

# Gladesmore Community School



## **FIRE & EMERGENCY EVACUATION PLAN** **September 2023 onwards** **[HS2.1]**

Last updated: 13 July 2023

Review: Annual

Governing Body :

Status : Statutory

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## **FIRE & EMERGENCY EVACUATION PLAN [HS2.1]**

This document details the fire and emergency evacuation policies & procedures for the school site. Staff need to ensure that they are familiar with these procedures and act upon the requirements. The document comprises the following sections

### **SECTION A- Policies & Procedures**

#### **1. SUMMARY ACTION ON DISCOVERING A FIRE**

1. Raise the alarm by breaking the glass at the nearest 'call point'.
2. Alert **Alexis O'Brien / site staff** and staff on duty (in general office), of fire location.
3. **Senior staff on site must be notified immediately,**
4. The priority is to evacuate the building not to tackle the fire.
5. If clear, minor fires may be tackled by extinguisher trained staff.

#### **2. OPERATION OF THE ALARM**

- The full fire alarm will sound if no action is taken during a three-minute warning alarm.
- The warning alarm is much quieter and can only be heard in the immediate vicinity of one of the fire alarm display screens. These are located at the Main Reception, the Sports Centre, and the Success Lounge lobby
- The full fire alarm will sound if two detectors and break glasses are activated. This is a double knock system

#### **2. SUMMONING THE FIRE & RESCUE SERVICE**

- **Office staff or senior staff** on duty will **dial 999** to call the fire service. Other emergency services will be called if necessary.
- If the office is closed, then **site staff** should call the emergency services.
- In the event of any injuries, these will be looked after by a designated first aider, who will have the responsibility for liaising with the ambulance service.

#### **3. FIRE TRAINING**

- Evacuation training is carried out with pupils and staff.
- The Fire Marshall (**Andrew Aibangbee**) and Fire Drill Officer (**Ernest Regisford**) have responsibility for informing staff of these procedures.
- The Fire Marshall and Fire Drill Officer have responsibility for reviewing procedures and implementing any necessary changes to the system.

#### **4. PERSONS WITH DISABILITIES**

- The evacuation from the building of any person(s) with a disability will be given priority.

#### **5. STAFF AVAILABILITY**

- Senior members of SLT on site will take the leading role to oversee the implementation of Fire Evacuation procedures. These usually being one of: **Andrew Aibangbee or Ernest Regisford.**

#### **6. VISITORS AND CONTRACTORS**

1. All visitors and contractors must report to the appropriate member of staff.
2. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly muster point.
3. Contractors working on the premises, shall be informed of the fire and emergency procedures that apply
4. Staff and contractor's working on the premises out of usual school hours, shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.
5. The risk of fire arising out of the work of any contractor at the premises will be assessed and appropriate precautionary measures put in place.

#### **7. CO-ORDINATION WITH CROWLAND PRIMARY SCHOOL**

- In the event of a fire emergency SLT staff on site will liaise with Crowland Primary School and coordinate actions.

#### **8. PREVENTION**

1. Staff are expected to complete online Safe Smart Fire Training
2. Systematic checks are scheduled throughout the year and are undertaken by designated staff to minimise the possibility of fire. This is monitored on Safe Smart.
3. All staff have an ongoing responsibility to check for fire hazards in their designated area & report concerns to **Alexis O Brien**, premises manager.
4. Staff are expected to comply with policy and play an active part in minimising the risk of fire. Including for instance not using personal electric appliances, avoiding the pile up of combustible materials, ensuring evacuation routes are kept free from obstruction.

#### **9. FIRE ALARM SYSTEM TEST**

- The fire alarms are tested once a week by the site staff who have responsibility for reporting any defects and ensuring they are repaired.

#### **10. FIRE FIGHTING EQUIPMENT**

Firefighting equipment is examined at least once a month by site staff. It is serviced once a year by a competent service engineer

## SECTION B – Responsibilities

**Fire Marshall: Andrew Aibangbee**  
**Fire Drill Officer: Ernest Regisford**  
**Premises Manager : Alexis O'Brien**

Event	Role of Site Staff (checking the site)	Role of the Fire Wardens (checking occupants)	Role of Office Staff (coordinating information)	Role of Teaching & Support Staff (managing pupils)
<p><b>Fire panel warning sounds</b></p> <p>This is a high pitched peep localised to the fire panel.</p>	<ul style="list-style-type: none"> <li>✓ Insert key turn from the 'normal' to the 'enable' setting</li> <li>✓ Press the 'Silence buzzer' and acknowledge button</li> <li>✓ Read location of alarm on panel</li> <li>✓ Physically check location</li> </ul> <p><b>No fire:</b></p> <ul style="list-style-type: none"> <li>✓ At the location. Reset the 'Call Point' (small red panel with glass cover) or look at why the smoke or heat detector was activated.</li> <li>✓ At the main alarm panel press the 'Reset' button Turn key back to normal position</li> </ul> <p><b>Fire:</b></p> <ul style="list-style-type: none"> <li>✓ If the full alarm is not activated, press the nearest call point, this will activate a</li> </ul>	<p>No action at this stage</p>	<p>Contact the site staff if the warning alarm sounds.</p>	<p>No action at this stage</p>

<b>Event</b>	<b>Role of Site Staff</b> (checking the site)	<b>Role of the Fire Wardens</b> (checking occupants)	<b>Role of Office Staff</b> (coordinating information)	<b>Role of Teaching &amp; Support Staff</b> (managing pupils)
	<p>double knock and the alarm will sound instantly</p> <p>✓ Liaise with Fire Marshall</p>			
<p><b>Full Alarm Sounds</b> The fire alarm is a loud continuous tone. It is notably different to the lesson change buzzer.</p>	<p>Check as above to make sure that this isn't a false alarm.</p>	<p>Ensure occupants in your area begin to evacuate immediately</p>	<p><b>Next actions</b></p> <p>Evacuate</p> <p>Once the status has been determined call 999</p> <p>Inform staff in the Sports Centre &amp; Success Lounge</p> <p>Inform reception at Crowland school (0208 800 4553)</p> <p>Access visitor list remotely in the assembly area</p>	<p>Evacuate the site</p>
<p><b>Whole school Evacuation required</b></p>	<p>Inform the office staff.</p> <p>Unlock all exit gates. Including Markfield Park gates</p> <p>Alert the office to contact the emergency services. In the event that the office is closed, contact the emergency services</p>	<p>Ensure evacuation begins by sweeping through the designated area to ensure that all staff and pupils are aware that an alarm state exists and leave the building. And, if safe to do so, to close doors and windows behind on route to the fire assembly point. Inform Fire Marshal of the floor status.</p>	<p>Terminate any incoming call to the switchboard.</p> <p>Dial 999 to alert the emergency services.</p> <p>Collect the 'Fire Documents Book'</p>	<ol style="list-style-type: none"> <li>1. Keep pupils calm.</li> <li>2. All pupils must be orderly and walk, not run, during the evacuation.</li> <li>3. Pupils should be led to the nearest exit indicated by the green &amp; white signs outside each room.</li> <li>4. Pupils should not stop on route, go to the toilet or divert elsewhere.</li> </ol>

<b>Event</b>	<b>Role of Site Staff</b> (checking the site)	<b>Role of the Fire Wardens</b> (checking occupants)	<b>Role of Office Staff</b> (coordinating information)	<b>Role of Teaching &amp; Support Staff</b> (managing pupils)
				<p>5. Classroom doors should be closed, not locked.</p> <p>6. The school assembles in Markfield Park.</p> <p><b>7. Pupils line up in their tutor group</b> alongside the year group signs on the fence, away from the buildings.</p> <p>8. Take a register which will be supplied by office staff via HOY.</p> <p>9. Support staff not assigned to classes and visitors should gather at the designated assembly point</p> <p>10. Do not use the <b>Lifts</b>.</p>
<p><b>Whole school Evacuation required</b></p> <p><b>(Before registration, during morning break and lunchtime)</b></p>	<p>Inform the office staff.</p> <p>Unlock all exit gates. Including Markfield Park gates</p> <p>Alert the office to contact the emergency services. In the event that the office is closed, contact the emergency services</p>	<p>Trigger evacuation by sweeping through the designated area to ensure that all staff and pupils are aware that an alarm state exists and leave the building. And, if safe to do so, to close doors and windows behind on route to the fire assembly point. Inform Fire Marshal of the floor status.</p>	<p>Terminate any incoming call to the switchboard.</p> <p>Dial 999 to alert the emergency services.</p> <p>Collect the 'Fire Documents Book'</p>	<p>Evacuate as you move through the site:</p> <ol style="list-style-type: none"> <li>1. Keep pupils calm.</li> <li>2. All pupils must be orderly and walk, not run, during the evacuation.</li> <li>3. Pupils should be led to the nearest exit indicated by the green &amp; white signs outside each room.</li> </ol>

Event	Role of Site Staff (checking the site)	Role of the Fire Wardens (checking occupants)	Role of Office Staff (coordinating information)	Role of Teaching & Support Staff (managing pupils)
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## SECTION C – Fire Wardens

Building	Area	Aspect	Fire Warden 1	Fire Warden 2 (in case of absences)
Main block	X	Office & Admin	Subashani Naidoo	Nicole Constantinou
Main block	B	Ground	Carl Redman	Zak Kamil
Main block	T	Ground	Carl Redman	Zak Kamil
Main block	L	First Floor	Zak Kamil	Carl Redman
Main block	E	First Floor	Zak Kamil	Carl Redman
Main block	H	Second Floor	Peter Larvin	Sam Lynch
Main block	A	Second Floor	Peter Larvin	Sam Lynch
Main block	IT	Third Floor	Sam Lynch	Peter Larvin
Hall & Glade Diner		Hall & GladeDiner	Yvonne Dyer/ Charm Thomas	Michelle Dawkins
Science	S	First Floor	Karen Gill	Mayya Patroclou
Science	S	Ground	Mayya Patroclou	Karen Gill
Mathematics	M	First Floor	Patricia Francis	Radcliffe Reid
Mathematics	M	Ground	Radcliffe Reid	Nicole Scott
Grovelands	G	First Floor	Marvin Campbell	Ilhan Gozubuyuk
Grovelands	G	Ground	Ilhan Gozubuyuk	Marvin Campbell
Auditorium			Nick Willis	Dennis Gardiner
Atrium			Dennis Gardiner	Nick Willis
Sports Hall	P		Adil Hussein	Adiva Bryan
CLC	C	First Floor	Emma Davies	Cathy Cameron
CLC	C	Ground	Jenny Irish	Saheda Norton
Success Lounge			Godfrey Davis	Ijeaku Mezue
Reception (Fire Panel)			Alexis O'Brien	Goldwater Ojokor
Park (Assembly Area)			Andrew Aibangbee (Fire Marshall)	Ernest Regisford (Fire Drill Officer)



Fire Wardens have a two-fold role:

- (i) **proactive** - to help ensure that the assigned area is safe from uncontrolled fire risks;
- (ii) **reactive** - to undertake checks when fire alarm sounds and if necessary help ensure prompt and safe evacuation of designated area and report this information to the Fire Marshal.

1. The **proactive** element of the Fire Warden's role is achieved by regularly inspecting the designated area with a view to identifying faults, potential problems and hazards. Local circumstances may dictate variations / additions to the range of items checked, as well as the frequency. Checks should be recorded as they may be required. Faults and problems discovered by Fire Warden's during the inspections must be reported as a matter of urgency to the Premises Manager
2. The **reactive** role for the Fire Warden's, is in the event of an emergency to check for fire in the designated area. To trigger evacuation of the floor and to sweep through the designated area to ensure that all staff and pupils are aware that an alarm state exists and leave the building. And, if safe to do so, to close doors and windows behind on route to the fire assembly point. Inform Fire Marshal of the floor status.
3. Fire Warden's must **never** place themselves at risk and if circumstances demand that a building is left without completing a check of the designated area, that fact must be reported to the Fire Marshal (or headteacher/associate), who will then advise the attending Fire Officers.
4. The location of anyone with a problem, disability or special need who cannot evacuate the building must be reported to the Fire Marshal and Fire Services **immediately**. The relevant landing of the fire stair is considered a short term safe refuge. People left in this location should be provided with a means of communication. Manual lifting should be considered where appropriate.
5. Small fires may be tackled provided that suitable training has been given. In the event of the escape route being restricted by a fire, use another exit or the fire extinguishers provided for this purpose.

➤ IN SUMMARY:

- ❖ Identify and report Fire Hazards
- ❖ Check area to aid speedy and safe evacuation.
- ❖ Report to nominated assembly point.
- ❖ Relay information on persons remaining in the building.
- ❖ Tackle small fires if safe to do so.

## **SECTION D - Role of Fire Marshal, Fire Drill Officer and Senior Leaders**

The Fire Marshal (Mr Aibangbee) with assistance from the Fire Drill Officer (Mr Regisford), senior staff and Learning Mentors should collate and coordinate all the relevant fire and emergency related activities.

### **PROACTIVE**

1. Ensure the distribution of procedures for fire or other emergencies.
2. Conduct drills to acquaint all building users with emergency procedures and judge the effectiveness for each plan. All drills/ alarm activations are to be recorded and records checked.
3. Ensure designated employees are trained in the use of fire fighting equipment and the application of first aid techniques.
4. Maintain and distribute a list of key staff contact details for emergencies occurring outside of business hours.
5. Ensure annual fire risk assessments are completed and any actions arising are implemented within reasonable timescales.

### **REACTIVE**

1. Manage and control the assembly point.
2. Liaise with attending emergency services.
3. Issue all clear once advised by the emergency services and ensure a controlled return to building.
4. Ensure a review is completed and all documentation is complete.

## **Appendix - Useful numbers**

07973 404 518 - Fire Marshall, Andrew Aibangbee  
07968 036532 - Site Manager, Alexis O'Brien  
020 8800 4553 - Crowland Primary School