year group registers to tutors for completion
15. If alarm sounds at a time when students are not in lessons they should exit the building and congregate at the same tutor assembly point directly behind the perimeter fencing. Students and staff are to leave all their belongings on exiting the building.
16. The staff members responsible for the class will hold registers aloft to indicate to the Year 9 and 11 Professional Standards Support (NSP) that all students are present. The Year 9 and 11 Professional Standards Support (NSP) will acknowledge this; note any registers not held aloft indicates missing students and the Year 9 Learning Mentor will assist in gathering names of those missing.
17. The Year 9 and 11 Pastoral Support (NSP) will report to the Head of School/Deputyhead when all students are accounted for.
18. **Staff**
19. Reception/SLT members will ensure that the complete list of visitors is available for a register to be taken at the assembly point.
20. The Network Manager is responsible for ensuring that all those on the list are accounted for and will report this to the The Year 9 and 11 Pastoral Support (NSP).
21. Staff other than those responsible for registering students should report to The Year 9 and 11 Professional Standards Support at the appropriate Assembly Point.
22. Kitchen Supervisor will report to the Year 9 and 11 Pastoral Support (NSP) that all Kitchen staff are accounted for.
23. The Year 9 and 11 Pastoral Support (NSP) will report to the Principal (Head of School/Deputyhead) when all staff are accounted for.
24. **Visitors**
25. Visitors need to make their way to the assembly point ensuring that any pupils are assisted in the evacuation
26. The Year 9 and 11 Pastoral Support (NSP) will report to the Head of School/Deputyhead when all visitors are accounted for.
27. **Learning Development Centre LDC**
28. It is the responsibility of LDC staff to ensure all staff and anyone using their facilities within their designated area are evacuated quickly and efficiently. UTC Fire Marshals will sweep whole of the floor they are responsible for.
29. Adult Education Lead needs to report to the The Year 9 and 11 Pastoral Support (NSP) that they have accounted for all their staff and visitors to the site
30. After evacuation the designated marshal needs to inform the Fire Officer once the area is free and everyone has been accounted for.
31. **Fire Wardens**

Jo Wilby and Laney Hewson to be located on the corners of the UTC and Church Square to ensure no one accesses the building via a back entrance

|  |  |
| --- | --- |
| AREA | Fire Warden |
| Church square - Canteen quarter | Emma Shepherd |
| Church square - 2021 | Jo Wilby |

1. **DISMISSAL**
2. No one shall be dismissed until instructed to do so by the Head of School/Deputyhead.
3. The Head of School will organise the dismissal once the building has been confirmed to be empty and confirmation has come from site staff or Fire Brigade that the building is safe to be occupied.
4. SLT and Learning Manager will manage the return to building using various re-entry points to avoid congestion,
5. If the building is unsafe to re-enter further instructions will be issued by the Principal following consultation with the emergency services.

**ASSEMBLY POINT MAP**

**Church Square**

**Visitor**

**Reception**

**Student**

**Reception**

**Perimeter Fence**

Year 12 & 13

IBS

MBH

KMS

NOH

KBR/JVT

YSD/SJS

CRT

LPE

MKI

NBD

11

ZHN

MPZ

2

3

4

5

6

7

8

9

10

1

Support staff, UTC visitors, Adult Ed staff and visitors

**APPENDIX A – checklists and records**

**The Year 9 and 11 Pastoral Support (NSP)**

**EVACUATION CHECKLIST**

Date Time

|  |  |  |  |
| --- | --- | --- | --- |
| Registration form | | | |
| CLASSIFICATION |  | Informed by | TIME |
| Students |  | Tutors |  |
| Kitchen Staff |  |  |  |
| Visitors |  | Reception |  |
| LDC |  | (….) |  |
| All clear |  | Fire Officer/Deputy FO |  |
|  |  |  |  |
| Dismissal |  |  |  |
|  |  |  |  |

**ON COMPLETION PASS THIS FORM TO THE HEAD OF SCHOOL/Deputy Head**

**Learning Manager – Back-up**

**EVACUATION CHECKLIST**

Date Time

|  |  |  |
| --- | --- | --- |
| STAFF & VISITORS | | |
| WHAT/WHERE | CONFIRMATION FROM LEARNING MANAGER | TIME |
| Students | Learning Manager/ The Year 9 and 11 Pastoral Support (NSP) |  |
| Kitchen Staff | Kitchen Supervisor |  |
| Visitors | Receptionist Register (DeputyHead when not available) |  |
| LDC | ………………. |  |
| All Staff | PA |  |
| Building | Fire Officer/Deputy FO |  |

Signed

Time

**ON COMPLETION PASS THIS FORM TO THE HEAD OF SCHOOL/Deputy Head**

**CHECK LIST Head of School/Deputy Head**

**Head of School**

TIME:

**Visitors**

**JET/Deputy Register**

**All Present**

TIME:

**LDC**

**All Present**

TIME:

The Year 9 and 11 Pastoral Support (NSP)

TIME:

**STUDENTS All Present via Tutors/Learning Mentor**

TIME:

**FIRE OFFICER**

TIME:

**KITCHEN STAFF**

All Present

TIME:

Fire Procedures

**Annex *Covid-19***

The following forms an update to the Fire Procedures Policy. The application of this annex is in response to the lock-down of all schools in January 2021.

In accordance with the Fire Procedures Policy:

*All users of the UTC site, staff, students and visitors have a duty of responsibility to report any potential fire hazards and to cooperate fully with the fire procedures to ensure the safe evacuation of all.*

In light of the change in circumstances as a result of the Covid-19 incidence we need to amend some areas of the Procedures for the foreseeable future. Given the reduced number of students and staff in the building or on the premises it is foreseen that in the event of a fire or evacuation for any reason:

* Supervision of the students exiting the classroom is undertaken by the member of staff taking the group for the lesson at the time of the alarm
* Wherever possible students are expected to maintain social distancing on exiting the building
* As in normal circumstances the fire doors will automatically close on the sound of the alarm. Students need to be made aware to push open doors to allow the exiting of the building (this will be unusual practice given that students will not normally handle doors). There will be a temptation to wait to hold a door open (since the next student is up to three steps behind) this practice is to be discouraged
* At the muster points students will be able to distance themselves from one another using each of the numbered signs, an additional student can move 2 metres further from the perimeter fence towards the public car park
* Registering the students at the muster point will be undertaken by the member of staff taking the group for the lesson at the time of the alarm. In the event of the teacher acting as a fire marshal the additional member of staff in the lesson at the time will take the register of students
* Each day the fire marshals will be identified and posted on the visitor entrance

Fire Marshal responsibility to is to ensure that the designated floor or area is clear of students

|  |  |
| --- | --- |
| AREA | Fire Marshal |
| Ground Floor | John Laister (UOD) |
| First Floor | Natalie Oxborough (UOD) |
| Second Floor | Nigel Bradford (UOD) |
| Church Square | Emma Shepherd or Jo Wilby |

UOD – unless otherwise designated

As student numbers increase we will assess the need for additional muster points and the processes of the evacuation.

As each new group of students arrives at school the procedures will be practised.

ESD/JWY

JWY/ESD

12/13 IBS

**Visitor**

**Reception**

**Student**

**Reception**

**Church Square**

**Perimeter Fence**

KBR

CRT

MCR

AAL

GCR

ZHN

TSE

AWN

KMS

HRE

MPZ

Support staff, UTC visitors. Adult Ed staff