

Fire and Emergency Evacuation Procedures



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TAMWORTH
SIXTH FORM

This document details the Fire and Emergency Evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

This procedure applies to all staff

(1) Action on discovering a fire

See Appendix 1.

The member of staff discovering the fire must sound the alarm by using the nearest available alarm point. If the fire can be isolated by closing fire doors, or by some other means, or can safely be extinguished by staff trained in the use of firefighting equipment, this action should be taken. However, the priority is for the safe evacuation of all occupants out of the building.

DO NOT FIGHT A FIRE UNLESS YOU ARE TRAINED TO DO SO

(2) Action when the fire alarm sounds

See Appendix 1.

All personnel will evacuate the building.

If you discover a fire, immediately sound the alarm by activating the nearest fire alarm call point. On hearing the alarm, make your way to the nearest safe exit and leave the building immediately, making your way to the Assembly Point following any instructions given by Academy staff.

Staff Supervising Students - will escort those students out through the nearest exit and go directly to their assembly points on the astroturf.

Personal Tutors – meet your tutor group at your assembly point and check the register, report any absence to the Student Supervisor.

Admin Team are responsible for bringing out visitors book/Inventory report(s) and handing to the Fire Marshall Co-ordinator.

Attendance Officers are responsible for printing student registers and handing to the Tutors.

Personnel trained in the evacuation of person with restricted mobility should make their way to the alarm panel (Sixth Form).

(3) Fire Team and Fire Marshalls

The names and duties of all staff with fire responsibilities are shown in [Appendices 2 and 3](#).

Fire Control Co-ordinator – will ensure that overall organisation and implementation of the fire evacuation procedure.

Fire Marshall Co-ordinator – will ensure that all areas have been checked by the Fire Marshalls, and check staff, visitors and contractors.

Student Supervisor – will ensure that all students have been checked by the Tutors.

Fire Marshalls - there are normally two Fire Marshalls for each area. Fire Marshalls **must ensure** that they report to the Fire Marshall Co-ordinator on arrival at the assembly points to confirm that their area has been checked (they should state their area number). Should the Fire Marshalls be unable to check their area (i.e. they are in the Restaurant and should not go back into the building), they must report this fact to the Fire Marshall Co-ordinator.

Site Team – will check buildings and panels.

(4) Visitors and Contractors

All visitors (not members of the public) and contractors must sign in on arrival and report to the appropriate assembly point in the event of a fire. They must sign out on leaving the premises.

In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractors working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire service.

The risk of fire arising out of the work of any contractor on the premises must be assessed (use of Contractor Hazard Exchange Form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

(5) Persons using a wheelchair and/or with restricted mobility

Those with restricted mobility in a first floor room at the Sixth Form should make their way to the safest Refuge Point and wait there. They should use the telephone located at the safe refuge to notify staff of their position. Trained staff at the control panel will monitor the call and the make suitable arrangements for safe evacuation either by trained staff or the fire service.

Person(s) using wheelchairs or with restricted mobility on the first floor of the Sixth Form should make their way to the nearest safe refuge point and identify their position to staff via the safe refuge phone. A trained member of staff will then be dispatched to the refuge area. At Sixth Form **the lift should NOT be used. At QEMS persons with restricted mobility do not use first and second floors.**

Safe Refuge Points at Sixth Form are located on the First Floor:

1. D Wing, back, at top of staircase
2. E Wing, back, at top of the staircase
3. F Wing, back, at top of the staircase
4. LRC through door on the left
5. Theatre Projection Room, at top of staircase
- 6.

Safe Refuge Points at QEMS are located on the Second Floor:

1. By English classroom
2. By English classroom

(6) Sports Centre

The Sports Centre will following the campus fire evacuation procedure and fire responsibilities are shown in [Appendix 2](#).

(7) Fire Assembly Points

Fire assembly Points are situated at the back of the Academy campus on the astroturf area – see [Appendix 4 and 5](#).

(8) Examination Room evacuation

See [Appendix 6](#).

(9) Bookings/Lettings – external customers

A member of the Academy site staff will be available to assist evacuation. Persons who organise evening events must issue written instructions as regards the action to take in the event of discovering a fire or on hearing the fire alarm sounded – see [Appendix 7](#).

(10) Summoning the Fire Service

The Site Manager/Team will be responsible for alerting the Fire Service if required. Having liaised with the Fire Control Co-ordinator regarding any persons unaccounted for, or persons using a Safe Refuge Point, the Site Manage/Team will be responsible for relaying this information to the Fire Service.

(11) Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

(12) Fire Notices

Fire action notices are displayed in each room across the campus indicating the action to be taken on discovering a fire or upon hearing the fire alarm.

(13) Fire Drills

Fire drills will be undertaken every term. The first drill in each Academic Year will be notified in advance as it will be used as a training drill for new staff and students. Subsequent drills will be without notice.

(14) Fire Alarm Tests

The fire alarms are tested weekly on a rota of points. A record is maintained of these tests.

(15) Fire Fighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

(16) Medical

Any medication that may need to be taken out in the event of an evacuation will be prepared by the Medical Officer and left in suitably named containers in a selected location for the designated staff to collect. The Medical Officer will notify the designated staff of where the medicines should be collected from.

The Medical Officer is responsible for circulating to staff any PEEPs (Personal Emergency Egress Plan) required in the event of a fire evacuation.

Only when all students, visitors, staff and other personnel are accounted for can people return to the buildings

The Fire Control Co-ordinator will notify the Director of Sixth Form and the Head of School QEMS when it is safe to the return to the buildings