



FIRE AND EMERGENCY EXIT PLAN

Review Due:	April 2025
Last Review	April 2024
Applicable to:	Abbot Alphege Academy
Reviewed By:	Emma Cooper
Approved By:	LGB

Safeguarding Statement

At Abbot Alphege Academy we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Abbot Alphege Academy. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

We will make every effort in creating equality of opportunity in order to ensure they are accessible and fair to everyone. Every person has the right to be treated fairly, regardless of race, gender, sexuality, disability, age, culture, religion, nationality or caring responsibilities. Where necessary we will implement reasonable adjustments or additional support, to ensure equality of access to an education and suitable learning and working environments. Our staff, Trustees and governors who plan, agree and deliver our education provision will recognise diversity and demonstrate a proactive approach in their day-to-day work. They will ensure that everyone is treated fairly, recognising special education or physical needs and understanding differences. Behaviour will reach our high standards of conduct (staff and pupils) and the learning environment we provide will be safe and accessible for those studying and working.

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Introduction

These fire and emergency evacuation procedures are to cover all uses and users of Abbot Alphege Academy at all times of the day / year. The procedures contain information necessary to allow a quick and effective evacuation of the buildings when the need arises.

These procedures should be reviewed regularly to ensure they cover all uses and users of Abbot Alphege Academy and any other factors that may affect a safe evacuation in the case of fire.

Abbot Alphege Academy is a school that has 25 pupils on roll. It employs 19 staff. The Hospital Education Reintegration Service (HERS) resides upstairs at Abbot Alphege Academy and has a rolling number of pupils on roll. HERS has 18 staff but also employs casual staff.

Individual specific FEEP will be written to suit different uses / users of the school's premises at different times of the year and or day.

Occupants

This is a description of the occupants that may be present at Abbot Alphege Academy. This list covers term time and out of term time as well as weekends and out of normal school hours.

- Kitchen staff
- Teaching staff (including cover staff)

- Support staff
- Pupils
- Site staff (including Cleaners and external contractor who may be available to support)
- Visitors (including visiting professionals, parents, delivery personnel, external facilities users and contractors)
- Staff, children and parents / carers attending other extended school services
- HERS staff, pupils and visitors
- External agencies who may have supply cover
- MITOS

How will people know if there is a fire? Once activated the alarm will sound continuously.

Abbot Alphege Academy has a comprehensive addressable fire detection and alarm system. The addressable system tells us exactly which device in which room has activated. The system incorporates detection devices such as manual call points (break glass), smoke detectors and heat detectors. If any of the devices detect smoke or heat, or a call point is pressed, the alarm system sounds continuously. The alarm is tested in-house on a weekly basis and quarterly by specialist contractors to ensure it is always in good working order. The fire alarm is linked to a monitoring station.

What should people do if there is a fire?

If you discover a fire, you should activate the fire alarm by pressing the nearest manual call point (break glass) to initiate an evacuation. The alarm should be activated for all fires no matter how small. Try to notice what is on fire as this may be of importance to the fire brigade.
Who should call the fire brigade will be covered later under "how the emergency services will be called and by whom"?

How should the evacuation process be carried out? Leave the building by the closest key escape route and go to the designated assembly point.

Appendix1 & 2 contains fire drill procedures that cover the school day, visitors, contractors, out of hours use by staff and hirers of the facilities. Fire safety procedures and or responsibilities are written into booking contracts for hiring of facilities at Abbot Alphege Academy. Hirers may also need to produce and follow their own fire safety procedures / policies and risk assessments but consultation with the school should take place prior to procedures being adopted.

Everyone on site must respond to the fire alarm and evacuate to the designated assembly point. If the alarms are to be tested or if maintenance is under way you will be informed to avoid unnecessary evacuations. If false alarms have been apparent through tampering or other cause the alarm should still be treated seriously.

More detailed fire and emergency procedures will be appended to this FEEP to suit different users / uses and time periods.

The escape route taken will depend on a number of things. Everyone on site should be aware of the key escape routes that should be taken in an evacuation (presuming it is safe to do so) depending on what area of the site they are in, the time or day and which assembly point is to be used. Generally, the shortest route to a final exit / safe area should be taken. See "escape routes identified". Another factor that may influence the route taken may be the security / safety risk to vulnerable children Abbot Alphege Academy

accommodates but this will obviously depend on the fire or other emergency situation. You must not return into the building until given the all clear to do so by the person heading the evacuation (see "named responsible persons for fire safety").

A marked soft pack has been created and is kept in the main office to be taken to the assembly point at the rear of school in an evacuation.

Items in the pack include:

- High vis jacket
- Register information
- First aid kit
- Ice packs
- Boiler room/Master key
- FEPP

Assembly points and roll call

- **Assembly point 1** School field

This assembly point should be used by all on site during times 07:30 – 18:00. This applies all year round unless risk assessment shows otherwise due for example to construction / maintenance works.

Everyone on site should know where the assembly points are, how to get there and alternative routes if the key escape routes are not available. Roll calls will be carried out at the assembly point to ensure all are accounted for.

Registers are printed for HERS and Abbot Alphege Academy each day after registers close. SLT will ensure staff have checked all pupils during roll call. HERS staff will check HERS pupils. Office staff will check visitors.

Fire action notices are placed around the site in prominent places to inform of where the assembly points are located and what to do in the case of fire or alarm. Plans are also displayed to indicate the key escape routes to be used if safe to do so. All of this information should be highlighted to visitors or others who may not be familiar with the layout of the premises.

Time period: 07:30 - 18:00

Prior to and during the school day, Assembly point 1 to be used by all

During 07:30 - 18:00 the following people are responsible for informing the Headteacher (or a member of Senior Management in their absence) that everyone is accounted for at the assembly points following an evacuation. The procedures are as follows (assuming the responsible people are on site during an evacuation):

- SLT to account for all teaching staff and support staff in the school
- Class teachers to account for pupils in their class by calling their register
- Admin staff to account for visitors.
- HERS Manager/designated person will account for HERS staff, pupils and visitors

Time period: 18:00 – 07:30

Normally the Headteacher, Assistant Headteacher or office team will not be on site during this time.

Escape routes identification

A key escape route is the preferred, main escape route to a place of safety and then to the assembly point with as few complications as possible.

There may be alternative escape routes in the room or area you are occupying i.e. a fire exit from a class room leading outside but access to the assembly point is not straight forward and puts vulnerable children at risk. Therefore, the key escape routes should be used if safe to do so. The fire situation will obviously dictate which escape routes are used. An alternative escape route that leads into a secure outside area such as outside teaching / play area with locked gates may be the only choice if the key escape route from your area is blocked by fire, smoke or other hazard. Codes to these gates should be available and their location known.

It would be very difficult and lengthy to identify and describe all of the different key escape routes on site in writing, so plans have been marked to indicate the key escape routes for different uses / users. The plans are contained in this document and are also displayed in prominent places around the site. The assembly point and escape route plans form an important part of the FEEP and should be reviewed regularly and especially if changes such as construction, building alterations or change of use occur. The plans should be included in regular staff fire safety training and should also be highlighted to visitors and other people on site who may not be familiar with the layout of the premises. The plans are included in the individual FEEPs produced to suit various uses / users of the site.

It is very important that you are familiar with the escape routes around you. Regular planned fire drills are a vital training exercise for us to know what to do when an evacuation is required. It is important to report any difficulties or make suggestions following a fire drill in order that the best possible procedure is obtained.

Responsible people for fire safety

The people with responsibilities for fire safety and evacuation will depend on the time and occupants of the premises at the time. Everyone on site has some responsibility towards theirs and others safety, which is why it is important to be prepared and know what to do in an emergency.

Evacuation leader -

- The Headteacher/Assistant Headteacher will lead an evacuation during times 07:30 – 18:00.
- During times 18:00 – 07:30 the groups on site will lead their own evacuation. This may include cleaning staff, and other early / late working members of staff and hirers of the facilities. Number for Element is 03002232230, number for Southern Monitoring is 08448712228
- During events such as evening discos, the leader of that event will lead an evacuation for the attendees of that event / group. This could be out of term time, weekend or other time of school closure.
- Hirers of facilities such as the Hall or meeting rooms will lead their own group evacuation out of normal school hours such as times 18:00 – 07:30 and out of term time or weekends.

In the event of an evacuation during term time (Mon to Fri 07:30 – 18:00)

The evacuation leader (senior leadership) will:

- Go to the fire panel in the foyer (if safe to do so) and collect information from the fire alarm panel and inspect the identified area to establish if there is a fire or false alarm
- Give the all clear to silence the alarm and re-enter the buildings if the cause of the fire alarm is known to be a false alarm through tamper, system fault or unknown reason.
- If fire is present call fire brigade and exit
- Nominate a person to wait for the emergency services to arrive and direct them to the location

The office staff:

- Collect pack grab bag and fire safety documents to go to school field
- Take register printouts and distribute to staff
- Feedback register information to evaluation leader
- Take visitor information and staff log

HERS staff

- Take register printouts and distribute at assembly point 1
- HERS staff to check pupils, staff and visitors and report to evaluation leader
- Do not use lift, follow safety plans for those needing to use Evacuation chair

After the event

- Arrange for the system maintenance contractor to attend site if required
- Fill in the fire log with details of cause of alarm and any notes about the evacuation
- If the alarm is due to system fault or other false alarm the cause can be rectified and the system reset

Lone workers:

- Go to the fire panel in the foyer (if safe to do so) and collect information from the fire alarm panel. If safe to do so, inspect the identified area to establish if there is a fire or false alarm.
- If safe to do so silence alarm or call Element on 03002232230 or Southern Monitoring is 08448712228.
- If not safe – evacuate and call 999, wait for emergency services.

How the emergency services will be called and by whom

The emergency services will be called by a member of the Senior Leadership Team (SLT) or admin staff depending on who is on site at the time. During out of school times the point of contact will call the emergency services. Facilities hirers should call the emergency services. SLT will contact central trust services to inform them. Hirers of facilities should call Element on 03302232230 and Southern Monitoring is 08448712228.

Appendix I

FIRE DRILL

If you discover a fire, raise the warning by operating the nearest fire alarm. A copy of the notice "What to do in case of FIRE" must be displayed in all rooms. This notice outlines the following procedures: -

WHAT TO DO IN CASE OF FIRE

On hearing the Fire Alarm

1. **STOP** lesson/activity immediately.
2. Maintain **SILENCE**
3. **LEAVE** room as directed by staff (closing windows and doors where possible).
4. **WALK** to nearest appropriate exit door in single file.
5. **WALK to** the Playground
6. **ASSEMBLE** in class groups to await further instruction.

SHOULD YOU DISCOVER A FIRE

REPORT IMMEDIATELY to the nearest adult and/or the school office.

On hearing the fire alarm (high pitched, shrill siren) members of staff should organise the orderly exit from the building via the nearest available point of exit.

- Close doors and windows to reduce the risk of fire spreading.
- Quickly check toilets, adjacent classrooms etc on route to the nearest exit.
- Escort their teaching group to the assembly area at the school field
- Collect their class group's register from admin staff.

Call a register and report to an Assistant Headteacher. The Assistant Headteacher to report to the Evacuation Leader when all registers for their area have been called.

Continue to supervise their tutor groups until the "All Clear" is given and then dismiss students under the instructions of the Evacuation Leader or in their absence a member of the Management Team.

The Headteacher, or in her absence a member of the SLT, will be responsible for supervising the assembly arrangements, verifying that all persons are accounted for, and ensuring that no-one returns to the building before it has been declared safe.

Assistant Headteacher will confirm the presence of teachers, teaching assistants; the administrative staff will confirm the presence of kitchen staff, site staff and visitors.

Pupils will be dismissed on a class basis only after the building has been checked and instructions are given by the Evacuation Leader.

On hearing the fire alarm, the SLT will immediately:

Find out where the fire is by looking at the fire control panel and then inspecting the identified area to establish whether it is a fire or a false alarm.

- Inform the Headteacher or, in their absence, Assistant headteacher

If a fire is discovered, a member of SLT will telephone the Fire Brigade.

- Wait at the entrance gate for the arrival of the fire engine, and direct it to the location of the fire.

OR

- In the event of a false alarm, the office staff or SLT on duty will inform the evacuation leader, silence the alarm, rectify the cause and reset the system.

Lunchtime Procedures

If a fire alarm takes place during a lunch-time, the following additional points should be observed:

- Staff in the school hall should ensure that the dining areas are cleared.
- Other staff on site should ensure the area immediate to them is clear before reporting to the assembly point.
- If areas are locked, it may be assumed that they are empty.
- Staff outside the buildings should ensure that children in the playground, toilets and grounds are directed to the assembly point.

GENERAL POINTS

Staff should familiarise themselves with the position of the fire alarms and the operation of fire extinguishers/blankets within their normal working area.

It is the responsibility of each member of staff to ensure fire exits are kept clear of obstacles and that any damage to the firefighting equipment is reported immediately to the Site Team.

There will be regular Fire Drills each term to familiarise staff and pupils with the procedure.

Element will test alarms in different fire zones of the school each week and maintain the Fire Log on I am Compliant.

Copies of the Fire Drill must be displayed in each classroom. Replacement copies may be obtained from the office.

Outside normal school hours

The member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services.

FIRE PROCEDURES FOR VISITORS & CONTRACTORS AT ABBOT ALPHEGE ACADEMY

1. You **must** sign in and out in the visitor log any time you enter or leave site as this forms our Fire Register.
2. If you discover a fire you should activate the fire alarm by pressing the nearest manual call point (break glass) to initiate an evacuation. The alarm should be activated for all fires no matter how small. Try to notice what is on fire as this may be of importance to the fire brigade. The emergency services will be called by a member of the Senior Leadership Team (SLT) depending on who is on site at the time. During out of school times the Site Team will call the emergency services. Facilities users should call emergency services if the Site Team is not present.
3. In the event of a fire alarm, please proceed to your designated assembly points as detailed below.

Assembly point 1

School field to the rear of school.

This assembly point should be used by all pupils and school staff.

4. Please remain at the assembly point for further instructions or until the all clear is given by a member of Abbot Alphege Academy Staff

Fire Procedure Plan (assembly points)

Assembly point 1 School field.

This assembly point should be used by all pupils and school staff.

Admin to take visitor registers to school field. Visitors in classes follow class

Admin to take registers to school field

Fire Action

- If you discover a fire press the nearest red break glass to initiate an evacuation
- When the fire alarm sounds leave the building quickly and calmly by the nearest fire escape and go to the designated fire assembly point
- Do not stop to collect belongings
- Press the green break glass to release access control doors
- Do not re-enter the building until instructed by the evacuation leader
- Call 999 for emergency services

In the event of a fire alarm activation

- If the fire alarm is activated, information should be gathered from the panel to determine which device has been activated and its location. It would be best to write this down before leaving the panel.
- Go to the indicated device location to establish if it is a fire or false activation. Don't just rely on verbal communication from others as they evacuate.
- If the cause of the activation is confirmed to be a false alarm return to the panel after briefing and getting the all clear from the evacuation leader to silence the alarm.
- Press "OK" and enter passcode when prompted. This will enable the controls. Press "silence" to silence the alarm. Pressing again will resound the alarm so only press once! The alarm system is still active when silenced and another activation will trigger another alarm.
- Return to the activated device. If a smoke or heat detector is activated, ventilate the area until confident the cause has cleared. Reset call point (break glass) if this was the cause.
- Return to the panel and press reset system after cause of activation has been rectified. If the alarm is activated again complete this process again before silencing and resetting.
- Complete the fire alarm log book to record the date, time cause and other details.

Sites plans:





Key
 - Blue arrow: Access
 - Red line: Fire escape route
 - Green line: Fire escape route
 - Yellow line: Fire escape route
 - Blue line: Fire escape route

Legend
 - Blue line: Fire escape route
 - Red line: Fire escape route
 - Green line: Fire escape route
 - Yellow line: Fire escape route
 - Blue line: Fire escape route

Scale
 1:100
 0 1m 2m 3m 4m 5m 6m 7m 8m 9m 10m 11m 12m 13m 14m 15m 16m 17m 18m 19m 20m

Project Information
 Project: St. Mary's Primary School
 Location: St. Mary's Primary School
 Date: 15/01/2015
 Drawn: J. Smith
 Checked: M. Jones
 Scale: 1:100

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