



SIMON LANGTON
Grammar School for Boys

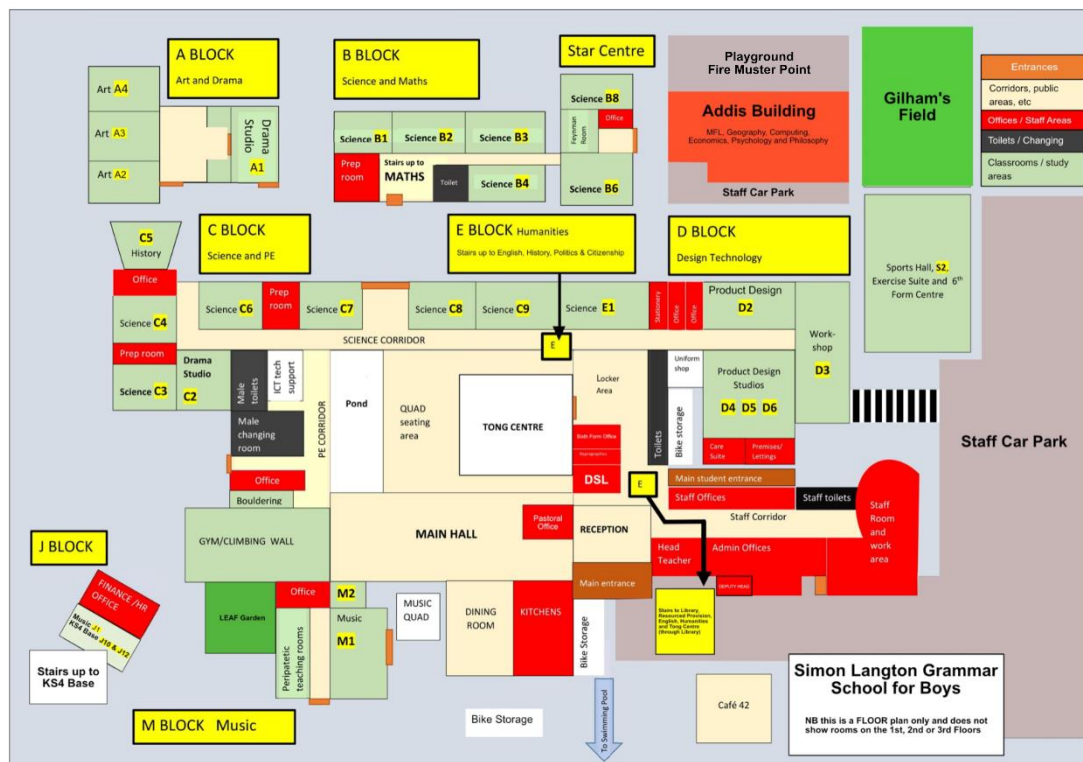
Fire and Emergency Evacuation Plan

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Fire and Emergency Evacuation plan

for

***SIMON LANGTON GRAMMAR SCHOOL
FOR BOYS***



Emergency instructions

1	<p>The action employees should take if they discover a fire</p> <p><i>Immediately operate the nearest alarm call-point.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>
2	<p>How will people be warned in there is a fire</p> <p><i>The fire alarm system will sound on operation of the manually operated alarm call-point or automatically via smoke/heat detection.</i></p>
3.	<p>How the evacuation of the building will be carried out</p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly point on the school playground behind Addis building. All doors to be closed. All staff and students to leave in silence without running and in single file. Last to leave, close corridor fire doors and outside doors.</i></p>
4.	<p>Identification of escape routes</p> <p><i>All exit doors can be used as escape routes.</i></p> <p><i>Instructions on display in all rooms; staff to make themselves aware of instructions for any room they teach in.</i></p> <p><i>The staircase and routes leading to the front door are protected routes.</i></p>
5.	<p>Fire fighting equipment provided</p> <p><i>Fire extinguishers are located in communal areas and near fire exit doors.</i></p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p><u>On hearing the alarm:</u></p> <ul style="list-style-type: none"> - A Designated Fire Marshall (in the first instance), member of front office staff or member of the senior leadership team to call the Fire Brigade - All staff in charge of a class of students will instruct students to form an orderly line and will lead the class, via the nearest exit route, to the assembly point in the playground behind Addis building. Students should leave belongings in the room and proceed <u>in silence</u>. - Attendance Officers to bring out form lists, daily absence lists, signing in/out books and medical room folder and take them out to the front of the school stationing themselves on the playground. Escort pupils from Medical Room. - Staff in the main office will bring out the signing in/out book. - HOYs will collect registers/list of absentees from attendance officers. - Form Tutors to report to HOY to collect these and check on absentees in their form; if Form Tutor identifies any missing students, inform HOY immediately. - Attendance officers to check with HOYS that all is correct. - Staff with responsibility for visitors will usher them out of the building and assemble at the muster point. <p>Teaching staff not attached to form groups - cover where needed.</p> <p>Support staff not involved in specific responsibilities should assemble behind the Addis building on the playground.</p>

7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • Visitors: <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i> • Contractors: <i>must be given information about fire procedures and leave the building at the nearest exit.</i> • People with disabilities: <i>Specific arrangements (A Personal Emergency Evacuation Plan) may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser.</i>
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • <i>During office hours on hearing the alarm a member of the school office staff or Senior Management Team will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate. Outside of office hours a member of the premises team will contact the emergency services.</i> •
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>A member of the premises staff will liaise with the Fire Brigade on their arrival.</i> • <i>Register of highly flammable materials kept on site is located on the main reception desk, together with the Asbestos Register.</i>
10.	<p>The following arrangements and training are given to staff at the centre:</p> <ul style="list-style-type: none"> • <i>All staff and students: Fire Drills three times a year</i> • <i>All staff: Fire briefing once a year (may be in conjunction with fire drill).</i> • <i>Record of training to be kept within Fire Manual.</i> • <i>Training to reviewed on a yearly basis and planned into budget.</i>