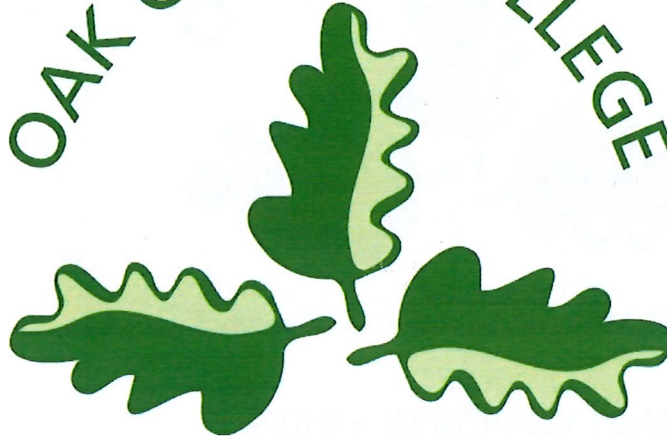


OAK GROVE COLLEGE



Everyone matters, every day counts

FIRE EMERGENCY PLAN

Policy created: Updated and renewed Nov 2018 Policy first adopted:

Signed chair of Resources Committee: *Anna Matthews*

Re-adopted & signed: *20.11.18.*

For ratification:

- Anyone in the Swimming Pool, Mobile Classroom or MUGA must also follow the fire emergency plan.
- Notices are posted by the exit to each room for those unfamiliar with the position of the assembly point.
- If on first floor, exit by usual staircases unless it is unsafe to do so.
- Should the staircase not be accessible, all personnel should exit via refuge area (Pastoral Leader offices).
- Disabled students must be taken to refuge area (Pastoral Leader's office) ensure the fire door is shut. Assess situation, Evacuation Chairs are available to carry student if absolutely necessary. This area will give at least a half hour fire free zone, possibly longer depending on location of fire.
- Lifts will stop automatically at ground level and default to open when alarm is activated.
- A member of admin staff will be responsible for ensuring that registers are brought to teachers. Check all students and staff are present.
- Reception staff to ensure signing-in book is checked and that all visitors are accounted for.
- Fire Marshalls (Admin and Pastoral Officers) will sweep the buildings, monitor that there are no problems and ensure that no one re-enters the building until deemed safe to do so.
- Front doors and all gates on swipe entry system will open automatically once alarm is sounded.
- Nominated staff will be responsible for meeting the Fire Service on arrival and informing them of risk and location of fire.
- No one should enter a building until Headteacher/SLT, in agreement with the Fire Service, have declared it safe to do so.
- In the event that the building is deemed unsafe to return to, the procedures in the Emergency Evacuation Plan will come into effect.
- Sharon to be responsible for ensuring Fire Service has been called and inform neighbours on campus of the fire. (Heather or Jeannette to make the phone call.)

Training:

- Fire drills will take place at least once a term.
- All new staff will receive an induction to ensure they are aware of procedures.
- Appointed members of staff will be qualified in First Aid.
- Premises staff will be trained in the use of fire extinguishers.

Fire Log Books:

- 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.

Managing the Fire Plan:

- All Fire Exits are signposted.
- Notices are displayed by exit points advising of assembly point.
- Fire alarm and emergency lighting is tested regularly by the Premises Officer and annually by contractors.
- It is essential that all staff ensure that escape routes are kept clear of obstructions.

- Staff should ensure they are up to date with the Health & Safety and Emergency Evacuation Policy (copies are available on the main server and in the central office) which is reviewed and updated annually.
- 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 SLT, Business Manager or Premises Officers.
- Staff must sign out if leaving the building during the school day.
- During school holidays, staff must sign in and out so Premises staff are aware of who is in the building.

Evacuating The Rosie:

- Follow procedures as above.
- Leave by corridor and through Reception or hall, if Reception not available.
- Line up in courtyard in tutor groups.
- Should the corridor be inaccessible, go out through the front doors and round to front of school, enter building if told safe to do so by staff member on duty by the doors.

Evacuating the Studio:

- Follow all procedures above.
- Use phone or walkie talkie immediately to inform Fire Marshalls that you are unable to evacuate the hut using the main entrance.
- In the event that it is not possible to exit via the entrance, then the windows open wide and evacuation is possible through these.

Evacuating Portage House:

- A member of staff will notify you if fire alarm activated. - Lesley Crosby
- Follow procedures above entering via gate by Pool.

Evacuating Swimming Pool:

To leave the building use blankets to keep warm or clothes, towels where possible.

If a fire drill Lesley will inform the class leader so no evacuation is required but names of pool users must be given to check on registers.

Evacuating MUGA:

To leave the MUGA and come to the back gate by Premises office via the rear car park and follow evacuation procedures.

Returning on a mini bus when alarm activated:

Return into the college going directly to the courtyard to line up and register.

Lesley or Jeannette/Debbie will be by the gate to inform if staff whether it is safe to come into the college or what procedures have been put in place.

Fire Emergency Plan – 12 Durrington Lane (OGC Lodge)

If you discover a fire:

- **Alert** people in the area of the need to evacuate.
- **Activate** the nearest fire alarm.
- **Call Fire Service /School Office (01903 708870)** – Lead Teacher to be designated Officer for ensuring the Fire Service /School is called.

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: in front of house and, when all accounted for, return to college. Do not go back for any belongings.
- Take Register.
- If on first floor, exit by usual staircases, unless unsafe to do so. Ensure a member of staff knows you are upstairs, keep all doors shut.
- Nominated staff will be responsible for meeting the Fire Service on arrival and informing them of risk and location of fire.
- No one should enter a building until Headteacher/SLT, in agreement with the Fire Service, have declared it safe to do so.
- In the event that the building is deemed unsafe to return to, make way back to college.

Kitchen

Follow all procedures above

- On hearing the alarm leave via the rear entrance to rear car park, enter through main gates and wait in the courtyard to the designated assembly point on the basketball court.
- Cook Supervisor to check all staff are present and ensure Business Manager is informed that all are accounted for.
- In event that this route is not available, leave the kitchen via the hall.
- Hall door to kitchen is to be kept closed at all times with the exception of during lunch time when staff need to be in and out carrying plates etc. The door may be propped open until the end of lunch, then door must revert to closed.

FIRE DRILL

Responsibilities:

Premises Officers: to deal with fire alarms, building, Doors/gates open when alarm activated, Lifts default to open on ground floor, etc. Premises Officer to inform Portage

Contractors accounted for.

Sharon Kettlewell to ensure:

(Premises to inform if Fire Brigade need to be called in the absence of Sharon Kettlewell)

Fire Brigade called - **Heather/Sam (Jeannette if Heather absent)** to be responsible for making the call to 999 and to inform of false alarm, **Tony to ring Fire Control Room** 01243 752492 and alarm monitoring company 0844 800 5340 quoting site no: U335102 before carrying out any fire drill. Inform Sharon when completed.

Alison Baylis (Alison M in Alison's absence) to print and bring out list of who is in the class.

Alison Malcolmson (Alison B if Alison M absent) to bring out visitors/Governors signing in or out books.

Registers to be given to Teachers and **Alison Malcolmson** to check all visitors are accounted for and inform Sharon all present

Kerry Haffenden:

To check Hubs Avatar, Marvel and Da Vinci, SR Class, including toilets and hygiene rooms - all areas clear. Any students taken to refuge area (Pastoral Leaders Office) ensure fire door is shut.

Josh Greenfield to support Avatar

Inform Sharon all clear and anyone in refuge area.

Elli Cloake

To check Animus, Koa and 6th form block, including toilets, sensory rooms and hygiene rooms - all areas clear, Any students taken to refuge area (Pastoral Leaders Office) ensure fire door is shut. Inform Sharon all clear etc.

James Winchester:

To check DT, FT, Music Science and Art Rooms and Portacabin are clear.

Lesley Crosby (Jeannette/Debbie in Lesley's absence) to check Admin/medical, Speech therapists, pool and wait by pool gate to inform any bus returning and MUGA users if safe to enter or where evacuation taking place.

Robert Mayzes to check Hall, The Space and Changing Rooms are clear and then stand outside entrance to ensure no one enters the building or student leaves the building, also greet the Fire Brigade. MUGA has an alarm. MUGA users to come into the courtyard and line up with other students unless informed by Sharon Kettlewell/Phillip Potter it is unsafe to do so.

Lois Edmunds to check whole of Rosie building to inform Sharon all is clear.

Jeannette Waterston/Debbie May to check the following staff are accounted for:

Kitchen staff and staffroom

To bring swipe card signing out sheets and Exodus Forms out to be checked

If arrive back on bus whilst fire alarm sounding to enter the courtyard, checking safe to do so and inform **Jeannette/Debbie** or Sharon arrived (this is in case of an evacuation so know we are leaving the building)

Inform Sharon all clear etc.

All Teaching staff:

Teachers to check all students and staff from their group accounted for, inform Phillip.

Phillip/Will: to check all students accounted for.

(James Winchester in Phillip or Will's absence)

Phillip, Sharon and Premises Officers to agree all clear.

If all accounted for and no fire found, Phillip to give all clear to return to building.

If someone is unable to check their area, i.e. Pastoral Officer dealing with a student, they must radio or ask someone to ring Sharon or Heather to inform them or member of staff absent,

Sharon/Premises to ensure someone is on duty in car park (Littlehampton Road) if unsafe for anyone to enter when arriving back on the bus

No one to return to the building until Phillip, or member of SLT in Phillip's absence, has said it is safe to do so.

If Head, Phillip or Business Manager, Sharon are off site ring mobile to inform fire alarm activation immediately:

Phillip 07903 271277

Sharon 07771 628886