



# Detailed Fire Emergency Evacuation Plan

Spa School Camberwell  
150 Southampton Way  
SE5 7EW

Reviewed: 10.04.2025

## Sound of the alarm

The sound of the alarm will be a continuous warning siren.

## Raising the alarm

In the event of a fire:

- If a fire is discovered, however small, the alarm will be raised by activation of the nearest key operated call point.
- If a fire is detected by the automatic detectors, this will trigger the fire alarm.
- The alarm system is monitored – The fire brigade will be called via our monitoring centre.
- The headteacher or person in charge will call the FIRE BRIGADE IMMEDIATELY BY DIALING 999.

## Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The fire marshals (Rian Ehlers, Jamie Stokes, Nusrat Raja) will take charge and lead in the fire evacuation.
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.
- Staff will commence evacuation of the building. In a calm and orderly manner, gather all the pupils you are responsible for and make your way to the (nearest accessible) fire exit.
- Separate personal emergency evacuation plans (PEEPs) are in place for pupils with additional needs where this is appropriate. See **pupils with disabilities**.
- Staff teams will ensure that all the pupils leave the building by checking the classroom, toilets and any other areas that are accessible to the pupils, including the lift.
- Visiting staff should follow the direction of a permanent member of staff.
- All doors must be closed.
- DO NOT COLLECT PERSONAL BELONGINGS.
- Rejoin the other staff and pupils at the fire assembly points in the playground.
- A 'general emergency evacuation plan (GEEPs)' is in place for visiting staff.

- Fire marshals will sweep the building if safe to do so to ensure all areas are clear and all doors are closed on the way out.
- Throughout the evacuation, fire marshals will be able to communicate with each other and the SMT with their DECT phones.
- Electrical mains and gas supplies will switch off automatically.
- SMT to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service or the headteacher.
- Class teachers to ensure that all persons for whom they are responsible have been evacuated from the premises and are accounted for. Inform the headteacher or a fire officer immediately of any missing person(s).
- Office staff will collect the fire registers and use the signing in book to check that all visitors and staff are accounted for.
- Teachers will take the register to ensure everyone is accounted for. They will inform the Fire Service.
- Office staff will ensure all visitors to the school are accounted for.
- No one will be allowed to re-enter the premises until instructed by a fire officer or, in the event of a false alarm, the headteacher, that it is safe to do so.

### **Pupils with disabilities**

- All pupils that attend Spa Camberwell have a diagnosis of autism.
- Staff will support and direct all pupils with disabilities in the event of a fire or if the fire alarm goes off.
- Pupils are shown and reminded of the fire procedures at the start of every half term.
- A fire action poster with symbols is shown to them and on the walls in all rooms and corridors.
- Staff are always allocated to certain pupils either 1:1, or in small groups. In the event of the fire alarm being raised or a fire seen, staff will use appropriate language, gestures and symbols to support the pupils.
- Any pupils with mobility issues will be supported out of the building.
- Trained staff will support pupils / visitors requiring Medivac chairs. See GEEP for visitors.
- PEEPs are in place for pupils who are at specific risk of not responding to the fire alarm and evacuation procedures. At risk pupils are clearly indicated on the classroom fire register. These students' PEEPs are held in the class folder and members of the class team will familiarise themselves with it.

## **Key Escape routes:**

### **Basement:**

- Stairs up to the secondary playground.

### **Ground Floor:**

- Main entrance
- Fire exit to primary playground
- Fire exit from the kitchen to secondary playground
- Fire exit from the dining hall to secondary playground
- KS1 classrooms: Main classroom door to exit to the outdoors game court assembly point.
- KS2 classrooms: Doors to primary playground.

### **First Floor:**

- Main stair core to reception lobby and exit to secondary playground
- Stairs to the primary playground
- KS3 classrooms: Stairs to primary playground.

### **Second Floor:**

- Main stair core to reception lobby and exit to secondary playground
- Stairs to primary playground.
- KS4 classrooms: Stairs to primary playground.

## **Fire awareness**

- Close the doors, and if possible the windows to the room in which the fire is discovered. This will prevent draughts and reduce the risk of the fire spreading
- Power/Process isolation: If electrical fittings are involved in a fire, be sure that the current is switched off before they are touched, or the fire is dealt with.
- If a person's clothing is on fire use a blanket, rug or similar article to wrap it round the person who should be laid on the ground to prevent flames reaching the head.
- Always ensure that areas leading to fire exits and the fire exits itself are clear of furniture or storage at all times.
- Always close doors behind you to prevent smoke and fire from travelling.
- Always report deficiencies or concerns to your line manager or the office.
- Never place combustible material or rubbish near fire exits.
- Always switch electrical appliances off at the end of the day.

### **It is in your best interest**

- To study this notice, to know what to do in the event of a fire and to know how to use the fire appliances.
- To make certain that you are familiar with all the means of escape in case of a fire and that staircases, landings and other exits are kept clear from obstructions at all times.
- To prevent any possible cause of fire.



## **Training and equipment maintenance**

All staff will receive annual training in fire awareness and fire safety.

- All new staff will be given training when they arrive to ensure they understand the procedures in the event of a fire at this establishment.
- Further training will be delivered at any given time at the request of any staff member who feels unsure of the procedures to be adopted on hearing the fire alarm or requires assistance in using any of the portable extinguishers on the premises.
- A qualified person will test the fire equipment and do a fire risk assessment monthly and annually as appropriate.