

FINE ARTS^{6r5} COLLEGE

Fire and Emergency Procedures Policy

See also SA2-1

Assessment By: Karen Staples	Date: March 2018 Next Review: March 2019
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Introduction

It is the overall aim of Fine Arts College to minimise the risks to pupils staff and employees which may arise from fire. This will be achieved by working to ensure precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Responsibility of all College Staff

All College staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Staff must familiarise themselves with the following arrangements:

- A practice fire drill/evacuation will be held every term for Centre Studios and Lambolle Place
- The Fire Panel and Call Points are checked weekly in Centre Studios and twice weekly in Lambolle Place
- On discovering a fire ring the nearest fire alarm
- Do not tackle a fire unless it is small and you have been trained to do so. Your first duty is to ensure that the College is alerted and that the students in your charge are evacuated safely
- The **Designated Fire Marshals** will evacuate the buildings on hearing the fire alarms
- The **College Administrator/Designated Fire Marshal** will call the Fire Brigade once it has been established that there is a fire. All false alarms will be logged
- The **Designated Fire Marshals** will check their area, ensuring that the buildings are completely evacuated
- If possible and without anyone being put at risk, all windows should be shut on exiting Doors should be closed by the last person vacating a room, corridor or lobby and leaving the building
- Students will be expected to exit the building quietly and calmly (see Rules below) and to line up in the Assembly area
- Staff and students should follow the instructions on the Evacuation Notice in the room and the Evacuation Signs for the route of exit, unless circumstances dictate otherwise

Classes will line up at the following Assembly Points as indicated on the Evacuation Notice:

Centre Studios/51 Englands Lane/43 Englands Lane	Chalcot Gardens
Lambolle Place/Photography	Corner of Lambolle Place and Belsize Park Gardens (pavement opposite the front door of Lambolle Place)

The **Fire Officer**, or in his/her absence a **Designated Fire Marshal** is the Controller of the assembled College

The following procedures for checking for safe evacuation will apply:

Responsible Person	Duty
Designated Fire Marshals	See Appendix A
Designated Office Staff Class Tutors	Bring out class registers and distribute to appropriate teachers Call register and report any missing pupil to Fire Officer immediately
College Administrator	Brings out Visitors' signing-in book, check visitors' presence and report anyone missing to the Fire Officer immediately. Bring the student absence list, class room timetable and the GRAB BAG

- Students with special needs will have designated members of staff to support them
- All staff without a specific duty have to report to the Fire Officer or designated person to be available to provide support
- Contractors and visitors will be told about Fire Safety and shown the Assembly Point where they will be checked by the **College Administrator**
- The **Fire Officer/Designated Fire Marshal** will direct the Fire Brigade to the site of the fire
- No one will re-enter the building until instructed to do so
- After each drill or real emergency the **Fire Officer** will review the effectiveness of the procedures
- Other staff will be asked to comment if they think that the system could be improved

**Instructions on what to do in an emergency are displayed in every room
It should not take more than four minutes to evacuate the building**

In the event of a real fire, which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action

Bomb Threat

There is in principle, no difference between a bomb threat and any other need to evacuate the College. On evacuation, bags and possessions should be left, and mobile phones must be switched off, radio communication devices should not be used. The assembly point may be moved subject to the specific nature and location of the threat.

Fire Marshal Role

Fire Marshals will familiarise themselves with the Fire/ Emergency Procedures in the Health and Safety Policy

Fire Marshals will familiarise themselves in their designated areas of:

- Call Points locations
- Escape routes (main and alternative)
- Fire Extinguisher placements
- Types of extinguishers and their use
- Refuge Point (if one has been allocated)

It has to be noted that:

- No one is required to put themselves at unnecessary risk in the event of a fire
- Only a trained person should ever use a fire extinguisher and only on a small fire (e.g. a waste bin) and only once the alarm has been sounded and the room is clear
- The advice is to evacuate the buildings on hearing the fire alarms
- The Fire Brigade will be called when it has been established

On hearing the alarm the Fire Marshal will:

- Be available to direct students to the nearest escape route
- Check to ensure that assistance is available at Refuge points for those who need it
- Call for assistance, if not
- Check that their area is clear of all people

In checking Fire Marshalls will:

- Look in all rooms, toilets, walk-in cupboards and any other area known to be used by staff or students e.g. common room, where students spend study breaks
- Ensure corridor doors and the final exit door are closed behind her/him as s/he leaves

Fire Marshals have full authority to instruct people to evacuate the premises and should report anyone who refuses to leave immediately to the person in charge (this is a disciplinary matter).

Fire Marshals have to be aware of the plan for the safe evacuation of anyone with special needs in their designated area. (See PEEPs below)

Once they have checked their designated area, the Fire Marshals will:

- Report that this has been done and what the status of that area is (clear/ someone refusing to leave/ someone trapped, etc) to the person in charge
- In the event of a person being trapped this should be communicated by the quickest possible, practical means to the Fire Officer

Fire Marshals are then requested to be available in order to further aid the **Fire Officer**, if necessary.

They are advised not to enter a room where there is sign of fire as the opening of the door may increase the intensity of the fire or spread it, so further endangering life.

Fire Marshals will receive "hands-on" training in the use of Fire Extinguishers, which will enable them to tackle small fires.

Fire Marshals have to be aware of the procedures for False Alarms.

Personalised Emergency Evacuation Plans (PEEPs)

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

Lockdown

In the unlikely event of a dangerous incident occurring in the vicinity of the College (such as a riot or the presence of an armed assailant, for example) the College has safety procedures in place to protect the students.

If the event occurs in lesson time, the students will be kept inside the College buildings with the Centre Studios gate secured and the doors to Lambolle Place, the Media Room and the Photography locked.

A text alert will be sent to all parents, guardians, tutors and students to inform them of the situation and to confirm that our safety procedures are in place.

Our landline telephone lines must be kept clear for communication with the emergency services and for contact between our buildings, so we ask parents and students to use only mobile phone numbers to contact the students and to gather information through them. Regular text updates will be sent to all members of the College community as necessary. The first text will contain the important instruction to parents NOT to telephone the College on the landline number (020 7586 0312).

If the event occurs during a break or at lunch time, the Englands Lane gate and the doors to our other buildings will be opened to allow students to enter quickly. Certain staff are designated marshalls and will ensure that students who are in Englands Lane, Lambolle Place and Belsize Park Gardens are quickly brought inside. Registers will be taken.

We have liased with some of our close neighbours in Englands Lane: the delicatessen Black Truffle and Camomile Café have access to our courtyard at the back of their premises and will be able to let students enter the College that way if our gate has been shut.

Hallways, toilets and all classrooms will be checked and students will be kept safe in rooms that are as sheltered from the street as possible. They will be kept away from windows and sitting on the floors below them where necessary.

- No-one will be allowed to leave any of our buildings
- All doors and windows will be locked
- If appropriate, classroom doors will be barricaded with doorstoppers and furniture
- In Lambolle Place, the blinds will be drawn
- If appropriate all lights and computer monitors will be switched off
- Mobile phones will be set to silent
- If appropriate staff and students should remain silent
- Any staff or students who need it will be given special assistance
- No-one should leave the room allocated to them, not even to go to the toilet
- Staff and students should wait for an all-clear signal before ending lockdown status
- Parents and guardians will be notified by text as soon as the emergency is over

Fire Evacuation during Public Examinations

Rooms where Public Examinations are taking place will not be evacuated unless instructed to do so directly by the Exams Officer or another member of Staff, and will then be evacuated as the exam policy

Rooms where ONLY internal examinations (including mocks) are taking place will be evacuated in the normal manner.

Fire Safety Rules for Students

These should be read at the start of each term

Make sure you are familiar with the Evacuation Procedures displayed in all main rooms and areas. You will practice a Fire Drill each term to help you be better prepared to get out in the event of a real fire

- 1) Under the directions of your teacher during Evacuation of the building
- 2) Keep noise to a minimum
- 3) Shut doors on the way out, if you are instructed to do so or you are the last person through them
- 4) Leave immediately by the designated escape route, if safe to do so, otherwise take the alternative escape route
- 5) Keep in single file
- 6) Move quickly but do not run
- 7) Assemble with your Subject Tutor at the designated assembly point
- 8) You are not allowed to go back into the building for anything