Fire / Evacuation Procedures

Evacuation Procedures

Evacuation procedures must be displayed at all Fire Exit Points as well as designated areas around the building i.e. classrooms, the notice board in the lobby between main hall and dining hall, the health and safety notice board located on the staff room floor.

It is the responsibility of all staff members to ensure they are fully aware of the school evacuation procedures and adhere to these procedures.

Fire Drills

Fire Drills will be carried out termly as diarised by the Head Teacher / Human Resources Manager. Staff will be advised of the planned fire drill on the morning of its occurrence. In the event that the fire alarm is activated and it is discovered that it is a false alarm, in all cases the evacuation procedures must still be followed. This will count as a fire drill.

Fire Doors

Fire doors are to be kept closed at all times, with the exception of the main hall fire door as this is accessible the garden area which is utilised during break, lunch and PE sessions taking place in the main hall. Fire doors are not to be padlocked. External gates are locked for security, these are opened by staff evacuating the building, staff must ensure that they have the main external key on their persons at all times, failure to comply may result in disciplinary action. Should staff attend for work without this key or lose their keys they must advise the HR Manager / Headteacher and / or Premises Manager so that temporary / replacement keys can be issued. All fire shutters must remain open when building is occupied.

External Fire Exits / Exit Routes

No items should be blocking exit doors and exit routes. Staff should remain vigilant and responsible for removing items or advising premises manager / Human Resources Manager of items so that arrangements can be made for
the relocation / removal of said obstruction.

External fire doors operate on a push bar basis.

**Internal Fire Doors on Automatic Unlock**

No items should be blocking classroom doors and corridors. The doors to the PHSE (first floor) and Textiles (second floor) operate on an alarm activated unlocking system; therefore as soon as the fire alarm is activated these doors unlock.

**Fire Fighting Equipment**

It is the school’s policy to evacuate the building in the event of a fire; School policy is that staff are not to fight fires. Fire extinguishers are therefore not in place within the school. However, it is legislation for a fire extinguisher and a fire blanket(s) to be located in the kitchen.

Main Kitchen Fire Fighting Equipment (Ground Floor)

- 2 x fire blankets
- 1 x dry powder extinguisher

Staff Kitchen Fire Fighting Equipment (Top Floor)

- 1 x fire blanket

**Fire Marshall’s Responsibilities**

Designated fire Marshalls are responsible for ensuring the evacuation of the building is carried out safely and the reporting / recording of evacuations. Designated procedures for the assembly point and reception fire Marshalls are in place these are detailed under “Fire Marshall Procedures”.

Fire Marshall’s are responsible for recording evacuations of the school in the reporting booking located in the reception room. The assembly point Fire Marshall is responsible for reporting to SMT any incidents that occur at the assembly point in relation to non compliance with evacuation procedures.

Designated Fire Marshalls are: Debbie Sycamore (Building), Selina Laird / Lorraine Hall (Assembly Point), Sara Craggs (Building / Assembly Point); in the absence of two fire Marshalls then an SMT member will take on the role of Fire Marshall.
Evacuating the Dogs

Dogs, Lucy and Lilly are normally located on the top floor staff area. Should the fire alarm be activated when they are on site, they should be the last to be evacuated. Cheryl will normally be responsible for ensuring their safe evacuation. However, if she is not present on the top floor when the fire alarm is evacuated but a staff member is present and they are competent in handling the dogs then they should evacuate via the external fire escape with the dogs securely held on their lead. The double lead is located on the hook on the right hand side outside Cheryl’s office. If no one is located on the top floor when fire alarm activated then at no time should a staff member go to fetch Lucy and Lilly. Upon arrival at the fire assembly point the Fire Marshall must be informed that the dogs “Lucy and Lilly” are still in the building on the top floor. This information will be passed on to the fire brigade.

Fire Training

Fire training takes place yearly, normally during the spring / summer term; all new staff will be informed of the school’s fire procedures at their induction. Fire training is carried out by the Human Resources Manager.

Testing of Fire Alarm

The fire alarm will be tested weekly; normally on a Wednesday Morning between 7.30am and 8.30am and will entail a call point or smoke detector being activated on a rotating basis. This will be facilitated by the Premises Manager, in his absence the testing should be carried out by two competent members of SMT.

Review

The Fire Procedures will be reviewed on a yearly basis. However, should the internal building structure alter a fire risk assessment review must take place and appropriate amendments to all relevant risk assessments, policy and procedure documents will be made. These amendment and updates must be communicated to all staff at the earliest staff meeting.

Action to be taken if you DISCOVER A FIRE

If you discover a fire:

• RAISE THE ALARM by Locating the nearest FIRE ALARM CALL POINT and BREAK THE GLASS

• If safe to do so staff member make contact with a member of the reception team via the two way radio advising them where the fire is located and if anyone is trapped.
• Reception will call the fire brigade.

• **DO NOT FIGHT THE FIRE**

• EXIT the BUILDING via the nearest FIRE EXIT – check the immediate area for staff / students, close doors and windows as you are leaving the building, if it safe to do so.

• Go straight to the ASSEMBLY POINT – SOUTHWARK PARK via CAR PARK

**Action to be taken on HEARING THE FIRE ALARM**

• Exit the building via the nearest fire exit; only collect belongings if they are within reach and it is safe to do so.

• Go Straight to the Assembly point – SOUTHWARK PARK via car park

• **Assemble in your tutor group:** a student, staff & visitor roll call will be carried out by the Fire Marshall.

• **Do not leave the assembly point** unless you have been told to do so by the school Fire Marshall.

• **Do not re-enter the building** unless the Fire Marshall has advised that it is safe to do so.

In the event of you becoming trapped by fire / smoke, close doors, block gaps around door frame with wet cloths if possible, open windows if safe, and try to attract attention, keep low to the floor and lay on your stomach.

**Don’t be a dead hero - Get Out and Stay Out!**
FIRE MARSHALL PROCEDURES

FIRE MARSHALL - Reception Duties

Dial 9-999 if calling from the school’s landline

Dial 999 if calling from a mobile

Ask for the Fire Brigade, advise them that there is a fire at Cavendish school; you will also need to supply them with the following information:

Location of fire within the school.

School address: Cavendish School, Lady Gomm House, 58 Hawkstone Road, London SE16 2PA

Contact Numbers: 020 7394 0088 (Main Number) 07738 545840 (Reception mobile)

Head Teacher: Sara Craggs

If it safe to do so do not replace the handset until all information requested has been given and acknowledged by the fire brigade.

FIRE MARSHALL – Assembly Point Duties

Must take the following documentation to the Assembly Point:

- Reception student register (pink clip board)
- Staff and visitor signing in and out book
- Student home contact folder
- Orange Fire Folder
- Two way radio
- Mobile phone

Once reaching the assembly point the Fire Marshall must carry out a roll call, noting any student / staff member missing to the fire brigade. The orange fire folder must be handed to the designated fire officer from the fire brigade.

Only the Assembly Point Fire Marshall / fire brigade officer can give permission for staff / student to go back into the school building.

Fire Marshalls: Debbie Sycamore, Selina Laird / Lorraine Hall, Sara Craggs; in the absence of two fire Marshalls then an SMT member will take on the role of Fire Marshall.
Fire Brigade Information

This information sheet must be taken to the assembly point by the Fire Marshall they are responsible for liaising with the Fire Brigade in the event of a fire.

Liaise with Senior Fire Officer regarding:

Location of Fire

Missing students, staff, visitors and dogs

Location of service isolation points:

- Boiler room – basement level, key to door located in the main reception office at ground floor level. Once in the boiler room pushing the main switch will stop the flow of Gas and Electricity to the building. **Key to this room is located in the reception office on hook marked boiler room.**

- **Gas shut off** - Ground floor, meeting room in white cupboard, door code 121

- **Electricity shut off Switch** for Grd, 1\textsuperscript{st} & 2\textsuperscript{nd} Floors - located Dining area, just below ceiling on reception wall.

- **Electricity shut off Switch** for Top Floor – located in electrical cupboard in staff area corridor

- **Water shut off** - main supply stop cock in ground floor girls toilets

Location of service isolation points:

- Flammable liquids – Gas bottle stored in ground floor back of house, maintenance store cupboard (marked). Potentially hazardous substances stored in maintenance store cupboard. Paint stored on top of recess in back of house corridor.

- Science Chemical Cabinet – located 2\textsuperscript{nd} floor, Science room store cupboard.

- List of items stored in this area is detailed on a separate sheet and updated regularly by the science teacher.

Map of building (located in orange Folder) Reception office
Door codes

- Reception door 1234
- First floor C246XY
- Second floor – Not locked
- Third floor 5678

Location of fire hydrant

On pavement opposite school, to the left of the flats car park entrance, in front of the blue railings.

This Information sheet is to remain in the Fire Certificate Folder; a copy will also be retained at home by the Managing Director, Headteacher, Human Resources Manager & Premises Manager.

Cavendish School

Sara Craggs
Head Teacher

Policy Reviewed: September 2013
Review Date: September 2014