



**CARISBROOKE HIGH SCHOOL
FIRE EVACUATION PROCEDURES**

1. Introduction

- 1.1 This guidance is specific in dealing with an evacuation of the school building in the event of a fire. Separate plans have been prepared and adopted for the evacuation of the school building in the event of a bomb warning and/or terrorist alert.
- 1.2 This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 1997 [as amended] and The Management of Health and Safety at Work Regulations 1999.
- 1.3 Staff and the school's appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Business Operations Manager.

2. Action in the event of a fire or suspicion of a fire:

- 2.1 If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should:
- 2.2 If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc, in use as part of the classroom activity or lesson.
- 2.3 The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point. If not supervising students and it is possible, shut any windows that may be open. Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.
- 2.4 Immediately raise the alarm by activating the nearest available fire alarm call point.

3. How to raise the alarm:

- 3.1 Activate the nearest break glass type fire alarm call point. The call point can be activated by pressing firmly onto the middle of the glass panel that is incorporated within the call point unit. The glass is designed to break safely via firm two-finger pressure being applied.

4. Action to take on hearing the alarm

- 4.1 On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area. **Leave the building via the nearest available escape route** and assemble at the schools designated fire assembly point. However be prepared to be directed to a second assembly point should conditions at the first assembly point deteriorate or are unfavourable.

Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.

- 4.2 The school's appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc, to establish that they have been safely evacuated.
- 4.3 Once this has been completed, fire marshals must immediately leave the building by the nearest available escape route and report to the duty fire evacuation co-ordinator that the building has been evacuated, then at a safe distance ensure no individual subsequently enters the building until authorised to do so. Fire marshals should also report to the fire evacuation co-ordinator if conditions in that area deteriorate further. Fire marshals must not place themselves or others at risk in order to complete the inspection, and report when areas have not been checked due to the risk involved, this information can then be passed to emergency services on-arrival.
- 4.4 On hearing the fire alarm system, the office manager and/or duty receptionist should notify other remote buildings by activating the school bells in a repeated pattern of seven short rings, while also contacting emergency services by dialling 9 for an outside line, then 999 for emergency services. Once the call is answered, ask for the fire service, then once through to the Fire brigade control room inform the operator of the following:

THERE IS A FIRE AT:

**CARISBROOKE HIGH SCHOOL
MOUNTBATTEN DRIVE
NEWPORT
ISLE OF WIGHT
PO30 5QU**

The member of staff phoning the fire brigade should not end the telephone call until the Fire brigade operator has repeated all of the address details given.

5. Evacuating the school building- arrangements for people with disabilities:

- 5.1 One to one carers and/or the schools appointed fire marshals will assist with the evacuation of members of staff, students or visitors that have a sight, hearing, learning or mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

6. Ensuring that everyone is out of the building-school fire marshals duties:

- 6.1 As previously stated, the schools appointed fire marshals will undertake a check of their floor or area of the school building, including staff and ancillary rooms, toilets etc.
- 6.2 The schools appointed fire marshals will also (where applicable) assist with the evacuation of staff, students and visitors.

- 6.3 The schools appointed fire marshals will notify the duty fire evacuation co-ordinator once the building is clear via designated 2-way radios or in event of failure via mobile phone.
- 6.4 Fire marshals should proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the duty fire evacuation co-ordinator.
- 6.5 Fire marshals should report any determination of conditions so that information can be passed to emergency services on their arrival.

7. Location of assembly points: [Appendix C]

- ✓ Assembly point A: Located on the all weather playing surface [Appendix A]
- ✓ Assembly point B: Front lodge field [Appendix B]

8. Evacuation to the schools designated fire assembly point [assembly point A- including the duty fire evacuation co-ordinators duties - Stage 1 evacuation]

- 8.1 Tutors and students shall assemble in the nominated stage 1, fire assembly point A, at the primary assembly area within the all weather playing surface [Appendix A]. The duty fire evacuation co-ordinator will be notified by the house leaders who will co-ordinate the roll call to establish if all tutors and students are accounted for.
- 8.2 Support staff, non-tutor staff, contractors and visitors shall assemble in the nominated stage 1, fire assembly point A, secondary assembly area within in the all weather playing surface [Appendix A]. The duty fire evacuation co-ordinator will be notified by the office manager who will co-ordinate the roll call for the secondary assembly area via the various team leaders, to establish that all are accounted for. Roll call for contractors and visitors will be conducted by the duty receptionist and results reported to the office manager.
- 8.3 To facilitate the above, the office manager and duty receptionist, will collect and then bring to the assembly point, the school registers, staff attendance records, visitors and contractors book. Arrangements will also ensure that the keys to open boundary exit gates are available at the fire assembly points.
- 8.4 Staff, students, contractors and visitors will then await the arrival of the fire brigade.
- 8.5 The duty fire evacuation co-ordinator will ensure that they greet the fire brigade on their arrival. The duty fire evacuation co-ordinator will then inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved dangerous machinery not shutdown etc.
- 8.6 Staff, students and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the fire brigade officer-in-charge or the duty fire evacuation co-ordinator.

- 8.7 In event that first aid is required; individuals should make themselves known and if possible after being registered and then be escorted to the Secondary Assembly Area [Appendix A] where a qualified member of staff will assist.

9. Stage 2 evacuation:

- 9.1 In the event that the fire develops rapidly and conditions at assembly point A deteriorate due to fire, heat or smoke, acting on advice of the fire brigade officer-in-charge, the duty fire evacuation co-ordinator may instruct those assembled to leave the all weather playing surface and resort to the stage 2, assembly point B.
- 9.2 In the event that the instruction is given to evacuate assembly point A, all staff, students, contractors and visitors will be ushered from the all weather playing surface via an appropriate emergency exit and led by the duty fire evacuation co-ordinator assisted by senior staff to the stage 2, assembly point B on the school front lodge field [Appendix B], route to be decided in view of the changing circumstances.
- 9.3 Staff, students, contractors and visitors, must stay at the second stage assembly point at their own assembly areas [Appendix B] until told that it is safe to return to the school site by the fire brigade officer-in charge.
- 9.4 In event that first aid is required; individuals should make themselves known and if possible after being registered will be escorted to the secondary assembly area [Appendix B] where a qualified member of staff will assist.

10. Arrangements for exam candidates:

- 10.1 On hearing the alarm invigilators should stop candidates from writing, make a note of the time the exam was stopped and collect the attendance register. Candidates will be advised to leave all papers, scripts and belongings in the room and to leave the room calmly in silence; candidates must not talk to each other.
- 10.2 Invigilators will escort the candidates to the necessary assembly point keeping students apart as much as possible (ideally 1.25 meters). Once at the assembly point students will be registered in the area specifically designated for exams candidates [Stage 1: Appendix A, Stage 2: Appendix B].
- 10.3 Candidates returning to the exam room will be allowed the full allocated exam time.

11. Extinguishing a fire (if safe to do so):

- 11.1 In the event of a small fire - such as a fire in a waste paper bin, etc, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.
- 11.2 Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed. If you

are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.

- 11.3 For fires involving **paper, wood and textiles**, a **water extinguisher** should be used to extinguish the fire.
- 11.4 If the fire involves **live electrical equipment; a carbon dioxide or dry powder** extinguisher should be used to extinguish the fire.
- 11.5 If the fire involves **flammable liquids**, a **foam or dry powder extinguisher** should be used to extinguish the fire.
- 11.6 **If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should not attempt to try to fight the fire.** It will be safer to evacuate the area (if possible closing windows and doors behind you) activate the fire alarm and await the arrival of the fire brigade.
- 11.7 **In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - DO NOT OPEN THE DOOR. - you may be placed at immediate and serious risk** if by opening the door the fire receives an inrush of oxygen. **(Eg the fire may "flashover")**. **In the event of these circumstances you must not attempt to try to fight the fire.** Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.

12. Procedures in the event of fire alarm system failure

- 12.1 In the event of the fire alarm systems failing the school will designate fire marshals to sweep the buildings for signs of fire at 30 minute intervals whilst the building is in use.
- 12.2 If a fire is discovered the fire marshal shall notify the duty receptionist or office manager to contact the fire brigade and notify all staff via the school change of lesson bells rung continuously.
- 12.3 The fire marshal will then ensure the building has been evacuated following normal evacuation procedures.
- 12.4 Fire marshals should then proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the duty fire evacuation co-ordinator.