

EMERGENCY FIRE EVACUATION PLAN/POLICY

Policy Reference Number:		Original Issue Date:		
Authorisation Signature of Principal				

Review Dates			
Signature of Principal			

Circulation List:	
-------------------	--

Policies must be reviewed when there are changes to legislation/ practices affecting this policy or at least annually.

Action to be taken upon discovering a fire:

- Raise the alarm by activating the nearest break glass point. These are situated throughout the buildings and will be pointed out to you during your initial health & safety tour of the building on induction. All staff must be aware of the nearest point to their working area at all times.
- If the fire is already significant on discovery, remove all children and young people from the area closing fire doors behind you. Each fire door gives 30 minutes fire resistance. Some doors are on automatic closures activated by the alarm.
- Fight the fire with the appropriate equipment providing it is safe to do so, you have been instructed in the use of the equipment and is confident in your ability to manage the situation. Ensure safe exit route.
- Proceed directly to the nearest assembly point unless instructed otherwise by one of the fire wardens a senior member of staff or a member of the Fire Service.

List your assembly points on site in the following situations:

-
-
- Remain at the roll call point unless instructed otherwise by a member of Senior Management, a Fire Warden or the Fire Service.

Warning in the event of a fire:

The clubhouse and residences are equipped with an alarm system. Smoke and heat detectors are located throughout the building.

The main fire panel is situated at the bottom of the internal staircase leading the men's locker rooms. Daily checks of the panel are made by a member of the maintenance team in the educational areas and a team member on the out buildings to ensure they are working effectively as far as possible. On the out buildings it is the responsibility of staff to ensure that any faults with the system are identified and the maintenance Manager is notified as a matter of urgency. These systems are tested and maintained on a regular basis by specialist contractors. In the event of a fire the alarm will be sounded by a member of staff using a break glass point or automatically if a heat or smoke detector is activated.

The fire panel will display the room and zone in which the fire has been detected.

The alarm is a continuous ring and you will be familiar with its sound by the tests that are carried out on a weekly basis. If you do not know what the alarm sounds like please ask to arrange to sound them.

Prior to the alarm being sounded in any test situation staff will be alerted, therefore when you hear the alarm sound and there has been no warning of a test it is most likely that there is a fire in the building.

Staff must respond accordingly - Staff who does not respond as they have been taught will receive additional instruction.

Fire fighting equipment -The site is equipped with a number of fire extinguishers placed at appropriate points around the clubhouse and residence. These will be pointed out during your initial Health & Safety tour of the buildings on Induction. Staff must familiarise themselves with the nearest ones to their work areas at all times. Most fire extinguishers are held within approved boxes that can be easily opened by pulling two plastic pins in the closure.

All fire extinguishers are red in colour with a label of a specific colour. The colour of the label on the fire extinguisher denotes the type of the extinguisher and each can be identified and used as follows:

You will be instructed on the use of extinguishers at your fire training sessions and you should ensure that you are particularly familiar with the types of fire on which each may and must not be used.

A fire blanket is provided in the Main Kitchen and all kitchens on residence. These are for use on small container fires, such as pans, fryers etc. or to use as a wraparound to put out clothing fire.

Roles and Responsibilities - In the event of a fire being identified staff will take account of any Personal Emergency Evacuation Plans in place and ensure that timely and organised action is facilitated.

Fire Wardens - Are the key people if the fire alarms sound and are identified by the wearing of fluorescent jackets. Fire Wardens are responsible for checking the Fire Panel, identifying the suspect area of fire and carrying out a physical check to ascertain if the fire is real or otherwise and reporting back to the Fire Warden Team. If a designated fire warden does not arrive at the fire panel in a timely manner another member of staff must assume the role to ensure action is taken. To promote this all staff on the out buildings are trained in the requirements of the role by one of the official Fire Wardens. Staff are reminded if they are unsure of their responsibilities or do not feel confident they can ask for more training. It is better to ask than get it wrong in a real fire situation.

Fire Wardens will only attempt to put out the fire if it is safe to do so, are trained and confident

in their ability to put out the fire, the fire is no larger than a waste paper bin and the emergency plan had been activated.

The Fire Wardens may also pick up on any conditions or problems that may affect information held in the Fire Risk Assessment. On these occasions the Fire Warden concerned and the School Safety Officer will carry out a review of the fire risk assessment.

False alarms - In the event of a false alarm evacuation still takes place. The fire warden or senior staff member on residence will silence and reset the alarms and inform staff and members/guests there is no fire. The fire warden or senior staff member will then complete a fire false alarm report.

Fires in clubhouse - In the event of a fire being present one of the Fire Wardens will dial 999 for the emergency services to attend. A member of the Fire Warden will await the arrival of the Fire Service. The alarm will not be reset until advised to do so by a member of the Fire Brigade.

The fire warden will liaise with the Fire Service on arrival to ensure all relevant information is passed on including any missing persons or reluctant evacuees and their location.

All staff on duty will remain with students to ensure they do not re-enter the building and remain safe until they are given permission by a Fire Warden, Senior Member of staff or a Fire Officer to:

- Re-enter the building by one of the official Fire Wardens, a senior staff member or Fire Officer.

Alerting and liaison with the fire and other emergency services:

The person delegated by the Fire Warden to call the fire service usually a member of the administration team will make the call from the main office. Information required is displayed next to the phone and is:

The Fire Service Operator will ask for the necessary information which should be stated clearly and concisely.

Every member of the administration staff and out buildings will be trained to assume this role in the event of an emergency and expected to fulfil the duties assigned.

Upon arrival the fire service will require information regarding the fire including the plan of the building contained in the fire folder and by the fire panel should be made available, details of the exact fire location, information regarding the evacuation in progress and the nearest entry for the fire service should also be provided (details are on the floor plan). Plans of the building should include gas cut-off switches, hazardous materials and location of hydrants.

When the Fire Officer has all the information required on arrival they should be given any new updates by one of the Fire Wardens.

Any additional instructions given by a member of the Fire Service should be carried out calmly and efficiently.

Procedures for contractors, visiting professionals and visitors to residents - When visiting all the above people must be given access to evacuation information. Visitor and Contractor books form part of the roll call process. Visitors and Contractors are identified via a badge. Staff receiving visitors/contractors are responsible for ensuring they leave the building to the nearest assembly point. Staff must be aware of any special conditions or permits to work that any contractor is issued with.

All visitors to young persons, including volunteers must be advised of the procedure that they

are to follow in the event of the fire alarm sounding and the importance of signing in and out to ensure an effective evacuation. This information is held in or close by the visitors and contractor books.

Evacuation - It is school Policy that on hearing the alarm all staff and students evacuate the building to the nearest assembly point taking account of any Personal Emergency Evacuation Plans in place. There is an Evac Chair situated in the upstairs stairway if required to aid evacuation. In the event of the fire due to the vulnerability of our students the alarm must remain on to remind our students it is important to remain out of the building until told otherwise.

Reluctant Evacuees – information relating to identified reluctant evacuees will be included in Personal Emergency Evacuation Plans (PEEPS). Staff should familiarise themselves with any PEEPS relating to any Staff or young persons they work with to help ensure an effective evacuation. If reluctant evacuees cannot be removed from the building fire doors must be closed and their whereabouts reported immediately on arrival to a member of the Fire Service.

Please note the lift must not be used in the case of fire or suspected fire.

The initial plan for Clubhouse is as follows:

Fire in any out buildings

Evacuate the building using the nearest fire exit on the ground floor and evacuate to the fire assembly point. In the case of an actual fire a fire assembly point deemed to be the safest according to the area of the fire will be chosen. This decision would be made by the senior on Duty or a member of the Fire Service.

During inclement weather if deemed safe to do so by a member of the Fire Service other residential units or educational buildings may be used as a place of relative safety.

The senior on Duty will take with them an emergency grab pack containing a copy of the Business Continuity Plan, staff and students phone numbers, student grab sheets, a torch, fire blankets, burn kits and foil blankets.

Fire in the clubhouse

If the fire is situated on the first floor, then proceed to the nearest/safest fire exit stairway and proceed to one of the fire assembly points. In the case of an actual fire a fire assembly point deemed to be the safest according to the area of the fire will be chosen. This decision would be made by a Senior Manager after consultation with a trained Fire Warden, the Schools Safety Officer or a member of the Fire Service.

If there is a fire in the gym or hall, then all occupants should immediately evacuate the area through the nearest fire exit and proceed to the assembly point taking the Grab Pack if needed containing slippers and foil blankets.

The Schools Safety Officer or Fire Warden will take with them an emergency grab pack containing a copy of the Business Continuity Plan, staff and students phone numbers, student grab sheets, a torch, fire blankets, burn kits and foil blankets

Escape routes

Key escape routes are marked on plans situated throughout the buildings. They are all identified within the building by the green signs containing the directional arrows and the 'running man'. Some escape doors are fitted with electronic holding devices that release immediately upon the activation of the alarm. (Dorguards)

All fire exits and escape routes are to be kept clear at all times and the fire warden is expected

to carry out a walk through visual check of all routes on taking over their span of duty. In the event of a fire, once a young person has been assisted past a final exit door on an escape route they must be assisted to the assembly point until a 'safe to return order' is issued or other instruction is given.

Assembly point

Following a full evacuation of the premises all staff, visitors and young person's will assemble at one of the assembly points listed above A roll call, based on the young person's, staff and visitors signing in sheet/folders, will be undertaken at this time by a senior member of staff. Any missing persons or reluctant evacuees will be reported to a member of the Fire Service.

Review of this document

This document will be reviewed along with the Fire Risk Assessment at least annually or when changes take place.

Choosing Fire Extinguishers

Identify the type of materials in the area

Class A:	SOLIDS such as paper, wood, plastic etc
Class B:	FLAMMABLE LIQUIDS such as paraffin, petrol, oil etc
Class C:	FLAMMABLE GASES such as propane, butane, methane etc
Class D:	METALS such as aluminium, magnesium, titanium etc
Class E:	Fires involving ELECTRICAL APPARATUS
Class F:	Cooking OIL & FAT etc

Types of fire extinguisher

9L water fire extinguisher**Water Fire Extinguishers:** The cheapest and most widely used fire extinguisher. Used only for Class A fires. Not suitable for Class B (Liquid) fires, or where electricity is involved.

AFFF foam fire extinguishers**Foam Fire Extinguishers:** More expensive than water, but more versatile. Used for Classes A & B fires. Foam spray extinguishers are not recommended for fires involving electricity, but are safer than water if inadvertently sprayed onto live electrical apparatus.

Dry Powder fire extinguishers**Dry Powder Fire Extinguishers:** Often termed the 'multi-purpose' extinguisher, as it can be used on classes A, B & C fires. Best for running liquid fires (Class B). Will efficiently extinguish Class C gas fires, BUT BEWARE, IT CAN BE DANGEROUS TO EXTINGUISH A GAS FIRE WITHOUT FIRST ISOLATING THE GAS SUPPLY. Special powders are available for class D metal fires.

Warning: *when used indoors, powder can obscure vision or damage goods and machinery. It is also very messy, is a asphyxiate and poor post fire control.*

CO2 fire xtinguishers**CO2 Fire Extinguishers:** Carbon Dioxide is ideal for fires involving electrical apparatus, and will also extinguish class B liquid fires, but has NO POST FIRE SECURITY and the fire could re-ignite. (We recommend electrical systems only). 2KG only approx. 12 second discharge time.

Wet chemical Specialist extinguisher for class F fires. (cooking fats)

For Metal Fires: A specialist fire extinguisher for use on Class D fires - metal fires such as sodium, lithium, manganese and aluminium when in the form of swarf or turnings.

Colour Coding

Prior to 1st Jan 1997, the code of practice for fire extinguishers in the UK was BS 5423, which advised the colour coding of fire extinguishers as follows:

Water - Red

Foam - Cream

Dry Powder - Blue

Carbon Dioxide (CO2) - Black

New extinguishers should conform to BS EN 3, which requires that the entire body of the extinguisher be coloured red. A zone of colour of up to 5% of the external area can be used to identify the contents using the old colour coding shown above.

