
Fire Evacuation Policy & Procedure

Date of this policy: January 2024
Policy drawn up by: Neil Cameron
Date of next policy review: January 2025
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Statement of Intent

Eastbourne College will follow the procedures for evacuating buildings in the event of a fire alarm being sounded in a way that ensures all students are safely led away from the buildings and adults do not take any undue risks.

Aims

The College's aims are that:

- No pupil or adult will take any unnecessary personal risks
- Staff fully understand the required procedures and understand their role
- The College Fire Safety Officer (i.e. the Soft Services Manager) provides direction to the school based on HSE and East Sussex Fire and Rescue Service (ESFRS) advice and guidance.

Methods

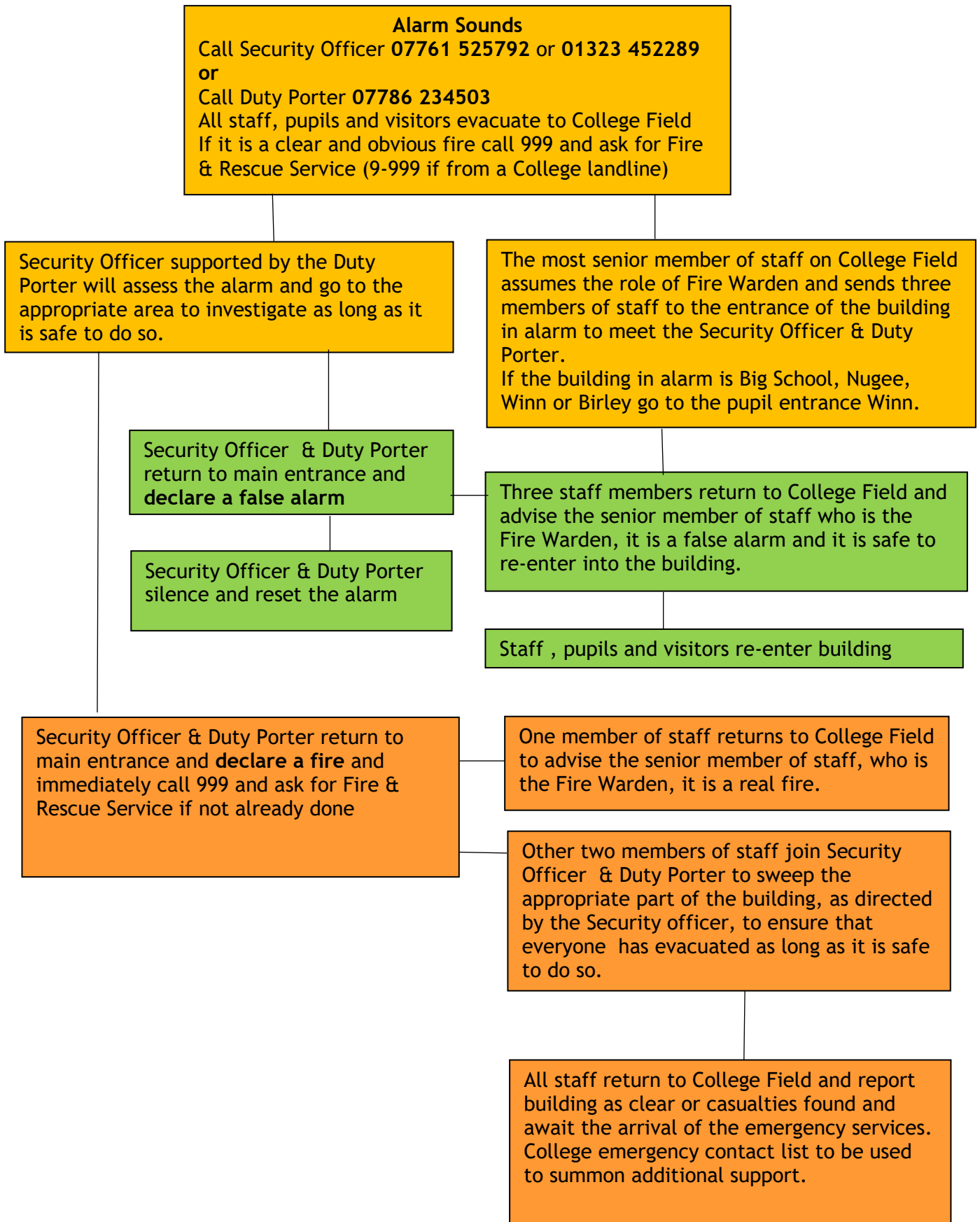
- Follow the direction of the Fire Safety Officer
- Have a fire procedure at every building entrance point
- Have a whole school fire drill at least twice each academic year and house drills every term and a record made. Each boarding house must carry out one drill each year during sleeping hours defined as 1.00am to 6.00am.
- Each member of staff understands what is expected of them in any given situation
- Ensure all staff receive Fire Marshal training within their first year at the College
- Perform a Fire Safety risk management assessment review through the H&S Committee at least once a year
- Staff are to ensure that pupils understand what is expected of them in the event of a fire or fire drill
- Ensure that responsible staff are aware of who is in their department/building at all times.

Actions

In the event of a fire the fire alarm will sound. In short, the evacuation procedure to follow is:

- Evacuate immediately without collecting bags or other personal possessions. Swift, orderly evacuation is imperative if injuries or fatalities are to be avoided.
- Use the nearest available exit and proceed to the assembly point ensuring that all pupils, colleagues and visitors do the same.
- If there is a clear and obvious fire then call 9-999 and ask for the Fire & Rescue Service immediately.
- Unless it is unavoidable, (i.e. the exit is barred by fire) do not stop to fight the fire.
- During office hours, notify the Facilities team who will respond and deal with the alarm and investigate the cause.
- During office hours notify the HMO or Bursary or Reception who in turn will alert key personnel i.e.
 - Fire Warden (Second Master)
 - Fire Officer (Soft Services Manager)
 - Health and Safety Officer
 - Facilities team

Fire Alarm in academic buildings out of office hours (Twilight and weekends)



For an evacuation of all academic buildings

At the assembly points:

- Pupils mustered by year group and checked by teachers for unaccounted pupils.
- All staff are to use the reporting tree (see page 7) and report to the designated person for their group as quickly as possible once any pupils they are responsible for have been delivered to their year group muster.
- On arriving at College Field the people responsible for taking the staff roll will be wearing a hi viz vest and standing on the path outside Big School.
- You must take a few seconds to confirm to the person taking your groups roll call that you are present. Once you have done this then please move away from these people so that they are clearly visible to others.
- Once the person taking your groups roll has confirmed everyone is present they will report in to one of three people who will in turn report in to CWS. At this point we will know that all staff have been accounted for.
- It will also be helpful if you could let the person taking the roll know if you are aware of any colleagues who are away from College for any reason so that we do not waste time looking for them.
- Second Master or Senior Fire & Rescue Service officer present told of any missing people
- Nobody is permitted to return to the building until the all clear is given by the Second Master to each member of staff in charge of a class or group of people
- All clear is only given after buildings have been checked and alarms switched off

The above actions are followed for fire drills as well as for an actual fire. In the latter case, the Second Master will not give the all clear until told to do so by the Senior Fire & Rescue Service officer present.

For an evacuation of a single/multiple (but not all) academic buildings

- On hearing alarm proceed quickly and quietly to College Field ensuring all pupils and staff do the same.
- Designated people or their deputies collect the red clipboard which has the staff list, a pen and a hi viz vest as they leave their building.
- On arrival at College Field designated people put the hi viz vest on and stand on the path outside Big School.
- All staff are to report to the designated person for their group. Once reported move away so that the designated people are clearly visible to others.
- **Once roll(s) are completed then the evacuation should be reported to NIC, facilities team, reception, HMO, duty porter or CWS depending on time of day to include information on incident and any staff not accounted for**

For individual House evacuations

- On the sounding of the alarm , everyone to evacuate the building and proceed to the house assembly point.
- Responsible member of staff to go to the fire panel, identify the zone in alarm and investigate if it is safe to do so.
- If a real fire call for fire service on 999 immediately.
- Roll call of staff and pupils to be taken.
- Contact Fire Safety Officer, Bursary, Reception , HMO, CWS as appropriate depending on the time of day for support.
- If a false alarm then roll call of pupils to be taken, alarm panel reset and pupils and staff given the all clear to re enter the house.
- In both cases everyone to be prevented from entering the house until it has been declared safe.

If there are no staff in the house:

1. All pupils to evacuate the house encouraged by senior pupils.
2. If it is clear and obvious it is a real fire then senior pupil to call the fire service using 999.
3. Senior pupils within house to ensure that all pupils stay together at the assembly point and do not allow anyone else to enter the house.
4. Senior pupils present to commence the roll call
5. Senior pupils present to attempt to contact either Hsm, matron or residential tutor.
6. Should that not be possible then senior pupil to contact reception which is open between 8.00am and 7.00pm Monday to Friday and 8.30am to 4.30pm on Saturdays.
7. Reception will then contact a member of the facilities team to investigate and deal with the alarm.
8. No pupils to re enter the house until advised it is safe to do so by a member of staff.

Points to Note

Fire drills do not simulate the confusion and uncertainty that can arise in an emergency.

- False alarms – no alarm is to be ignored
- Full or partial evacuation – restricting the evacuation to the block concerned may minimise disruption
- Controlling pupils – the first priority of staff is the safety of their pupils. They may choose to lead their class to safety from the front, so that they are best placed to select the safest route. Alternatively they may decide to guide their class from the rear, in which case route-finding may have to be left to the children leading the way. There is no universally correct procedure
- Disabled staff and pupils – personalised arrangements (PEP) must be made for the safe evacuation of those with disabilities that may include learning, physical and sensory difficulties

Close-down procedure checklist

The most important steps in fire prevention are good housekeeping and proper daily close-down procedures:

- Lock all flammable materials away.
- Remove all rubbish or waste from the building and place it in secure storage.
- Make sure that everyone has vacated the premises.
- Make sure external lighting is working correctly.
- Ensure all windows are shut and locked.
- Ensure all internal doors are shut to prevent the spread of fire.
- Switch off electrical items of equipment e.g. kettles, chilled water dispensers or fridges that are not required during a closedown period. This will also save energy!

Assembly Point and Teaching Blocks

The assembly point for all teaching blocks is College Field.

Fire Instructions

A copy of the following Fire Instruction should be filled out and placed at each Fire Control Point in the College

Location (House/Dept.)	Nearest Fire Alarm Activation Point
Room No/Location.	

FIRE INSTRUCTIONS

If you discover a fire:

1. RAISE THE ALARM.

- a. Shout '**Fire, Fire, Fire**'.
- b. Operate nearest fire alarm (break glass using elbow or heel of shoe).
- c. Students raising the alarm must inform a member of staff.

2. CALL THE FIRE BRIGADE IMMEDIATELY.

- a. On hearing the alarm bell any adult member of the College staff should proceed quickly to the nearest telephone and inform the fire Brigade by dialling (9 for an outside line, when using College exchange) 999. Provide information on location and the best route to approach the fire.

3. EVACUATE THE PREMISES – DO NOT STOP TO COLLECT BELONGINGS.

- a. On hearing the alarm bell, all personnel must evacuate the building immediately.

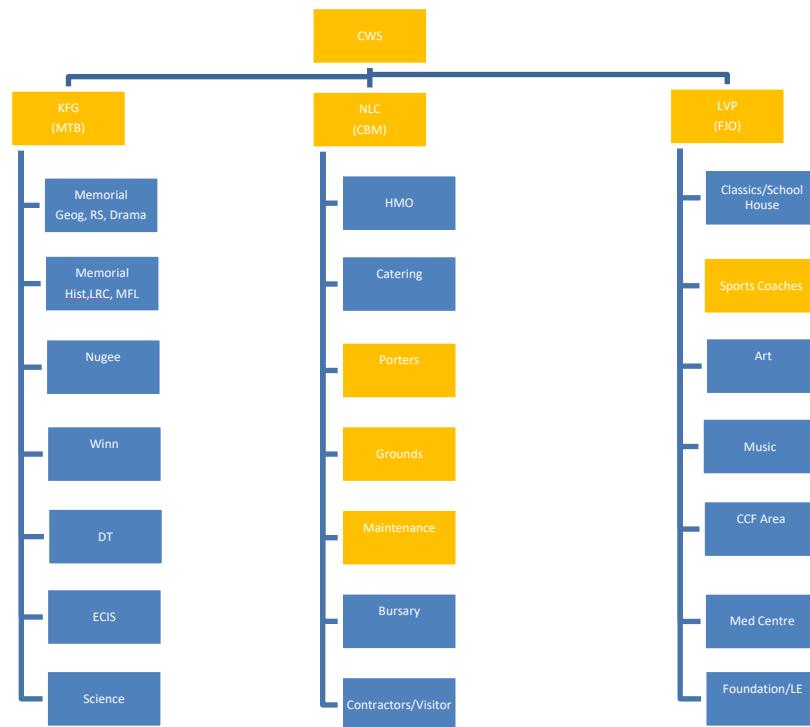
YOUR ASSEMBLY POINT IS:

b. Orders for Emergency Evacuation:

- Your teacher is in absolute charge; do as you are told.
- Maintain absolute silence.
- Evacuate following the emergency route indicated.
- Walk – **DO NOT RUN** – in single file.
- When last person is out, close doors if possible.
- Notify the Headmaster's Office or Bursary
- Wait at your assembly point until released by the teacher in charge of your class at the time of the fire.

4. DO NOT RE-ENTER THE BUILDING.

Staff Reporting Tree for whole school evacuation:



Groups highlighted in yellow will collect their clipboards at College Field, all others are in the buildings.