Fire evacuation policy and procedure

Acorn House College

Authorised by	The principal and the proprietor
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Contents

FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

Acorn House College believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the college.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

INTRODUCTION AND SCOPE

Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.

Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations of Acorn House College.

This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of Acorn House College. Its requirements extend to all persons at those premises including staff, students, visitors and contractors whether permanently or temporarily engaged.

This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.

Acorn House College will, as far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises:

- provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the
- activities or processes undertaken therein;
- provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
- provide a programme of fire safety training;
- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
- have in place a programme of works to improve or maintain the existing fire safety specifications;
- identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

PRACTICAL FIRE SAFETY ARRANGEMENTS

As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of students, service users, people with disabilities, contractors, the public, etc;
- appropriate safe and secure location of building services e.g. gas and electricity;
- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
- provision of prominently located fire action notices (e.g. by fire alarm manual breakglass points) to inform people of the action to be taken in the event of fire; and
- education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular

- the installation, maintenance, inspection and weekly testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers;
- An annual premises fire safety inspection will be carried.

The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involve:

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design, alterations and commissioning

PLANNING

Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).

Fire Risk Assessments are carried out annually or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk = Work to be completed within 4 to 8 weeks
Medium Risk = Work to be completed within 6 months
Low Risk = Work to be completed within 1 year

Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, students or service users who have known disabilities that will impact on their ability to evacuate the particular premises.

Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practise and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include:

- Fire detection and warning system
- Emergency lighting
- Fire fighting facilities
- Emergency routes and exits
- Fire safety signs and notices
- Portable electrical appliances (PAT) and premises installation testing (5 yearly)

The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.

The College have a number of staff members who are trained as fire wardens. The course is delivered by a qualified competent person, Essex Fire Safety. It is the responsibility of all Fire Wardens to attend one refresher training every third year. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

Fire evacuation exercises will be carried out each term. The evacuations are timed and logged. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post debriefing sessions will accompany each evacuation drill.

Provisions will be made for the safe evacuation of disabled people.

Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.

All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Proprietor.

Testing of building passive and active fire evacuation systems are to be conducted by the principal and/or Health and Safety Officer at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from proforma instructions based on Section 7.

Fire wardens will report any faults or problems to the health and safety officer who will forward the details to the principal.

A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.

ORGANIZATION AND CONTROL

Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5.

The principal and proprietor will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and
- appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;

- ensure that fire, security, and health and safety arrangements at each premises are complementary.

Managers / Section Heads / Department Managers with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as science practical work;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. This emergency plan takes into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers, the extinguishers are replaced;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises;
- confirm that their fire safety inspections address fire safety arrangement

The Competent Persons (who must be competent to carry out this role) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan;
- arrange and review fire drills termly

- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire
- signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire
- extinguishers and fire alarms is not impeded;
- ensure that the regular testing of portable electrical equipment (PAT testing) and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

Staff, students and other people on the premises must:

- ensure they are familiar with the emergency plan for their workplace and co–operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and cooperate with, the responsible person for their workplace;
- report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service; promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan:

1. Number of fires recorded annually / number of fire related incidents.
2. achieving set schedules and time frames (evacuation drills and building audits).
3. Measuring the number of Fire Service callouts against cause.
4. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
5. Annual premises inspection and meetings to ensure actions and progress are made.
6. Annual audit of all fire systems by the Principal and proprietor

REVIEW

Annual audit of all fire systems by the principal and proprietor to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

Active reviews will take place quarterly prior to any likely accident or event.

Reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

Fire Emergency Plan

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

Training and Training Provision

Training on the evacuation procedure is given through the following:

Use of fire equipment

Staff trained in the use of fire equipment and trained as Fire Marshals are:

- Reem Abdelhadi
- Francis Choi
- Shubraj Chuckowree
- Malin Emilsson
- Pantea Etessami
- Tommy Flannery
- Tara Kaoud
- Don Mason
- Patricia Newton
- Anita Obhrai

Staff trained in use of the fire panel are:

- Tara Kaoud
- Marie-Claude Jones

Staff trained to register visitors at assembly points are:

- Francis Choi
- Tara Kaoud

Staff having duties specific to the type of evacuation:

- Tara Kaoud
- Staff trained as fire wardens (see list above)

Method of ensuring everyone understands how to operate the fire alarm:

- Clear signage and instructions by the fire alarm points

Method of ensuring everyone has sufficient instruction and training for fire evacuation:

- Annual review of this policy
- Regular evacuation tests including 'blocked exit' tests

Method of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation:

- Evacuation details clearly displayed through the college including in the corridors and in every classroom
- Summary of evacuation procedure given to guests and visitors on arrival

Information Distribution

All personnel (including staff, students and visitors) are informed of escape routes through:

Instruction: Fire and evacuation drills are held termly and a followed by review and discussion of the procedure.

Training: The staff named above are trained as fire marshals and are able to instruct and advise others in good practice and evacuation procedure.

Emergency exit / route signage: This is reviewed annually and displayed prominently on all evacuation routes including illuminated signage.

Fire action notices: The notices display nearest evacuation route details and details of the muster point in front of Chana Chemist adjacent to the main college building to the front.

Blocked exit: in the event that an exit is blocked, alternatives are clearly signposted. Trained staff are able to override the emergency fire curtain in the main reception area which drops when the alarm is sounded. The most 'at risk' exit is that to the rear of the 'Lab8' development where the rubbish bins are stored. The bins are chained to the opposite wall at all times and there are two fire exits from Lab8.

The Emergency Plan

In the event of a fire, the 'Old building' is separated from 'Lab8' and the reception area by a fire curtain.

The muster point for both buildings is in front of Chana Chemist to the right (as you leave the college via the main exit) of the main college building.

The routes to reach the premises vary depending on location in the College ('Lab8 and reception' or 'Old Building').

Once in the muster area there are the following responsibilities:
- Classroom teachers ensure that all members of their class are present
- Fire marshals confirm with the competent person (Principal Francis Choi or, in his absence a named, nominated person) that the floor they were present on has been 'swept' and empty including as far as possible the toilets and unsupervised rooms such as the student study room
- Reception staff (named above) confirm visitors, guests, contractors and any other non-regular personnel are present at muster point
- Competent person confirms with classroom teachers that they have all of their students, with fire marshals that floors are clear with reception staff that guests/visitors are present and informs fire brigade of any concerns as a result of these checks regarding people who may still be on site.

Evacuation from Old Building: There are two escape routes, one via the main exit/entrance to the College, one to the rear of the College via a metal emergency staircase leading to the 'atrium'.

Evacuation from Lab8: There are two exits leading to the 'atrium'.

Evacuation from the reception area: There is one exit to the rear of the reception area.
- If evacuating via the main exit/entrance the muster area can be found by leaving the college premises and turning right.
- If evacuating via the atrium area, the doors to the "tunnel" will open automatically and the muster area can be found by exiting the tunnel, crossing the carpark, exiting the college premises and turning right.

Toilets: fire marshals are instructed to check toilets on their way out if it is safe to do so. If it is not safe to do so they will not check but will report this immediately to the emergency services on arrival.

It should be noted that students and staff may come and go freely without signing in and out during breaks and 'free' periods. It is not always possible to say for certain that an individual is on the premises at the time of a fire. Fire brigade will be made aware of this immediately in the event of an emergency.

If a fire is discovered:
- The alarm must be raised by operating the nearest fire alarm call point
- Staff, students and any visitors on site must evacuate to a safe place
- The lift must not be used.
- Trained personnel will tackle the fire only where appropriate.
- Fire wardens, where appropriate, will check toilets and close windows and doors on the way out.
- Any staff that have responsibilities for assisting persons with Personal Evacuation will follow procedure and respond as required following the actions as identified in the Plan.
- Everyone must leave the building by the nearest exit.
- Personal belongings must be left in rooms or study areas.
- Visitors must be escorted from the building to the assembly point.
- All doors enroute must be closed without delaying escape.
- Staff, students and visitors must remain at the assembly place.
- Return to the building only when authorised to do so by the Fire Brigade.

If the fire alarm sounds
Any staff that have responsibilities for assisting persons with Personal Evacuation Plans must respond as identified in the Plan. If not then:
- Staff, students and visitors must leave the building by the nearest exit.
- Any doors enroute must be closed without delaying escape.
- Personal belongings must be left in rooms or study areas.
- Fire fighting equipment can only be used by trained staff if it is safe to do so.
- Fire marshals and staff must provide information, including number of students and visitors, in the building when the alarm sounded. This information must be given to the Fire Brigade when they arrive.
- Staff, students and visitors remain at the assembly place.
- Return to the building only when authorised to do so by the Fire Brigade.

Contacting the Emergency Services

Emergency services are called automatically when the alarm sounds. Admin staff will be asked by the principal to ensure the fire brigade have been called. If not, the admin will call them. The admin staff has a college issued mobile phone and will have this on their person in the event of a power failure.

Identify Processes, Machines or Power That Must Be Shut Down

On evacuation of the science labs, if it is safe to do so, the gas and electricity will be isolated at the emergency points by the staff present in the lab.

Specific Arrangements for Any High-Risk Areas

Non-required.

Emergency Services Liaison Procedures

On arrival, the competent person (currently the principal, Francis Choi or someone nominated by him in his absence) will liaise with emergency services. They will be informed of:

- Any rooms not checked by a fire warden including the toilets
- Anyone believed to be in the building but unaccounted for and when and where they were last seen
- **It should be noted that students and staff may come and go freely without signing in and out during breaks and 'free' periods. It is not always possible to say for certain that an individual is on the premises at the time of a fire. Fire brigade will be made aware of this immediately in the event of an emergency.**

Competent person will make him/herself known to the emergency services and will stand outside of the main gates to the college if possible.

Specific Information for the Emergency Services

Information such as:

- Type of emergency
- Location of the fire / incident
- Missing persons
- Flammable material stores
- Location of high risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

Will be given to the emergency services by the competent person on their arrival.

Location of information

- Information on risks is kept in the admin area in a secure file
- Maps indicating escape routes are in every room, corridor and by every emergency exit along with instructions on evacuation procedures
- Alarms are clearly identified with signage listing the muster point and evacuation routes
- Details of alarm location are held near the fire panel and are known to the relevant member of admin staff (Tara Kaoud).

Accounting for Personnel

- Classroom teachers ensure that all members of their class are present
- Fire marshals confirm with the competent person (Principal Francis Choi or, in his absence a named, nominated person) that the floor they were present on has been 'swept' and empty including as far as possible the toilets and unsupervised rooms such as the student study room
- Reception staff (named above) confirm visitors, guests, contractors and any other non-regular personnel are present at muster point
- Competent person confirms with classroom teachers that they have all of their students, with fire marshals that floors are clear with reception staff that guests/visitors are present and informs fire brigade of any concerns as a result of these checks regarding people who may still be on site
- Emergency services will be informed of any rooms or areas that were not able to be 'swept' (eg it may not always be possible to check toilets if certain escape routes are blocked). It is possible to account for students in class at the time of alarm, staff teaching/in reception at the time of the alarm and any visitors or contractors etc. It is not possible to account for staff or students who have left during breaks, 'free' periods etc and the fire brigade will be made aware of this particularly if there are 'unswept' areas
- If someone is missing, the fire brigade are informed immediately but no member of staff will re-enter the building

Escape Routes

There are five escape routes from the building clearly indicated on the emergency signage:

- Main staircase
- Rear staircase
- Through reception
- Exit 1 in Lab8
- Exit 2 in Lab8

Assembly Points

There is one assembly point for all five escape routes located outside Chana Chemist to the right of the main building as you leave. This area is indicated on all emergency signage. Teachers are asked to hold their students in groups to make it easier to count/account for them.

Identify Persons Especially at Risk

From time-to-time there may be students or staff admitted to the college or present on site who are especially at risk. An evacuation plan will be developed for them and kept in reception along with the fire risk assessments.

Evacuation Arrangements for Disabled People

From time-to-time there may be students or staff admitted to the college or present on site who are disabled. An evacuation plan will be developed for them and kept in reception along with the fire risk assessments. Risk will be minimised by, as far as is possible, ensuring that they work or study only on the ground floor and hence are not reliant of the lifts to move around the building. The lifts will be out of bounds in the event of a fire.

In the event that a disabled member of staff or student is admitted and they are required to spend time on the first floor or higher and they are unable to use the stairs, the college will purchase evacuation chairs to allow for their safe evacuation. When required relevant staff will be trained to use the equipment.

Visitors and / or Contractors

There are often visitors present on the college premises. Other people, such as contractors, cleaners, etc. may be present on a regular or ad hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

Visitors are logged in and out of the building and are identified on the premises with visitors badges. Visitors are made aware of the evacuation procedures on arrival. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors are also be logged on and off the premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

Staff with Specific Responsibilities

- The fire wardens are: Reem Abdulhadi, Francis Choi, Shubraj Chuckowree, Thomasina Flannery, Anita Obhrai, Pantea Etessami, Malin Emilsson, Patricia Newton, Sean Brennan, Tara Kaoud.
- The competent person is: Francis Choi, in his absence the competent person is Donovan Mason.
- The registered first aiders are: Francis Choi and Donovan Mason.

Overall Control

The principal (Francis Choi) is in overall control of the situation as the competent person and is responsible for:

- Checking with fire wardens that the premises are fully evacuated
- Being a fire warden himself
- Ensuring the emergency services are contacted
- Ensuring the emergency services are aware of the situation regarding any missing or unaccounted for persons
- Ensuring that the fire alarms are tested regularly
- Ensuring that there is a fire alarm every term
- Ensuring records are kept of all fire evacuations including tests, false alarms and genuine alarms

The competent person will also:
- Take overall control of the evacuation
- Ensure that other people with specific duties have taken relevant action
- Account for all persons in the premises
- Liaise with the Fire and Rescue Service
- Initiate any additional response in relation to the care of people with special needs

Fire Wardens

Fire wardens are valuable in any premises and vital in large ones. The fire wardens/marshals are named above. Fire Wardens will be given responsibility for the floor on or area in which they usually teach/work. There may be more than one fire warden on any one floor or are but there will always be a minimum of one per floor or designated area. They will have specific responsibilities:

- Sweeping the building on the way out
- Carry out emergency fire fighting eg tackling bin fires, small fires blocking exits on their way out. They will not spend a long time tackling fires and have been trained on which fires are 'tacklable'
- They are trained not to put themselves at risk and will usually only tackle fires that are blocking exits or on evacuation routes on their way out
- They will proceed to the assembly point and account for individuals in their areas
- They will assist the competent person as detailed above

Fire Fighting

- Fire wardens are trained to use the fire fighting equipment
- The equipment is clearly identified in each room or corridor and by the emergency exits.

Fire Control Panel

- The fire panel will be checked by the relevant member of admin staff (Tara Kaoud)
- Their next step is to inform the attendant emergency services and the competent person of the alarm panel that has been activated and the suspected location of the fire
- They are responsible for silencing and resetting the panel during the weekly checks and during emergencies.

Contingency Plans in emergency

Fire alarms not working
Fire wardens are trained to shout "FIRE, FIRE! EVACUATE NOW!" In the event that a fire is identified and the alarm found to be out of order. They will as immediately as is practicable inform the competent person and other fire wardens who will also raise the alarm in this way.

Emergency lighting
Fire wardens will have access to emergency torches to guide personnel to the exits.

Other systems out of order
Eg fire detectors, fire doors, sprinklers etc fire wardens will take no risks and will inform the emergency services immediately if any such defects are noticed.

Valuables still in the building
Personnel with personal belongings still in the building will be required to wait until the emergency services allow re-entry.

Inclement weather

At present there is no contingency for inclement weather at the assembly point, however if there is a genuine emergency that is likely to take longer than 20 minutes to resolve, personnel may be allowed to leave the assembly point, for example to go home or to shop or cafe in order to shelter from the weather. This is at the discretion of the competent person and may happen only with his permission.

The building cannot be re-entered
- In the event that the building cannot be reentered, staff and students will be dismissed from the assembly site
- The competent person and administration staff will have access to emergency contact details for students and, as far as possible; parents will be informed of the situation by telephone and/or email. Details can be obtained online via the college database. Email and phone can be used via mobile phones
- Students of compulsory school age will not be dismissed until every attempt has been made to contact their parents. If parents are not contactable students may have to wait at the assembly point until the usual end of the College day. If this is not practicable or safe, arrangements for their safe transit home will be made and parents informed as soon as possible of the arrangement. This may involve senior staff escorting, driving or accompanying students home.
- Students of compulsory school age who cannot be dismissed will remain the responsibility of a designated member of the senior staff.

Re-Entering the Building
- People will be prevented from entering the building by the competent person and fire wardens
- People will know they can re-enter the building when the competent person makes an announcement to that effect
- Permission to re-enter will be given by the Senior Fire Service Officer in the event that the emergency services have been contacted

APPENDIX A: EXAMPLE FIRE SAFETY MAIN|TENANCE CHECKLIST

	Yes	No
Fire fighting equipment		
1. Are all fire extinguishers present in their correct location?	[...]	[...]
2. Are all fire extinguishers clearly visible?	[...]	[...]
3. Are all fire hydrants accessible for the fire service?	[...]	[...]
4. Are all fire equipment in working order?	[...]	[...]
5. Are all fire extinguishers mounted 1-1½ meters?	[...]	[...]
6. Is the pressure in stored pressure extinguishers correct?	[...]	[...]
7. Has all the equipment been tested by a competent person?	[...]	[...]
Escape routes and exits		
8. Can all fire exits be opened immediately and easily?	[...]	[...]
9. Are fire doors clear of obstructions?	[...]	[...]
10. Are escape routes clear?	[...]	[...]
11. Do all emergency fastening devices work correctly?	[...]	[...]
12. Are all external escape routes clear?	[...]	[...]
13. Do all electronic release mechanisms work correctly?	[...]	[...]
14. Do all automatic doors "failsafe" in the open position?	[...]	[...]
15. Are all self-closing devices working correctly?	[...]	[...]
16. Are all door seals and intumescent strips in good condition?	[...]	[...]
17. Are all external stairs in good condition and non-slip?	[...]	[...]
18. Do all roller shutters for compartmention work correctly?	[...]	[...]
19. Do all internal fire doors close against their rebate/stop?	[...]	[...]
20. Do all fire doors work correctly?	[...]	[...]
21. Is escape compartments in good conditions?	[...]	[...]
Signs		
22. Are escape route signs clearly visible and legible?	[...]	[...]
23. Do signs indicate the nearest escape route from all workplaces?	[...]	[...]
24. Are internal fire doors labelled?	[...]	[...]
25. Do external fire doors have opening instructions shown?	[...]	[...]
Escape lighting *(if present)*		
26. Are luminaries and exit signs in good conditions?	[...]	[...]
27. Is the emergency lightning and signs working normally?	[...]	[...]
28. Are charging indicators visible and illuminated?	[...]	[...]
29. Do all luminaries and exit signs work when tested?	[...]	[...]
30. Are emergency generators working correctly?	[...]	[...]
31. Do luminaries work for a third of their rated value?	[...]	[...]
32. Do all luminaries operate on test for their full duration?	[...]	[...]
33. Has the system been checked by a competent person?	[...]	[...]
Fire Warning system *(if present)*		

34. Did the fire alarm work correctly when tested? […] […]
35. Did staff and all others hear the alarm working? […] […]
36. Did any linked protection system work correctly? […] […]
37. Did visual alarms, pagers or vibrating pads work? […] […]
38. Do voice alarms work and was the message understood? […] […]
39. Is the main indicator showing normal? […] […]
40. Are whistles, gongs, or air horns in their correct place? […] […]
41. Has the system been checked by a competent person? […] […]

General

1. Are the emergency tanks/ponds at their normal/correct level? […] […]
2. Are vehicles blocking fire hydrants or access to them? […] […]
3. Additional items from manufacturers requirements? […] […]
4. Has the emergency evacuation lift (if fitted) been tested? […] […]
5. Have sprinkler systems been tested by a competent person? […] […]
6. Have release and closing mechanisms on fire resisting compartment doors and shutters been tested? […] […]
7. Have dry/wet risers been tested by a competent person? […] […]
8. Has smoke control systems been tested by a competent person? […] […]
9. Has external access for the fire and rescue service been checked for availability at all times? […] […]
10. Have any fire fighter switches been tested? […] […]
11. Are fire assembly points clearly indicated by signs? […] […]

APPENDIX B: FIRE SAFETY TRAINING PROGRAM

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. This training takes place in the beginning of the academic year, preferably before the term starts. There will one fire drill per term to test the fire safety training.

Fire Safety Training Sessions

New Employees: Induction Programme

Current Employees: One training session per year

Fire Wardens: One training session every three years specific to their duties with internal 'refresher' training once per year

Managers: One training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

Fire Safety Training Topics
- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raise the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and, where appropriate, the correct use of portable fire extinguishers and firefighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy (where applicable);
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Training Records
All fire safety training will recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.