



FIRE AND EMERGENCY EVACUATION PROCEDURE

April 2019

FIRE AND EMERGENCY EVACUATION STAFF PROCEDURE PLAN

This plan covers the weekday evacuation from 07:30 hours to 18:00 hours.

Areas covered within the plan include The Academy's main school, all before and after Academy clubs, day nursery and the arts centre.

IF YOU DISCOVER A FIRE, OPERATE THE NEAREST FIRE ALARM CALL POINT

On hearing the FIRE ALARM, staff should immediately commence the evacuation of their own classroom or work area and leave the building using the nearest available escape route, then follow the signs to the designated **Assembly point located on the 3G pitch at the rear of The Academy**. The site **MUST** be evacuated on all alarm activations.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

FIRE MARSHALS must ensure that they check the classrooms, toilets and offices within the vicinity, which they are located in at the time of the alarm activation. Fire Marshals will then leave the building and assist with the evacuation from the outside.

DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE INFORMED IT IS SAFE TO DO SO BY THE HEAD TEACHER OR FIRE OFFICER IN CHARGE.

ROLL CALL

- Academy office staff are to take registers and signing-in books to the assembly point and distribute registers to class teachers or TAs.
- If the registers are still in the classrooms, the class teacher will take them to the assembly point.
- Arts centre reception staff are responsible for taking the signing-in books to the assembly point.
- The senior member of staff in each nursery room is responsible for taking their room's register to the assembly point.
- It is important that ALL staff sign in and out of the site on a daily basis.
- If anyone is unaccounted for the Head Teacher or Deputy Head must be informed immediately.

IF A FIRE IS DISCOVERED, THE FIRE BRIGADE WILL BE SUMMONED BY A DESIGNATED MEMBER OF STAFF.

- **DIAL 999 AT REPORT FIRE AT:**
The Academy of Woodlands
Woodlands Road
Gillingham
Kent ME7 2DU

Wait for the operator to confirm our location before ending the call.

GENERAL POINTS

- Any gate key holder who is passing a locked gate is to unlock the gate. Staff members with direct responsibility for unlocking particular gates are aware of their role.
- Please familiarise yourself with the location of the new gates which have been installed adjacent to the 3G pitch.
- Support staff, including cleaning staff and mealtime supervisors will assist in the evacuation.
- Our priority is to evacuate the site safely and calmly and to only close doors and windows if it is safe to do so, and will not delay your evacuation.
- On arrival at the assembly point the Fire Marshals will report to the Head Teacher or Deputy Head that the areas they have checked are clear. This will assist the fire brigade if they are required to attend.
- **RADIOS** are to be switched to **channel one**, by the individual radio handlers, then await instructions. Please keep airwave clear unless you are directly involved in the incident.
- The Site Manager or Site Team will check the alarm panel and investigate the cause of the alarm and then convey the findings to the Head Teacher or Deputy Head.
- The alarm **will not** be silenced or the all clear given until the cause of the activation can be verified. The continued sounding of the alarm will also indicate to incoming visitors that they are not to enter the building.
- If the fire brigade are required to attend the site then the Site Manager or the Site Team will man the car park barrier.

NOTE: THE FIRE ALARMS ARE TESTED EACH FRIDAY MORNING AT 07:00 HRS.

Tony Tippell

Site Manager

Date of next planned review: April 2020

FIRE AND EMERGENCY EVACUATION STAFF PROCEDURE PLAN

This plan covers weekend evacuation from 08:00 hours to 22:30 hours.

Areas covered within this plan: **Community Arts Centre**

If you discover a fire, operate the nearest fire alarm call point

On hearing the fire alarm this evacuation procedure should be followed. The Arts Centre receptionist who is a trained Fire Marshal will coordinate the evacuation of staff and visitors. All clients are aware of the exit routes from the rooms they are using, and the escape routes from the building.

The out of hours fire assembly point is located in the back playground near The Academy kitchen.

- Any staff onsite are to change **radios to channel one.**
- The fire alarm **will not** be silenced or the all clear given until the cause of the activation can be verified. This will also indicate to incoming visitors not to enter the building.
- The receptionist, if necessary, call out the Site Manager or a member of the Site Team (contact numbers are already known to them) or call on sports staff for assistance if required.
- **Roll call:** with the assistance of the Centres clients a roll call will be taken.
- Due to out of hours staffing levels it may not be possible to conduct a search of the buildings.
- In the event that the Fire Brigade are required to attend the site, the Fire Marshal will dial 999 and man the front car park barrier.
- In the event of a fire or emergency that would prevent The Academy from operating, the Head teacher or Deputy Head must be informed.

Tony Tippell

Site Manager

Planned review date: April 2020

FIRE AND EMERGENCY EVACUATION STAFF PROCEDURE PLAN

This plan covers evening evacuation from 18:00 hours to 22:30 hours.

Areas covered within this plan: **Community Arts Centre**

If you discover a fire, operate the nearest fire alarm call point

On hearing the fire alarm, this evacuation procedure should be followed. The Arts Centre receptionist, who is a trained Fire Marshal, will coordinate the evacuation of staff and visitors. All clients are aware of the exit routes from the rooms they are using and the escape routes from the building.

The out of hours fire assembly point is located in the back playground near The Academy kitchen.

- All staff onsite are to change **radios to channel one.** The evening cleaning staff will leave the building by the nearest fire exit and then make their way to the assembly point. They will designate one of their staff members to coordinate with the receptionist and offer assistance.
- The fire alarm **will not** be silenced or the all clear given until the cause of the activation can be verified. This will also indicate to incoming visitors not to enter the building.
- The receptionist will, if necessary, call out the Site Manager or a member of the Site Team (contact numbers are already known to them) or call on sports centre staff for assistance if required.
- In the event that the Fire Brigade are required to attend the site, the Fire Marshal will dial 999 and man the front car park barrier.
- **Roll call:** the designated member of cleaning staff will take the roll call and report the findings to the Fire Marshal.
- In the event of a fire or emergency that would prevent The Academy from operating, the Head Teacher or Deputy Head must be informed.

Do not re-enter the building unless directed to do so by the Fire Officer in charge.

Tony Tippell

Site Manager

Planned review date: April 2020

FIRE MARSHALS

Tony Tippell

Mark Pullen

Charlotte Hall

Mark Thirkell

Wayne Darwood

Emma Urquhart

Rick Austin

Ian Andrew

Ryan Smithson

Danielle Smithson

Lauren Browne

Ben Urquhart

Policy reviewed: April 2019

Head Teacher: _____

The Academy of Woodlands Director: _____