



FIRE EMERGENCY PLAN

This plan is intended to enable safe evacuation of all buildings in the event of a fire.

The building has a 'siren' sounding alarm as a means of warning occupants to evacuate. It is activated from 'break glass' points by personnel who discover a fire or by automatic detectors.

Ensure that there is a designated Fire Officer/Group Leader and inform all members of group who that person is.

If you discover a fire:

- **Alert** people in the area of the need to evacuate
- **Activate** the nearest fire alarm
- **Call** Fire Brigade – Group Leader to ensure there is a designated Officer for calling Fire Brigade

No one is required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher, and are confident in their ability to cope with the hazards of a fire, may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste paper basket). Fire fighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames. No one must attempt to fight a fire until they are sure that the building has been completely evacuated.

On hearing the fire alarm:

- Leave the building immediately using signposted evacuation points and go directly to the designated assembly point, Car Park. Do not go back for any belongings.
- The Hall has two fire door exits directly onto the Littlehampton Road Car Park.
- Group Leader to ensure everyone is present.
- Group Leader to ensure someone is designated to sweep the buildings, monitor that there are no problems and ensure that no one re-enters the building until deemed safe to do so.
- All gates on swipe entry system will open automatically once alarm is sounded.
- Designated person to be responsible for meeting the fire brigade on arrival and informing them of risk and location of fire.
- No one should enter a building until the fire brigade have declared it safe to do so.
- In the event that the building is deemed un-safe to return to, the procedures are that the site must be evacuated.

- Group Leader to ring Sharon Kettlewell or one of the Premises Officers to inform them of the situation and whether the building has been deemed safe.

Fire Log Books: Schools responsibility

- Fire log books are stored in the Premises Office, detailing hazards, where chemicals are located and services such as gas and electric.
- It is the responsibility of the Premises Officer to ensure that these are kept up to date.
- Group Leader to inform Sharon Kettlewell of any incidents to be recorded

Managing the Fire Plan:

- All Fire Exits are signposted.
- Fire alarm and emergency lighting is tested regularly by the Premises Officer and annually by contractors.
- It is essential that all personnel ensure that escape routes are kept clear of obstructions.
- Health and Safety inspections will be carried out termly by the Business Manager and a Governor.
- Any potential hazard should be reported immediately to the Business Manager or Premises Officers.