



Fire & Evacuation Policy

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Approved By	A Pincher

Fire & Evacuation Policy

The Regis Academy is committed to providing a safe and secure place for our pupils.

Introduction

This guidance is specific in dealing with an evacuation of The Regis Academy in the event of a fire.

This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 2003 [as amended] and The Management of Health and Safety at Work Regulations 1999.

Staff and The Foundation's appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Health and Safety Officer.

Action in the event of a fire or suspicion of a fire:

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 pupils 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 building.
- Immediately raise the alarm by activating the nearest available fire alarm call point.

How to raise the alarm:

Activate the nearest call point by either push the button as shown on panel or For the break glass type fire alarm call point activate by pressing firmly onto the middle of the glass panel that is incorporated within the call point unit. The glass is designed to break safely via firm two-finger pressure being applied. Once the fire alarm is activated all emergency fire exits will automatically release.

Action to take on hearing the alarm

On hearing the fire alarm, 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. **Leave the building via the nearest available escape route** and assemble at The Albion Foundation's designated fire assembly point **adjacent Car Park on Great Arthur Street**. However, be prepared to be directed to a second assembly point should conditions at the first assembly point deteriorate or are unfavourable.

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

The buildings appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc to establish that they have been safely evacuated.

Once this has been completed, fire marshals must immediately leave the building by the nearest available escape route and report to the duty fire evacuation co-ordinator 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 should also report to the fire evacuation co-ordinator if conditions in that area deteriorate further. 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, this information can then be passed to emergency services on arrival.

On hearing the fire alarm system, the Health and Safety Officer or a Senior Member of staff should notify emergency services by dialling 999 for emergency services. 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:
8 Brasshouse Lane,
Smethwick
B66 1BA**

The member of staff phoning the fire brigade should not end the telephone call until the Fire brigade operator has repeated all of the address details given.

Evacuating the building- arrangements for people with disabilities:

The appointed fire marshals will assist with the evacuation of members of staff, pupils 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.

Ensuring that everyone is out of the building- fire marshals duties:

As previously stated, the appointed fire marshals will undertake a check of their floor or area of the building, including staff and ancillary rooms, toilets etc.

The buildings appointed fire marshals will also (where applicable) assist with the evacuation of staff, pupils and visitors.

The buildings appointed fire marshals will notify staff once the building is clear.

Fire marshals should proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the duty fire evacuation co-ordinator.

Fire marshals should report any deterioration of conditions so that information can be passed to emergency services on their arrival.

Location of assembly points

Adjacent Foundation Car Park, Great Arthur Street, B66 1DP

Evacuation to the designated fire assembly point

Staff, support staff, contractors, visitors and pupils shall assemble in the nominated fire assembly point whereby the registers will be taken.

To facilitate the above, the Health and Safety Officer, Lead group staff, will collect and then bring to the assembly point, the school registers, staff attendance records and visitors book. Arrangements will also ensure that the keys to open boundary exit gates are available at the fire assembly points.

Staff, pupils, contractors and visitors will then await the arrival of the fire brigade. The buildings fire marshal will ensure that they greet the fire brigade on their arrival.

The buildings fire marshal will then 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, pupils and visitors must not be allowed to re-enter the building, until they are told that it is safe to do so by the fire brigade officer in charge or the fire marshal. In event that first aid is required; individuals should make themselves known where a qualified member of staff will assist.

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.

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 pupils, 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 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.

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 by opening the door the fire receives an inrush of oxygen. **(E.g. 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.

Procedures in the event of fire alarm system failure

In the event of the fire alarm systems failing the centre management will designate fire marshals to sweep the buildings for signs of fire at 30-minute intervals whilst the building is in use.

If a fire is discovered the fire marshal shall notify the Health and Safety Officer to contact the fire brigade and notify all staff.

The fire marshal will then ensure the building has been evacuated following normal evacuation procedures.

Fire marshals should then proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the duty fire evacuation co-ordinator.