

FIRE &
EMERGENCY
EVACUATION
PLAN

Reviewed - September 2014

2014/15

Tong High School



FIRE & EMERGENCY EVACUATION PLAN

Tong High School

Address of premises: Westgate Hill Street, Bradford, BD4 6NR
Date plan produced: 6th September 2008 2nd Version
Date Plan revised: 9th September 2014

Awareness of Fire Procedures

Fire procedures form part of the Staff Handbook available on the school intranet (R: Drive). They should be displayed in all classrooms and must be drawn to the attention of students, staff and visitors. All building users are made aware that to maliciously activate the fire alarm is a criminal offence. Anyone knowingly activating the alarm without due cause will be punished accordingly and the police informed. A fire drill will be part of induction for all Year 7 students and will take place in the first week of term. HR staff and leaders of teams must ensure that all new staff are made aware of the procedures on the first day of their employment. There will be a minimum of one fire evacuation per term. All staff must sign in and out promptly when entering and leaving the premises. From the activation of the alarm to the all clear being given by the Head-teacher, all radio users must maintain radio silence unless invited to speak by the Head-teacher in order to keep a clear channel of communication.

Fire Warning System

The building fire alarm is a siren with alternating pitch that sounds continuously. The alarm sounders are located throughout the building. Fire alarm call points are located on each zone exit and final exits. The fire alarm panel is located in the main entrance (opposite the reception desk), with slave panels in 1A02, 2A01, 3B01 and 2C02.

Discovering a Fire – Do's and Don'ts

- Sound the alarm by operating the nearest fire alarm call point.
- Leave the building by the nearest exit, close windows and doors, if safe to do so.
- Report to the designated assembly point.
- Make yourself known to the Head-teacher at the designated assembly point and pass on any relevant information regarding the incident and location.
- Do not re-enter the building until instructed to do so by the Head-teacher or most senior member of staff present. That person will only allow staff back into the building when the all clear has been given by the Business Manager, who will be in liaison with the Senior Fire Officer.

Contacting the Emergency Services

Upon activation of the fire alarm during the hours of 7.30-4.30 Monday to Friday, the monitoring station will contact the school reception on 01274 681455 to ascertain if there is a need for the Fire Service to attend. At all other times, the monitoring station will notify the Fire Service immediately - however the Building Fire warden (Senior member of Amey FM staff on site) must ensure the Fire Service has been notified.

Zone Fire Wardens

Please see Appendix C for specific details of nominated Zone Fire Wardens. The Zone Fire Wardens are responsible for checking their designated area is clear of building occupants before exiting the building by the nearest available route. They should then report to the Head-teacher's PA who will feedback to the Head-teacher which areas are clear. Further guidance for Zone Fire Wardens is issued at the start of each academic year and available on (R: Drive) - **If anyone named on this document is absent from school for any reason, the Cover Manager should alert the Business Manager who will arrange cover.**

Evacuation Procedures – (What to do when the alarm sounds)

- All staff, students and visitors must leave the building at once using the nearest available exit.
- Close windows and doors behind you if safe to do so.
- **If there is a gas supply to your room, turn off the gas at the emergency shut off valve and turn off electrical appliances (via the main stop switch if you are in Technology)**
- Do not stop to collect personal belongings.
- Do not use the lifts.
- Do not re-enter the building for any reason until authorised to do so by the Head-teacher.
- Do not take risks.
- All staff should escort students briskly in single file to their designated assembly point.
- Tutors should then join their own tutor group. If the tutor is absent, the member of staff allocated to cover the tutor period for that day will perform the role of the form tutor. If, for any reason, a tutor group is unsupervised, the Team Leader will take responsibility.
- Tutors must **actively supervise** their group and ensure that students line up quietly and in a serious manner to facilitate the taking of registers. Students who are unable to do this should be reported to the Student Progress Leader.
- Students should line up in their designated marked space and their tutor will check registers and inform the SPL of any discrepancy. SPLs will actively supervise their year group.
- Specialised Learning Provision students will be escorted by SLP staff to their tutor group assembly area
- Students in the pool should immediately get out of the water and wait on the pool side for further instruction from the Business Manager. A register should be taken immediately and the list of names taken to the Head-teacher by a member of staff. Should the fire be such that pool users are required to exit the building, the Business Manager will give the instruction. Emergency blankets are available in the pool store.
- Students and staff with significant mobility problems should have a PEEP (Personal Emergency Evacuation Plan) in place. This will detail their individual needs in the event of a required evacuation. It is likely this will involve such individuals being accompanied to the nearest refuge, located in each emergency stairwell, and using the emergency communication system located there to communicate with the receptionist. They will then liaise with the Business Manager who will arrange their safe evacuation in line with their PEEPs, assisted by the school staff trained in the use of the Evac Chair (located on 6C - adjacent to the staff room entrance)
- Staff trained in the use of the Evac Chair will make their way to reception and await instruction.
- Tutors will take registers as quickly as possible and inform the SPL of the results of the register check. All students not accounted for must be followed up and parents informed. The Deputy Business Manager will check visitors to the school and all associate staff. Associate staff who are attached to Communities should then report to that community to assist with the supervision of students. SPLs will check that team staff are present. Teachers who are not tutors must report to the team to which they are attached and should actively supervise the movement and lining up of students. Student teachers should report to the Deputy Head (Teaching and Learning) and supply staff should report to the Cover Manager
- Amey staff should report to the senior Amey member of staff at the assembly point who will check Amey staff off against the signing in sheet and inform the Head-teacher of any unexplained discrepancies
- The Business Manager will liaise between the school, the Building Fire Warden and the Senior Fire Officer.
- The Business Manager will inform the Head-teacher when it is safe for staff and students to re-enter the building.

Covering Duties

Should the Head-teacher be out of school, a Deputy Head-teacher will cover. Should the Business Manager be out of school, the Facilities and Contracts Manager will cover. Should the Deputy Business Manager be out of school the Finance Manager will cover. Should the Business Manager and the Facilities and Contracts Manager be out of school, the Administration Manager will cover for the Business Manager. All staff who are designated deputies should shadow the staff for whom they deputise at least once per year.

Key Escape Routes

Access to key escape routes can be gained via designated routes located on each floor leading to Fire exit stairwells which lead to final exit points. These must not be blocked by vehicles at any time. Should the maglock on fire doors fail to release automatically when the alarm is activated, the screecher cover should be lifted from the “green button” located adjacent to each fire door and the green button activated. This will override the maglock and open the door.

Assembly Points

The Fire assembly point at Tong High School (up until the hours of 5pm) is situated at the rear of the building on the hard play area. This area is clearly marked with assembly points for year/tutor groups, staff and visitors – Please see Appendix E.

Employees with Specific Responsibilities

- The **Business Manager** will liaise with the Building Fire Warden and the Senior Fire Officer and will inform the school receptionist if the Fire Service need to be called, this should then be communicated to the alarm monitoring company who will contact the school in the event of an alarm
- **Zone Fire Wardens** should sweep their area, proceed to their designated assembly point and report their findings, including that all persons are safely evacuated from their area of the building, to the **Head-teacher**.
- Urgent information regarding location/severity of fire or persons missing/trapped should be communicated immediately to the **Business Manager** via the Emergency Radio.
- The **School Receptionist** is responsible for liaising with the fire alarm monitoring company (as mentioned above) who will contact the school to ask if the Fire Service need to attend site. Contact should also be made with the school farm and construction centre staff to ensure that both staff and students remain there until the all clear has been given from the Head-teacher. The receptionist should also stay in contact with any staff or students who have remained in a refuge area.
- **The School Administration Manager** will take the signing out book, staff signing in sheets, Amey staff signing in sheets supply staff signing in sheets and the visitor book to the assembly point.
- **Team Admin staff** will take blank registers and give to Deputy SPLs to issue to form tutors.
- **Team tutors/class teachers** will check the register, check on absentees and latecomers and report the findings to their SPL when the check is complete. They will actively supervise their tutor group at all times.
- **SPLs** will inform the **Head-teacher** when the check is complete.
- **Assistant Head-teachers and Deputy Head-teachers (unless deputising for the Head-teacher)** will support their link teams
- **The Deputy Business Manager** will check the presence of all associate staff who are not tutors and visitors and inform the Head-teacher of any missing people
- **The Kitchen Manager** will check the presence of all kitchen staff and inform the Head-teacher of any missing people
- **The Deputy Head (Teaching and Learning)** will check the presence of all ITT students and inform the Head-teacher of any missing people
- **The Cover Manager** will check the presence of all supply staff and inform the Head-teacher of any

missing people

- **Senior Amey member of staff at assembly point** will check the presence of all Amey staff on site and report any unexplained discrepancies to the Head-teacher (the SFO and caretaking staff will be involved in the evacuation and not at the assembly point)
- **The Head-teacher/Deputies** will check with SPLs and named persons to ensure everyone is accounted for. Upon receipt of the all clear from the Business Manager the Head-teacher will inform SPLs to re-admit students in good order and invite staff to return to work. The Head-teacher will also report to governors on fire drills.

Evacuation Arrangements for Persons Especially at Risk
(See Appendix F for details of PEEP's and Staff Instruction)

Disabled Persons on floor levels above ground level should be assisted by trained persons where appropriate to a designated refuge point in a fire protected stairwell, where they will operate the disabled persons alarm located within the refuge area (this will enable them to communicate with the main control point situated in the school main entrance). Staff trained in the use of Evac Chairs will go to Reception and be directed to the required locations. Two staff from the Exams Office or Attendance Office will take wheelchairs from the medical room through Reception where they will be directed to meet any disabled persons arriving at the stairwell exits by Evac Chair and will assist in transferring them safely to the assembly point.

In the event of fire, priority will be given to those needing assistance in the area closest to the fire. The Business Manager will inform the emergency services on their arrival of the location of any individuals still located at refuge points.

Guidance on the use of the refuge point intercom system can be found next at each refuge point.

Guidance on the use of the refuge point intercom control panel in reception is located adjacent to the control panel.

Procedures for Liaison with Fire Service

- The Building Fire Warden and Business Manager will liaise with the Fire Service upon arrival, providing them with information regarding evacuation status and the last known location of any personnel believed to be still in the building.
- The Building Fire Warden will provide the Senior Fire Officer with a copy of the Building Fire Plan and any necessary access keys/information.
- The Business Manager will draw to the attention of the Senior Fire Officer the location of any hazardous substances, materials or equipment
- The Business Manager will not permit staff to re-enter the building until the Senior Fire Officer present has advised that it is safe to re-occupy. When this advice is received the Business Manager will advise the Head-teacher or nominated Deputy by radio.

If the Fire Alarm is activated at the Farm or Construction Centre

Specific procedures exist for these buildings and the relevant farm/construction staff members should have a copy of them.

In brief - the most senior member of staff present at the Farm and/or Construction Centre should evacuate the students and staff to the designated fire assembly points. They should inform the school receptionist immediately by phone, and if necessary instruct them to contact the Fire Service. The relevant nominated contact should be called by the alarm monitoring company to confirm they have received an alarm activation. That member of staff should liaise with reception and ultimately the Fire Service. Students and staff should not return to the Farm or Construction Centre until the all clear is given by the senior fire officer. For further information please also see the specific fire procedures for

these buildings.

Out of School Hours (after 5pm and at weekends)

All alarm activations in school holiday periods before 5pm lead to assembly on the rear playground. All activations after 5pm lead to assembly at the front of the school on the stepped area.

Procedures for:

School holidays (before 5pm) - please follow the format of the term time day time evacuation. Staff are responsible for the safe evacuation and supervision of any students for whom they are responsible.

After 5pm - when there is a school event, please see Appendix A

After 5pm - where there is no school event and Leisure have sole use, please see Appendix B

After the Evacuation

All issues relating to the evacuation must be reported immediately to the Facilities and Contracts Manager and the Business Manager, including any areas where the fire alarm was inaudible and any fire door which was not able to be used.

Amey Training

- All Amey staff to receive 2 yearly Cardinus on-line fire awareness training.
- All Amey Building Fire Wardens, Deputy Building Fire Wardens to receive 2 yearly fire warden and fire extinguisher training.
- Training in site specific procedures at Tong High School will be provided by the Building Fire Warden.
- Training for Zone Fire Wardens at Tong High School will be provided by the Business Manager/Facilities & Contracts Manager.

Appendix A

Fire Evacuation Procedures for School Evening Events (Post 5pm)

The general principles of the main evacuation plan should be followed.

The school lead for the event will announce at the start of each event that should the fire alarm sound, there is no planned test and everyone should evacuate and gather at the front of the school on the stepped area.

In the absence of the Business Manager/Facilities & Contracts Manager, the senior member of staff present will remain in reception and act as liaison with the Amey Building Fire Warden and the Fire Service.

The school lead for the event should ensure that there has been a sweep of all the areas occupied by the school, using available staff where safe to do so. If this is an event, e.g. a school performance, only the area booked for the event needs to be swept.

Appendix B

Fire Evacuation Procedures for when Leisure have sole use

The general principles of the main evacuation plan should be followed.

Evacuation will be to the stepped area at the front of the school. All staff and customers will gather there, with staff providing assistance where necessary to those who need it.

When the area of the building used by Leisure is clear as far as is known:

- Advise customers not to leave the assembly point
- Advise customers not to re-enter the building
- Try to determine if anyone is missing
- Help to keep people calm
- Report to the Duty Manager with information on the areas evacuated and if you believe there may be people still in the building

In the absence of the Business Manager/Facilities & Contracts Manager, the Duty Manager will remain in reception and act as liaison with the Amey Building Fire Warden and the Fire Service.

Leisure staff will be trained in the use of the Evac Chair.

Appendix C

Nominated Fire Wardens

Level A	Zone 1	Lead Technician,	MGI
	Zone 2	Science Technician,	VDA
	Zone 3	Lead Curriculum Assistant,	RTh
	Zone 6	Curriculum Assistant,	AHI / KMc
	Student Toilets	Dept. Manager,	RWh
Level B	Zone 1	Deputy SPL,	ETo
	Zone 2	Deputy SPL,	YEI
	Zone 3	Deputy SPL,	CBe
	Zone 4	Love 2 Learn Centre Manager,	JGI
	Zone 5	Assessment Manager,	DTo
	Zone 6	Admin Assistant,	NKi
	Kitchen	Catering Manager,	SWy
Level C	Zone 1	Deputy SPL,	CSc
	Zone 2	Curriculum Assistant,	RKi
	Zone 3	Dept. Manager,	CMa
	Zone 4	Curriculum Assistant,	JGe
	Zone 5	(Specialised Learning Provision)	RHi
	Zone 5 (6 th Form)	Deputy SPL	KCa
	Zone 6	HR Manager,	GBu

Appendix D

Staff trained in the use of the Evac Chair

The training was completed by Bradford Council on 13.1.2011.

Mr C Seale - priority to report to Reception
Mr G Wreford - priority to report to Reception
Mr D Fletcher - priority to report to Reception
Mr S Alvy - priority to report to Reception

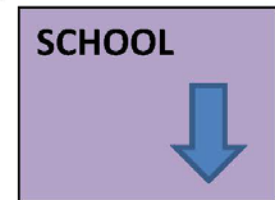
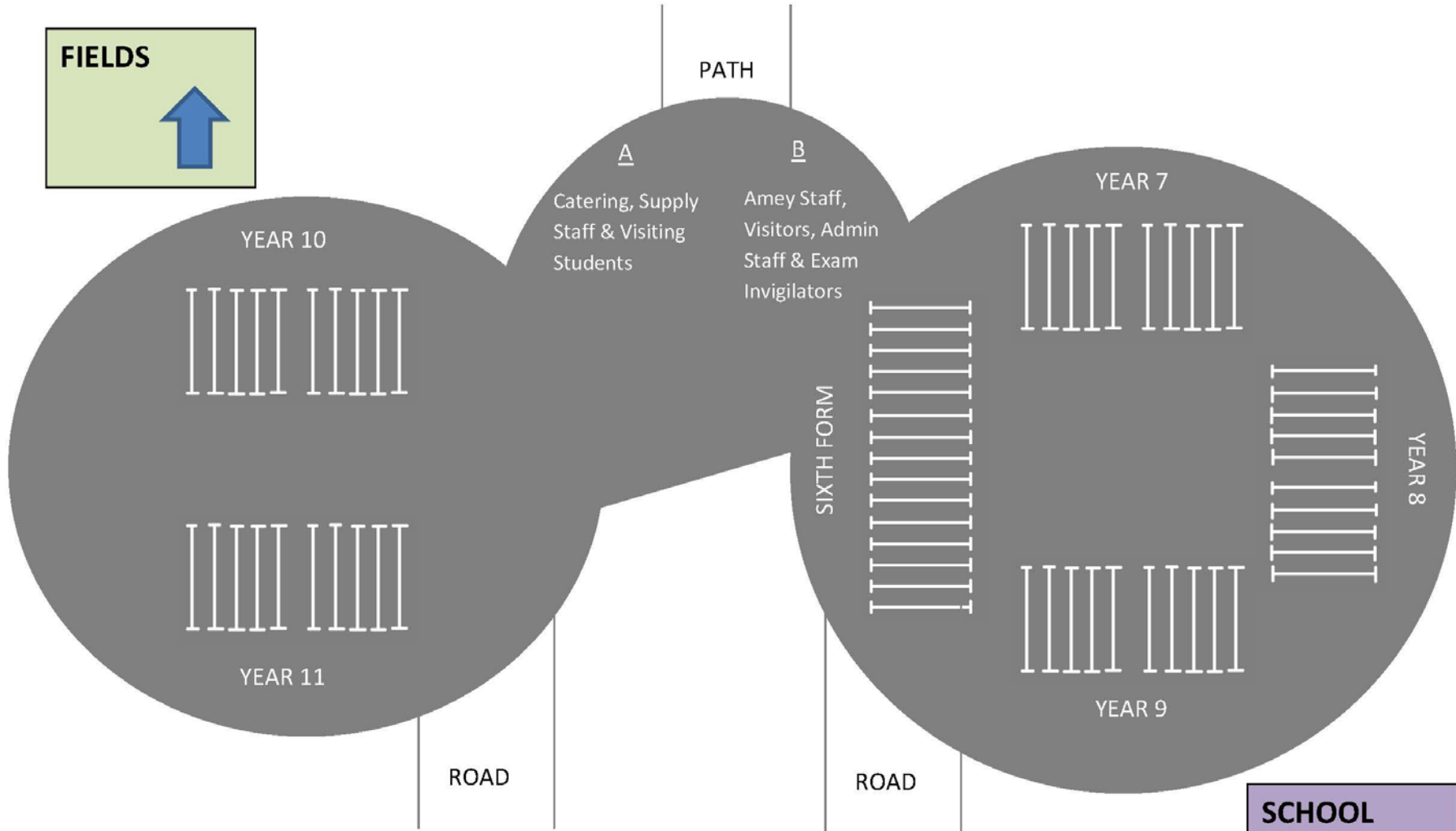
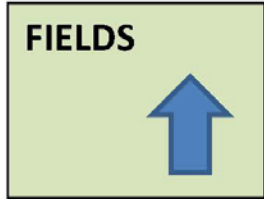
Mrs V Wilkinson
Miss L Draper
Mrs L Giles
Ms M Ashton
Mrs C Chaplin
Mr J Myers

Staff to bring wheelchairs out from medical room

Mrs B Blackburn
Mrs K Overend
Mrs S Reardon
Mrs S Pearson
Mr L Prowse

Appendix E - Fire Muster Points

Tong High School



Appendix F

Personal Emergency Evacuation Plans (PEEP's) for Persons Especially at Risk

Student	Year	Supporting TA	Needs	Evacuation Needs
Amirah Khalifa	9	Linda Sutcliffe Stacey Smith (PE Lessons)	Physical	Evacuation Chair and Wheel Chair at point of exit
Sarah Bullock	11	Cheryl Hainsworth (Tuesday & Wednesday) Laura Goldsmith (Thursday)	Physical	Descend stairs in seated position, Wheel Chair at point of exit
Evacuation team must be present and other building users left the building before descent of a staircase is attempted				

Task	Responsibility of:
<p><u>Supporting Teaching Assistant</u></p> <p>Escort student to nearest Refuge Point and contact reception via the intercom system stating your location and whether Evacuation Chair and /or wheelchair is required. Colleagues should then wait at the stated Refuge Point for the Evacuation Team</p> <p><i>or</i></p> <p>Support independent evacuation if on A Level. On exiting the building colleagues must immediately inform the Head Teacher that supported student has been evacuated.</p>	<p><u>Supporting Teaching Assistant</u></p> <p>Staff absence will impact on support of identified students and for this reason all Teaching Assistants must be aware of Evacuation Plans of all students.</p>
<p><u>Evacuation team</u></p> <p>Evacuation team to go to Reception. Direction will be given as to which Refuge Point student needs to be evacuated from and whether Evacuation Chair is required. Two Evacuation Chair trained colleagues must assist in evacuation of each student.</p>	<p><u>Evacuation team</u></p> <p>CSE, GWR, DFL, VWI, EDY (AAS, BHU, PLO, CHA, EDY to be trained)</p>
<p><u>Wheelchair team</u></p> <p>Collect wheelchairs from Medical Room and take to Reception. Direction will then be given as to which external fire exit to take wheelchair to and assist evacuation of students.</p>	<p><u>Wheelchair team</u></p> <p>KOV, BBL, LPR, SPE, SRE</p>
<p>Additional info</p>	<p>Circulation: Whole School</p>

Appendix F (Continued)

Zone/Area Evacuation Guidance for Persons Especially at Risk

Zone	Action
1A	Evacuate through fire doors in stairwell at end of zone – contact Head Teacher immediately on exiting the building
1B	Go to stairwell at the end of the zone – use intercom to contact Reception, request evacuation and wait for Evacuation team
1C	Go to stairwell at the end of the zone – use intercom to contact Reception, request evacuation and wait for Evacuation team
2A	Evacuate through fire doors in stairwell at end of zone – contact Head Teacher immediately on exiting the building
2B	Go to stairwell at the end of the zone – use intercom to contact Reception, request evacuation and wait for Evacuation team
2C	Go to stairwell at the end of the zone – use intercom to contact Reception, request evacuation and wait for Evacuation team
3A	Evacuate through fire doors in stairwell at end of zone – contact Head Teacher immediately on exiting the building
3B	Go to stairwell at the end of the zone – use intercom to contact Reception, request evacuation and wait for Evacuation team
3C	Go to stairwell at the end of the zone – use intercom to contact Reception, request evacuation and wait for Evacuation team
4B	Evacuate through fire doors in stairwell at end of zone – contact Head Teacher immediately on exiting the building
4C	Go to stairwell at the end of the zone – use intercom to contact Reception, request evacuation and wait for Evacuation team
5C - SLP	Use intercom system in 5C (near staff toilets) to contact Reception, request evacuation and wait for Evacuation team
5B - Reception	Wait in Reception to be evacuated
6A – Drama Studios/ P/Arts classrooms	Evacuate through fire doors between Zone 1 and Zone 6 – contact Head Teacher immediately on exiting the building
6B – Sports Hall/Gym/Changing Rooms	Go to Reception to be evacuated Or Exit through Sports Hall and go to Refuge Point in 1B stairwell.
6C – SLT and HR	Use intercom system in 6C (next to doors to HR) to contact Reception, request evacuation and wait for Evacuation team
Atrium	Evacuate through fire doors between Zone 1 and Zone 6 – contact Head-teacher immediately on exiting the building
Student Entrance	Go to Reception to be evacuated