



## Detailed Fire Emergency Evacuation Plan

### Spa School Bermondsey

#### **ACTION ON DISCOVERING A FIRE**

1. Immediately sound the alarm
2. Call the Fire Brigade on any out-break of fire however small
3. The headteacher or person in charge: **Call the FIRE BRIGADE IMMEDIATELY BY DIALING 999**

#### **ACTION ON HEARING THE FIRE ALARM**

1. Immediately leave the building by the nearest fire exit.
2. Assemble at the Assembly points in the playground.

#### **FIRE EVACUATION STRATEGY:**

1. The Premises will be evacuated on the sound of the fire alarm
2. All persons will assemble: **AT THE ASSEMBLY POINTS IN THE PLAYGROUND**

#### **HOW TO ACT IN THE EVENT OF A FIRE**

- A. ACT QUIETLY
- B. USE THE NEAREST AVAILABLE EXIT
- C. FIRE MARSHALLS ON EACH FLOOR WILL
  - I. CHECK THAT ALL ROOMS ARE EVACUATED
  - II. CHECK THAT ALL DOORS AND WINDOWS HAVE BEEN CLOSED
  - III. CHECK THAT ALL ELECTRICAL APPLIANCES HAVE BEEN TURNED OFF

#### **PLEASE NOTE THAT 'C' IS NOT TO BE CARRIED OUT IF THERE IS THOUGHT TO BE ANY RISK TO SELF OR OTHERS**

THE PERSON IN CHARGE ENSURE THAT ALL PERSONS FOR WHOM THEY ARE RESPONSIBLE HAVE BEEN EVACUATED FROM THE PREMISES AND ARE ACCOUNTED FOR

#### **ROLL CALL WILL BE TAKEN AT THE ASSEMBLY POINT TO INCLUDE ALL PUPILS, STAFF, CONTRACTORS, AND VISITORS**

**NO ONE SHOULD BE ALLOWED TO RE-ENTER THE PREMISES UNTIL INSTRUCTED BY A FIRE OFFICER THAT IT IS SAFE TO DO SO**

**HINTS FOR DEALING WITH A FIRE**

- I. Shut 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
- II. 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.
- III. 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.

**IT IS IN YOUR BEST INTEREST**

- I. To study this notice, to know what to do in the event of a fire and to know how to use the fire appliances.
- II. 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.
- III. To prevent any possible cause of fire.

**Identification of Key Escape routes:**

**KS3 building:**

- Main entrance
- Fire exits from Science Room, downstairs classrooms, Staff Work Room to playground

**Sports Hall and Kitchen Building**

- Main entrances
- Fire exit from Fitness Suite to playground
- Fire exit from Sports Hall to playground
- Fire exit from Conservatory to playground
- Fire exit from Kitchen to playground

**Main building**

- Exit through Library main entrance to playground
- First Floor exit down either stairs to playground exits
- Second Floors exit down nearest stairs to playground exits
- Music room and Soft Play can be walked between to find nearest safe stairs to playground exit
- Reception exit to playground via nearest stairs to playground
- Reception exit to Monnow Road

**Art and Cooking block**

- Main entrance to playground
- Fire exit through Art Room to playground

**Classroom and Premises block**

- Main entrances to playground
- Fire exit through classroom to playground

**Café**

*The Café has its own fire action plan*

**Fire Marshall Role:**

FIRE MARSHALLS: GARY PAUL, TANIKA WILLIAMS PLATT, GEORGINA QUIGLEY, NICOLE LEWIS WILL ENSURE THAT ALL PERSONS FOR WHOM THEY ARE RESPONSIBLE HAVE BEEN EVACUATED FROM THE PREMISES AND ARE ACCOUNTED FOR.

In the event of a fire STAFF will escort all PUPILS , staff and visitors out the through the nearest Fire Exit to the nearest assembly point. Office staff will collect the fire registers. SMT will take the register to ensure everyone is accounted for. They will inform the fire brigade.

**Provisions for visitors, disabled persons, contractors and lone workers.****Staff/ Visitors/Pupils****Pupils with disabilities**

- All pupils that attend Spa Bermondsey 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
- 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.
- Pupils are escorted out of the fire exits.
- Office staff will take the student and staff/visitors signing in register and take the register at the assembly point to ensure all staff and pupils are accounted for.
- Any pupils with mobility issues will be supported and a staff member to support them out of the building.

**PEEP (Personal Emergency Evacuation Plans)**

SMT, senior admin and premises staff will be aware of any pupils/visitors requiring a PEEP.