



Bailey Street Alternative Provision Academy Trust

Health, Safety and Wellbeing Management Arrangements

Fire Safety

FIRE

EVACUATION

PLAN

Fire Evacuation Plan for Bailey Street Alternative Provision Academy Trust

**Bailey Street
Stafford
ST17 4BG**

| Author | Date |
|--|-------------------|
| Vicki Pinkney Health and Safety Officer | 04/04/22 |
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This document should be communicated to premises occupants including visitors, any temporary staff and contractors as appropriate.

Fire Emergency Plan for Bailey Street AP Academy

This document details the fire and emergency evacuation procedures for Bailey Street AP premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

This document must be communicated to premises occupants including visitors, any temporary staff and contractors as appropriate.

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest key activated alarm point
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

All staff must please make sure that Fire Doors are kept shut at all times. Should any member of teaching staff be absent, their duties in evacuating the pupils in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

- The School Fire Evacuation Coordinators are Sonia Lockett Headteacher and Vicki Pinkney Health and Safety Officer (in the event of staff absence Scott Cooksey will act as Fire Evacuation Coordinator) The acting Fire Evacuation Coordinator is responsible for checking the fire alarm panel in the event of the alarm sounding to identify the zone/call point of activation.
- The School Fire Marshalls are (sufficient staff members complete the fire marshal training to allow for staff absences)
 1. Sonia Lockett Headteacher
 2. Scott Cooksey Deputy Headteacher
 3. Mike Keeling Teacher/Behaviour
 4. Vicki Pinkney Health and Safety Officer
 5. Sam Tooby Office Manager

Fire Emergency Plan for Bailey Street AP Academy

Attached is a plan of the premises showing marked fire exit points, the location of firefighting equipment and the routes to be followed in an evacuation.

Action on discovering a fire

Immediately raise the alarm by activating the nearest available fire alarm call point with your key.

All staff should carry a key to the alarm call point on their key fob. Keys should be issued to all new staff as part of the induction procedure.

Extinguishing a fire (if safe to do so)

In the event of a small fire - such as a fire in a waste paper bin, etc, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you **must not** place yourselves or others at personal risk and **must be** trained in the correct usage of such equipment. For staff members NOT trained in correct usage the firefighting equipment should only be used when the fire is blocking your only means of exit.

For trained staff -prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed.

If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.

For fires involving paper, wood and textiles, a water or foam extinguisher should be used to extinguish the fire.

If the fire involves live electrical equipment; a carbon dioxide or dry powder extinguisher should be used to extinguish the fire.

If the fire involves flammable liquids, a foam or dry powder extinguisher should be used to extinguish the fire.

See the diagrams below for further information.

Fire Emergency Plan for Bailey Street AP Academy

OPERATING YOUR FIRE EXTINGUISHER



PULL THE PIN

AIM AT THE BASE

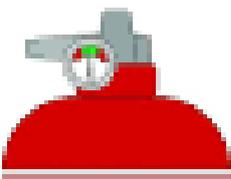
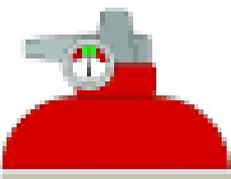
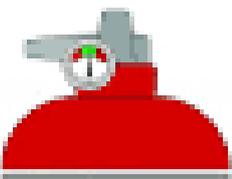
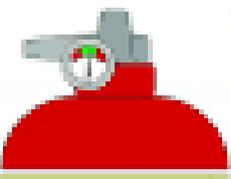
SQUEEZE TRIGGER

SWEEP

Remember:

- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle

Using The Correct Fire Extinguisher

| Water | Dry Powder | Foam | CO2 | Wet Chemical |
|---|---|--|--|---|
|  <p>For use on:</p> <ul style="list-style-type: none"> Wood, Paper, Textiles etc <p>Do not use on:</p> <ul style="list-style-type: none"> Flammable liquid Live electrical equipment |  <p>For use on:</p> <ul style="list-style-type: none"> Wood, Paper, Textiles etc Flammable liquids Gaseous fires Live electrical equipment |  <p>For use on:</p> <ul style="list-style-type: none"> Wood, Paper, Textiles etc Flammable liquids <p>Do not use on:</p> <ul style="list-style-type: none"> Live electrical equipment |  <p>For use on:</p> <ul style="list-style-type: none"> Flammable liquids Live electrical equipment <p>Do not use on:</p> <ul style="list-style-type: none"> Wood, paper and textiles Flammable metal fires <p>Do not use in a confined space</p> |  <p>For use on:</p> <ul style="list-style-type: none"> Cooking oil fires Wood, Paper, Textiles etc. <p>Discharge entire contents on to fire from at least 1 metre distance</p> |

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If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should **not** attempt to try to fight the fire. It will be safer to evacuate the area (if possible closing windows and doors behind you) activate the fire alarm and await the arrival of the fire brigade.

In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - **DO NOT OPEN THE DOOR**. - you may be placed at immediate and serious risk if by opening the door the fire receives an inrush of oxygen. (Eg the fire may “flashover”). In the event of these circumstances, you must not attempt to try to fight the fire. Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.

If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should: If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc, in use as part of the classroom activity or lesson. **The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point.** If not supervising students and it is possible, shut any windows that may be open. Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

Action when the fire alarm sounds

Classroom staff/ support staff

On hearing the fire alarm, all staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area.

Staff should if appropriate take their 2 way radios with them to assist with communication.

Staff, students, contractors and visitors should all leave the building via the nearest available escape route and assemble at the schools designated fire assembly point, however be prepared to be directed to a second assembly point should conditions at the first assembly point deteriorate or are unfavourable.

The designated fire assembly point is the far end of the staff car park by the end of the AP /Science Block.

Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.

There should be silence throughout the duration of the evacuation and until the all clear is given by the fire evacuation coordinator

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Fire Marshalls

The school's appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc, to establish that they have been safely evacuated by all other staff, students, contractors and visitors.

Once this has been completed, fire marshals must immediately leave the building by the nearest available escape route and report to the fire evacuation coordinator that the building has been evacuated, then at a safe distance ensure no individual subsequently enters the building until authorised to do so.

Fire marshals must not place themselves or others at risk in order to complete the inspection, and report when areas have not been checked due to the risk involved so that this information can then be passed to emergency services on arrival.

Arrangements for people with disabilities:

The schools appointed fire marshals will assist with the evacuation of members of staff, students, contractors or visitors that have a sight, hearing, learning or mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

Kitchen Staff and or teaching kitchen staff

Upon hearing the alarm kitchen staff should engage the isolating switch to the gas supply and if safe to do so unplug any equipment. Evacuate by designated route. Close doors as you leave and go to the assembly point to await the roll call.

NO ONE should stop to collect personal belongings.

Arrangements for exam candidates

(There is a specific policy for the procedure to be followed for a fire alarm during an exam and this policy should be referred to in addition to this document.)

On hearing the alarm, invigilators should stop candidates from writing, make a note of the time the exam was stopped and collect the attendance register.

Candidates must be advised to leave all papers, scripts and belongings in the room and to leave the room calmly in silence; candidates must not talk to each other. Invigilators will escort the candidates to the assembly point keeping students apart as much as possible (ideally 1.25 meters).

Candidates returning to the exam room will be allowed the full allocated exam time.

Administrative / Office Staff

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Summoning the fire & rescue service

Unless otherwise informed that a fire drill is to take place, the administrator/office manager/ on duty receptionist will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.

Once the call is answered, ask for the fire service, then once through to the Fire brigade control room inform the operator of the following THERE IS A FIRE AT: Bailey Street Alternative Provision Academy Bailey Street Stafford ST17 4BG.

Office/Administrative staff should then leave via the nearest available escape route. The office staff should take with them the pupil, visitor's, staff and volunteer signing in book/sheet and any registers so that they can be checked to identify if there are any persons missing.

The office radios where possible should also be taken out with the registers/signing in book.

NO ONE should stop to collect personal belongings.

Roll-call

Headteacher and Deputy Headteacher

The Head (and in her absence the Deputy) will monitor the evacuation of the premises and will use the signing in book to carry out a roll call to ensure that everyone is present.

Staff, students, contractors and visitors will then await the arrival of the fire brigade.

The Headteacher Head (and in her absence the Deputy) will ensure that they greet the fire brigade on their arrival and inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved dangerous machinery not shutdown etc.

Staff, students contractors and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the fire brigade officer-in-charge or by a fire evacuation coordinator.

In event that first aid is required; individuals should make themselves known and after being registered will be escorted to a qualified member of staff who will assist.

Fire drills:

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Fire drills are carried out at least three times per year (once per term) and logged either online on the parago fire drill checks or in the fire log book by the Health and Safety officer (in her absence by the School office manager)

Visitors and Contractors:

All visitors and contractors should report to the office and sign in and out using the visitors' book. Contractors working on the premises should be made aware of the fire and emergency procedures that apply. The school office will ensure that as part of the signing in procedure they will make all visitors/contractors aware.

Fire Training:

Training is provided regularly for all school staff in fire safety and the school fire procedure. All staff will have the fire procedure explained to them, together with information on the location of the fire alarm call points and the location of the escape routes and alternatives, exits and assembly point. Fire safety training will be an element of the induction of new staff. Training records are kept in the Fire Safety Logbook.

All staff should complete fire safety training on The National College.

Fire alarm test other records:

Regular testing of fire exits, alarms and visual inspection of fighting equipment and fire doors is carried out in accordance with the schedule as set out in the fire log book.

Records of the tests and inspections are recorded on parago, which is an online version of the Fire Log Book.

Fire Safety Log Book

The Fire Safety Log Book is stored virtually on parago (a hard copy is available in the Health and Safety Office within the main school Office and contains records of evacuations, issues and their resolution and training. It also contains records of all testing of equipment.)

Review Date

This Fire Evacuation plan must be reviewed on an annual basis. Records of the review are kept and available for inspection on parago/in the Fire Safety logbook.

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