



# NORTH BIRMINGHAM ACADEMY

## FIRE AND EVACUATION PROCEDURES

### FIRE DRILLS:

These are carried out once a term. Observations and details of each drill are recorded in the logbook, which is kept by the Assistant Principal and Chief Fire Marshall.

**CALL POINTS:** The Chief Premises Officer and his team maintain records of weekly tests carried out at each call point.

**FIRE EXTINGUISHERS:** These are serviced annually by a competent contractor and service records maintained. They must never be used as doorstoppers.

**FIRE ALARM:** This is serviced every three months and annual maintenance records are maintained.

**FIRE SIGNS:** These are displayed all around the Academy giving directions to the fire exits and collection point.

**HOW TO RAISE THE ALARM - MANUAL CALL POINT:** All call points have been fitted with a key switch that allows key holders to activate the fire alarm by using the key.

**EVACUATION SIGNAL:** Sirens. These go off automatically or instantaneously when activated by the office from the main panel.

**ON DISCOVERING A FIRE:** Raise the alarm at once, by the appropriate operation of the nearest fire alarm call point. Notify the reception/switchboard of the fire location. If the fire is considered small enough to be easily and safely extinguished, e.g. a waste paper bin fire, attempt to do so with the nearest correct type of fire extinguisher, but do not take personal risks and always call for assistance.

Never attempt to fight fires alone.

If the fire is considered too large, or if it should get out of control, or if the escape route is threatened, leave the building quickly and calmly by the nearest available escape route, wherever possible assisting in the evacuating visitors and shutting windows. Do not stop to collect personal belongings.

## **FIRE MARSHALLS AND AREAS OF RESPONSIBILITY:**

- The fire marshalls are responsible for their nominated areas during fire drill practices and any emergency evacuation.
- Their areas are cleared of pupils, staff and visitors during the evacuation.
- All potentially dangerous equipment is turned off.
- The final roll call is then taken and any names unaccounted for given to the Fire Co-ordinator and in his absence by the SLT member responsible for cover.
- The time taken to exit the premises is recorded with any other observations made.

## **FIRE MARSHALLS**

- The Chief Fire Marshall – [ ] - responsibility for the Muster Point and the students / staff.
- Projects & Contracts Manager - overall co-ordinator of Fire Marshalls and liaison with the Principal and Chief Fire Marshall.
- The following procedures will be taken by the Premises Officers when their pagers are activated by the fire alarm. They must immediately inspect the activated call point. The office should also alert the Fire Marshall team and remain on standby while this is being investigated- If the alarm is known to be as a result of a genuine fire, the alarm should be sounded immediately and full evacuation procedures put in place.

**KEY HOLDERS:** Role: to operate the call points when a fire is spotted, to alert people of imminent danger and to follow the set procedures for evacuation- All teaching and support staff are nominated key holders and are expected to carry the key on their person at all times.

**REGISTERS:** The office staff, under the direction of the Client Services Manager or senior person in the office will deliver the registers to the Deans at the muster point, who will then ensure that they are completed, and record the names of any students missing. The visitors' book is also delivered to the muster point to account for any visitors on site at the time.

The Muster Point.

Deans and Associate Deans should play a high profile role in the area of the Muster Point, securing good order of students, the fulfillment of roles of tutors and efficient communication with the Chief Fire Marshall and Principal.

Fire Drill

All staff should familiarise themselves with the location of the fire alarm call points and of the fire-fighting equipment; they should also read the instructions on how to use the equipment.

Full information about the procedure to follow should there be a fire or a practice drill is given below.

**Procedure:**

1. When the fire alarm sounds a full fire drill must be put into practice.
2. Staff must close all windows and instruct pupils to line up in silence. Leave bags and coats behind in the rooms.
3. All appliances in specialist classrooms must be switched off.
4. The teacher will lead the class out of the room taking the relevant class register in the form of their laptop and ensure that the door is shut.
5. The teacher accompanies the class out of the building by the nearest exit. Once out of the building staff should lead their group to the muster point by the all weather pitch keeping as far from the building as possible.
6. Classes then line up in tutor groups within their houses with Tutors/Co- tutors as indicated on the on the all-weather pitch fence. Form tutors should familiarise their class with the correct position. Students should line up and face the fence. Support staff and visitors should line up in the space behind Block [ ]. A register must be taken. Staff not registering a class should help with the orderly and speedy evacuation of the Academy and report to their Dean.
7. Any staff unaccounted for and any pupil missing from this registration should be reported to the Associate Dean who in turn should report the matter to the Fire Drill Manager as soon as possible.
8. No member of staff or pupil may re-enter the building without the permission of the Fire Drill Manager. When there are members of the Police or Fire Brigade present the Principal or designated person shall seek such permission from the officer in charge.
9. In the event of a fire alarm at BREAK and at LUNCH-TIME everyone in the Academy building should leave by the nearest exit and proceed to the muster point- Pupils stand in columns facing the all-weather pitch fence. They stand in front of the sign with their house name in form groups.
10. The Academy premises staff will check that the site is clear and report to the Principal.

**NOTES FOR TEACHERS**

In addition to the policy, staff must familiarise themselves, and pupils, with the exit routes they should take.

These are as follows:

[Insert according to Academy layout]

**At the Muster Point.**

If any member of staff is not sure where to register their tutor group once they reach the muster point, check for the House sign, which is displayed along the fence of the all-weather pitch. Students should line up in the following order within their Houses 7, 8, 9, 10 and 11 at

their appropriate station. Tutors must pass this information on to their tutees, and actually have a 'mock drill' with them by walking them out during tutor period, when it is convenient.

All staff must explain the seriousness of the fire procedure, to their tutees. All fire drills must be conducted in a sensible manner. (Pupils must never presume it is a drill, but always respond to the fire alarm realising it could be a fire). Failure to comply with the Academy rules will be taken very seriously indeed.

### **General.**

**FIRE EXIT DOORS:** To be kept clear and closed at all times.

**FIRE EXIT ROUTES AND STAIRCASES:** To be free of all combustibles, notice boards should be fire resistant.

**EMERGENCY LIGHTING:** Will be regularly serviced to ensure that it is always in good condition.

**CURTAINS:** Should be fire retardant to comply with requirements.

**HIRE OF THE ACADEMY HALL:** (See Lettings Policy) When the premises is let out for functions, the keys must be made available to the person in charge, who should then be the nominated key holder for the time or period the premises are on hire. The procedure for fire and emergency evacuation must be made accessible to all users.

**POSITION OF FIRE EXTINGUISHERS:** These are positioned within rooms at regular intervals and in line with the current fire regulations.

**COMBUSTIBLES:** These are stored away safely in secure cupboards or safes. All the hazardous substances used in the Academy are documented and records kept in a safe place.

**EMERGENCY:** In the event of a genuine fire, any member of staff may telephone the Fire Brigade by dialing 999 and then inform the Principal or Vice Principal and/or the Chief Fire Marshall immediately. If a colleague makes such a call they should provide the following information:

- Name and address of the Academy
- Location of the fire, so as to identify the most appropriate access point for the vehicles i.e. The best access gate to the fire as relevant to the fire. You must inform the Chief Fire Marshall if you have given this information, so as to ensure that such gates are unlocked and manned
- Any missing or injured persons known at the time
- Location and involvement of hazardous materials if appropriate
- Confirm on the telephone that the details have been received and correctly repeated back by the fire brigade and their expected response.

**SAFETY PROCEDURES FOR ALL TO PREVENT FIRE OR MINIMISRE THE CONSEQUENCES OF FIRE**

1. Ensure that you know what to do in case of a fire.
2. Make certain you know your escape route.
3. Keep fire doors and shutters clear of obstructions.
4. Do not obstruct access to fire extinguishers; learn how to operate them.
5. Do not hang clothing over or near heating equipment.
6. Do not let paper, oily rags or other rubbish accumulate.
7. Do not smoke in forbidden areas.
8. Use proper containers for flammable liquids, not open tins or buckets.
9. Handle flammable liquids at a safe distance from possible sources of ignition.
10. Check before and after using blowlamps, welding and cutting equipment.
11. Crucibles, soldering irons and gas rings must be on non-combustible stands.
12. Switch off from the mains any electrical equipment when not in use.

**PLAN IN ADVANCE - YOU WILL NOT HAVE TIME WHEN A FIRE BREAKS OUT.**

**Approved by NBA Governors on:** .....

**Date of Next Review:**.....

**Lead Manager:** .....