



ORMISTON
SIX VILLAGES
ACADEMY



EMERGENCY FIRE PLAN

Approved by the Principal: September 2016
Date of next review: September 2017

Item	Recommendations and comments
How will people will be warned on a fire outbreak?	If the fire alarm is activated you will hear a continuous electronic screecher
What should staff, pupils etc do if they discover a fire?	If you discover a fire move away from it and leave the building. On the way out set off the first fire alarm point you come across if safe to do so (or if not go and tell the nearest member of staff or the reception). Make your way to the assembly area as below.
How should the evacuation of the premises should be carried out?	Please refer to the “Fire Procedure” sheet which can be found inside every room on red laminate. Individual instructions for staff, students and visitors are set out below: Staff On hearing the alarm, teachers will give instructions to walk out quickly, quietly and in a single line to exit the building at your nearest fire exit, teacher following, having checked that there is nobody left in the area (at their own risk). At break and lunchtime teaching staff should assist in marshalling students out of the building and duty staff should check their designated area to ensure the premises have been vacated (at their own risk). Students On hearing the alarm, teachers will give instructions to walk out quickly, and in silence and in a single line to exit the building at the nearest fire exit, shown on the Academy map, teacher following. Visitors On hearing the alarm, please walk out quickly, quietly to an exit as instructed below, and shown on the Academy map.
Where people should assemble for the roll call?	Walk to the MUGA where the assembly point is and make yourself known to the necessary registrar as highlighted on the “Fire Procedure” sheet.
Procedures for checking areas of the Academy after the initial evacuation to ensure areas are clear of persons.	Nominated/trained Academy Fire Wardens may carry out checking of the school if they feel it is safe to do so (at their own risk) Otherwise missing persons will be notified to the Fire Brigade upon their arrive by the designated registrar as set out in the ‘Fire Duties’ sheet
Identification of key escape routes, how people can use them and escape from them to a place of safety.	Please refer to the “Fire Procedure” sheets which can be found inside every room on red laminate. Please refer to the academy plan for the nearest exits.
Any arrangements for fighting fires.	Nominated/Trained Academy Fire Wardens may fire fight if it is safe to do so (at their own risk). It is the staff’s main responsibility to ensure the children and others safely leave the building and go to the assembly point ready for the roll call.

<p>Duties and identities of staff who have specific responsibilities in the event of a fire. (it is usually best to allocate the task to roles and not state names so these details do not change too much with staff changes).</p>	<p>Please refer to the “Fire Duties” sheet which can be found inside every room on yellow laminate.</p> <p>The Academy has appointed an overall Fire Safety Manager (the Principal, and in the Principal’s absence, the Vice-Principal).</p> <p>There is also a Duty Safety Officer at all times in the establishment during normal working hours (Premises Manager and in his absence the Deputy Premises Manager)</p> <p>Key admin staff have been appointed to take student and staff roll call.</p>
<p>Arrangements for the evacuation of persons being at risk such as young children, disabled persons and visitors who are unfamiliar with the building.</p>	<p>We have the “PEEP” system in place for any disabled pupils and staff. The reception staff have been trained to ensure any disabled visitors have the “PEEP” system gone through as they arrive. Short-term visitors and long-term visitors (including workers) will have the evacuation details gone through with them as they arrive in reception.</p>
<p>Any arrangements for shutting down machines/processes/appliances etc. if they will cause risk if left on.</p>	<p>Power to all machines/processes and appliances will automatically shut off when the fire alarm goes off.</p>
<p>Arrangements to be taken by any non-Academy users.</p>	<p>Any non-Academy users will have the evacuation details gone through with them as they arrive at reception.</p>
<p>Any necessary contingency plans for situations such as the fire alarm not working etc.</p>	<p>If the fire alarm fails the Admin Manager automatically brings the air horn out to the evacuation area together with the bell which are held on reception. If the Admin Manager is not in the office the Finance Manager will collect this on the way through.</p>
<p>In the event of a fire or a trigger of the fire alarm what is the procedure on contacting the emergency services?</p>	<p>A member of the Senior Leadership Team/Reception will be asked to phone 999 if the fire is authentic and confirmed by the Premises Manager who carries out the initial investigation.</p> <p>The Fire Safety Manager would then check this was done at the assembly point and who had called 999.</p> <p>If this could not be discovered the Premises Manager should call 999 (112 if using a mobile phone) themselves.</p>
<p>The procedures for meeting the emergency services as they arrive.</p>	<p>The Fire service will be met by the Premises Manager who will tell the services all relevant information – location of the fire panel, where the fire is if known, services shut down locations and special risks (asbestos containing material locations, stores of flammable materials etc.).</p> <p>This can be found in the emergency pack held on reception and in the SVSC.</p> <p>Delegated registrars will then advise of any non-accounted for persons.</p>

<p>What training staff need and the arrangements for providing this training. Any training needs to be recorded and filed in the fire folder.</p>	<p>Fire Awareness training by WSFRS We have 2 nominated Fire Wardens on site. The “in event of fire sheets” information and fire awareness training is carried out as follows: General Instructions to Visitors to be communicated by Reception upon arrival to the premises. General Instructions to Students to be communicated by tutor time and assemblies. General Instructions to Teachers to be communicated by induction books and INSET training. This is recorded on the Single Central Record. Test fire alarms are held once a term. A list of these tests can be found in the fire folder. Staff with fire duty responsibilities receive training for their roles. Checks are completed after every fire drill by the Admin Assistant to ensure that registers have been completed accurately, equipment has been brought out as necessary. The Fire Safety Manager will then evaluate the process i.e. time of evacuation and address any issues.</p>
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<p>Additional Notes</p>	<p>There are 8 sweepers in place for the main blocks: Admin block – Student Support Secretary, in their absence the Finance and Business Director East block lower – Head of BS, in their absence Maths Department staff member East block upper – Head of Humanities, in their absence Humanities department Staff Member West block lower – Head of Technology, in their absence Art/textiles staff member West block upper – Head of Science, in their absence other Science staff member Library block – Librarian, in their absence MFL Staff member Sports Centre – Head of PE, in their absence other PE staff member Canteen – Canteen Manager, in their absence other canteen staff member</p> <p>Admin Staff and TAs will support tutor groups by standing at the back of each tutor group, as directed by the Finance Manager.</p>
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