**Fire and Emergency Strategy**

***Zephaniah 3:17***

***“****With his love, he will calm all your fears.”*

Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

* **Fellowship** - Collaborating with others, we treat everyone with respect, dignity and kindness.
* **Aspiration** - We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
* **Integrity** – We demonstrate fairness, equality and honesty.
* **Tenacity** – We are determined and resilient when faced with challenges.
* **Humility** - We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who ‘experience life in all its fullness’ (John 10:10)

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# **General Procedures**

The Derby Cathedral School Fire and Emergency Plan will be reviewed annually and endorsed at the first Local Academy Committee (LAC) meeting of the year; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

This Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks or bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented. PEEP’s for students with either long term or short term needs will be prepared by the Medical Officer.

Training of staff for the use of ResQMat’s for evacuation of students / adults with PEEP’s will be carried out each year during the annual first aid training.

# **Fire drills and alarm activations**

Regular fire drills will be undertaken at differing times of the day on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

# **Tackling fires**

Staff are instructed not to tackle fires unless they have received appropriate training in the safe use of fire extinguishers. In these circumstances staff have only been trained to tackle ‘small’ fires.

# **Fire Hydrant**

There is a fire hydrant on the school premises directly adjacent to the gates by the Sports Hall. This should be pointed out to the Fire Service in the event of a real fire situation.

# **Grab bag**

A grab bag containing key information will be kept in the Ground floor main school office – room 0-35. Office staff will be responsible for taking the bag on hearing the fire alarm sound to the nominated evacuation controller. Grab bag contents:

* Copy of fire risk assessment, fire and emergency plan and emergency plan map.
* Asbestos register/local asbestos management plan, if held. Note – There is no Asbestos on the school site.
* Details of any significant hazards on site e.g. gas cylinders, radioactive materials, large quantities of hazardous substances.

Other key information to be taken to the Assembly Point:-

* Daily print of Bromcom evacuation report / Inventry fire report for students / staff / visitors on site will be produced and taken out by office staff
* Pupil contact numbers will be obtained electronically through Bromcom where necessary
* Fire warden check/sweep cards to be taken by member of staff nearest to that area
* Any life critical medication will be collected by the medical officer

# **Action on discovering a fire:**

* Activate the nearest alarm call point – see Maps in Appendix.
* Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
* Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

# **Action on hearing the fire alarm:**

* Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point. **The assembly point is in the Multi Use Games Area (MUGA) within the student recreation area.**

**All**

* Do not stop to collect any personal belongings.
* Do not use lifts
* Close doors as you leave if safe to do so paying particular attention to doors held open due to COVID restrictions.

Some staff will have specific duties that they have been allocated such as Evacuation Controller (Head or SBM), Fire Marshal, Control Panel Officer and PEEP support (usually a nominated TA / HLTA); these persons will undertake their allocated duties as part of the evacuation if safe to do so.

# **Alerting persons of the need to evacuate**

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

The fire alarms sound is acontinuous siren.

If the fire alarm fails, persons within the building would be alerted to the need to evacuate the building by using whistles and voice.

Persons with hearing impairments are alerted by arrangements on individual PEEPs.

# **Communicating with the emergency services**

In the event of a confirmed or suspected fire nominated persons will place a direct call to the fire service by calling 999 from an internal phone or 999 from a mobile

Nominated persons are: **Jenny Brown, Jane Foulkes**

**In the event of a serious confirmed fire, anyone can call the fire service if they are unsure whether a call has been placed.**

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service:

* Full school name and address
* Has a fire been confirmed or is there a smell of smoke?
* Where is the location of the fire?
* Do we know whether there are any persons trapped in the building or unaccounted for (which sweep cards were checked)?
* Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

# **Staff with specific responsibilities**

**Evacuation Controller** – Responsible for taking overall control of any emergency evacuation of the building / site and communicating with emergency services and local authority as required.

There are numerous walkie talkies in the school held by all of SLT and other key staff members, which should be used to communicate the exact location of the fire to enable a safe, fluid evacuation from the school.

All Middle Leaders will be accountable for checking their staff are present at the evacuation point. Heads of Year should check their year group tutors are present. Any missing staff should be reported to the SBM / Headteacher.

Office staff will check all visitors signed in on INVENTRY are present at the evacuation point.

**Fire Marshals** – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

* Fire Marshals: All staff to be aware of Fire Marshal duties and to complete the relevant training in TES Develop every two years.
* Fire Sweep card to be positioned in 24 areas across all floors. Sweep cards to be taken down during the sweep by any member of staff nearby who is not responsible for evacuating students and handed to the Evacuation Controller at the assembly point.
* Meeting Rooms – housekeeping must be carried out to inform any external Conference Leads of evacuation routes and to ensure that all delegates report to the assembly point for roll call.

The main fire panel is in the school entrance and a repeater panel is in the Sports Hall entrance.

**Control Panel Officers** are responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

**PEEP Support Staff** – Responsible for providing support to individuals as per the information contained in the individual PEEP.

**Admin team** – print registers and hand to Heads of Year / Pastoral Year Lead

**Heads of Year** **/ Pastoral Year Lead** – distribute to and collect in registers from tutors. Alert Evacuation Controller of any missing staff or students.

# **Specific persons at risk**

Within school, 1 person has been identified at risk. Where needed, personal emergency evacuation plans (PEEPs) will be developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding. Refer to specific PEEP documents for further information (where applicable)

# **Arrangements for safe evacuation and assembly**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Evacuation procedures | Assembly point | Evacuation  Controller | Method of  accounting  for persons | Person  checking  control panel |
| Breakfast | Staff on duty to escort pupils from the dining hall / playground to the assembly point via nearest and safest route | MUGA | Head / SBM | Roll call once assembled | FM and Premises Staff |
| Standard teaching  times | Pupils move to the assembly point via nearest and safest exit route (signed)  Fire Marshals sweep building – 24 areas | MUGA | Head / SBM | Registers by form tutor, INVENTRY Fire evacuation report | FM and Premises Staff |
| Break times | Staff on duty to escort pupils from the dining halls / playground to the assembly point via nearest and safest route | MUGA | Head / SBM | Registers by form tutor, visitor signing in sheet brought out by admin team | FM and Premises Staff |
| Lunch time | Dining Hall - MDS to escort pupils from dining hall / playground to assembly point via nearest and safest route – food to be left. Pupils to line up in tutor groups as per std teaching times.  Staff on duty to escort any pupils from LRC as above.  Admin staff to evacuate as per standard procedures taking registers etc.  Any teaching staff on site to leave by the nearest safest exit route and meet up with their classes (if form tutor) at the assembly point.  Registers for classes where teacher is not on site will be taken by HOY / PYL | MUGA | Head / SBM | As standard teaching times | FM and Premises Staff |
| Collective Worship with  visitors attending | Form tutors , teachers and teaching assistants in hall to escort pupils / visitors out of designated fire exit to assembly point | MUGA | Head / SBM | As standard teaching times*.* | FM and Premises Staff |
| After school  (pupils on site at  clubs or activities) | Teachers (club leaders) and Learning Resources Manager to escort pupils out of nearest safe fire exit to assembly point from classrooms / STRIVE and / or LRC | MUGA | Head / SBM | Registers | FM and Premises Staff |
| As pupils arriving or leaving | Staff supervising dining hall to escort pupils by nearest fire safe exit to assembly point | MUGA | Head / SBM | Roll call | FM and Premises Staff |
| Staff only on site | Staff to leave by nearest safe fire exit and move to assembly point | MUGA | Head / SBM | Staff signing in sheet and / or INVENTRY print out | FM and Premises Staff |
| Open house/  Evening events | Staff on site to escort all visitors out of the building by the nearest safe fire exit and move to assembly point | MUGA | Head / SBM | n/a | FM and Premises Staff |

**Specific arrangements must be included within this area when building or refurbishment projects are taking place on site.**

# **Specific procedures for high risk areas/activities**

Within school the following areas/activities have been identified as high risk with regards to fire/emergency.

**Main kitchen** - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

Shutters are fitted on kitchen servery, which operate when the fire alarm is activated. These can be lifted using the button adjacent to the shutters once the fire evacuation drill is over.

If the fire is located near the final exit door to the kitchen and corridor, kitchen staff evacuate through the door to the dining hall and make their way to the nearest fire exit.  All kitchen staff should be aware of this, and the procedure should be tested during a planned evacuation drill.

**Science laboratory** – Science teachers and technicians have local procedures in place when undertaking potential hazardous activities, the person in charge of the hazardous activity is responsible for ensuring any local emergency procedures are undertaken. This should include any gas on site (non mains), radioactive substances or large quantities of hazardous substances.

**Boiler/plant room** – Access to this area is restricted. Only DCS Premises staff and contractors who may need to access to this area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

# **Methods of communicating information relating to fire evacuation**

**Teaching and support staff** – Fire Warden training – TES Develop Autumn Term each year, communication of fire and emergency plan within staff meetings (teaching, support, admin), fire drills and de briefs.

**Lunchtime Supervisors** - Fire Awareness training, communication of fire and emergency plan at INSET, fire drills and de briefs.

**Catering and cleaning staff** – Communication of fire and emergency plan and pre-arranged meetings, fire drills and de briefs by MCS Ltd and Caterlink Ltd

**General visitors** – housekeeping information given, generally escorted on site.

**Meeting room visitors** – housekeeping information given at sign in, evacuation procedure in room. Evacuation to MUGA.

**Contractors** – housekeeping information given at sign in, evacuation to MUGA

Emergency services – Following initial 999 call, the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally.

**Lettings**

Details regarding emergency evacuation during evening / weekend lettings will be detailed in the Service Level Agreement with that user in accordance with our Community Use Agreement.

**Whole site evacuation**

If it becomes necessary to evacuate the whole site whilst pupils are in school, students and staff will go straight home. SLT will congregate at the Bean Café on Friar Gate.

The Senior Leadership Team will co-ordinate all arrangements with parent/carers. Parents/carers will be advised of the situation via local radio, school website, notices at school, phone call etc.