

FIRE EMERGENCY PLAN *Queen's Avenue*

1. Assembly Point: on the pavement outside No. 3 Queen's Avenue

At all times: On hearing the fire alarm, all teachers/staff must instruct students to leave the building immediately. Students must not be allowed to collect belongings. Staff must not collect their belongings.

2.

During lesson time: Teachers/staff close windows, turn off lights, and exit the classroom last, closing the door behind them.

3.

The **person staffing reception** (or other admin staff if no receptionist) **must:**

- Take the **key for the garden side door** from the key cabinet on the wall in the back office first. (This key is the same mortise key used to unlock the QA front door.) Open the **garden side door** from the garden as the main garden exit. The **side gate** is an alternative route if there is a problem with the main **garden side door** exit.
- Collect the **staff/visitor sign-in file** from the reception desk and then all the **student sign-in lists** from the wall in the main entrance corridor connecting to the main entrance.
- Once exited, the receptionist should hand the lists & file to the most senior member of staff. This person must then allocate the **sign-in file** to an **admin member** of staff to roll call, and then conduct the **students' fire list** roll call, giving some lists to other members of staff if necessary.
- Once exited, **CALL THE FIRE BRIGADE BY MOBILE PHONE, IF THERE IS NO REPORT FROM ANY STAFF MEMBER THAT THE ALARM IS A DRILL, A FALSE ALARM OR THAT THE FIRE HAS BEEN CONTAINED / PUT OUT.** Note that at Queen's Avenue, **the fire alarm is NOT linked automatically to the fire brigade.**

If no members of staff as stated above are present, staff must use their initiative. It is **absolutely crucial** that the door is unlocked and that the **sign-in file** and **fire lists** are taken out on first exit.

Pens for roll call are in back of sign-in file. Please note these pens are 'fire equipment' and should NOT be removed at other times.

4.

At all times: Staff and students on the second floor, first floor, both mezzanines (QA3 & QA7) and ground floor exit through the front main entrance.

5.

At all times: Staff and students in the students' room and toilets near the students' room, in the basement hallway or basement rooms should exit through the fire exit door adjacent to the back toilets. Anyone in the basement must first **go up the basement stairs** to the ground floor and then through the students' room.

Then: ...continue into the garden, turning **right** and round to the side of the building and out via the **garden side door** through to the front car park. If for any reason the **garden side door** is inaccessible, try the **side gate** on the other side of the back of the building. **If neither exit is accessible**, stay in the garden as far away from the building as possible, until further notice or until the door has been opened and it is safe to exit.

If the main entrance is on fire, the only exit for everyone is through the **side gate** of the garden. Everybody exits through the students' room and around the left-hand side of the building. If no-one can open the gate, gather at the back of the garden until further notice.

6. NOTE:

At all times: Disabled students will only attend lessons at the Oakfield Road site.

See also (for deaf students) separate policy : [policy_fire_precautions_special_needs.doc](#)

7.

At all times: Assembly Point is on the pavement outside No. 3 Queen's Avenue.

- Teachers must stay with their class groups if in lesson time.
- All teachers/staff must assist students in getting to the assembly point and ensure that the students stay on the pavement and do not walk in the road.
- All staff **MUST** help by keeping students very quiet and attentive, and be very quiet and attentive themselves for purposes of roll call.

8.

The most senior member of staff must now establish whether the fire brigade has been called (in case of real fire). **On no account must anybody re-enter the building until instructed to do so by the senior member of staff in charge.**

10.

Conduct the roll call of all the names ticked on the **students' fire list** as quickly and calmly as possible, with Admin staff conducting roll calls for the **sign-in file**.

At all times: If there are any students/staff still believed to be in the building, the most senior member of staff informs the fire brigade on arrival. The fire brigade should be informed that there may be people in the building who have forgotten to sign in – we cannot be 100% sure that there is no-one left in the building.

11.

At all times: If the fire alarm has been set off by accident, the person who witnessed the false alarm being set off should inform the most senior member of staff immediately, who will then re-set the alarm. **To turn off and re-set the alarm, take the key labelled "Fire Alarm QA" from the key cabinet in the office behind reception and turn it to "Enable Controls" position. Press "Silence Alarm" on the control panel, press "Re-set" button on the control panel, turn the key back to "Normal" position. If the alarm goes off, all students and staff must evacuate the building assuming every alarm is a real alarm, unless warned in advance (e.g. an equipment check, external company working on fire alarm.)**

When the control panel is not in use, the key should be at "Normal" position then put back on the hook in the key cabinet. For fire drills, please see "Intruder and Fire Alarm – monitored Test Procedure" document. (NB: This above is also in 'Locking up procedure QA', so amend both documents if changing this section)

12.

During lesson time: In case of a **fire drill**, the senior member of staff responsible for the drill will re-enter the building first at the end of the session to re-set the alarm, and then come outside again to announce the end of the fire drill session and to allow people to re-enter the building.

13.

During evening social events: The most senior member of staff responsible for running the event, should follow the procedure set out above as appropriate, depending on where in the building and/ or garden the event is.

14.

Outside lesson times: On no account must any member of staff re-enter the building or access any part of the building that takes them away from the exit.

15.

Outside school opening hours: where no students are present in the building, all members of staff are responsible for themselves and getting themselves out of the building. If the fire alarm goes off on a week day, the sign-in/out lists in the reception area should be taken out to the assembly point by the first member of staff to exit the building through the ground floor exit, **in case any students have entered and signed themselves in**. At weekends, members of staff working in the building should try to stay aware of who else is working in the building so that they are able to inform the fire brigade of their presence should they not evacuate the building in the case of a fire alarm going off. *In all cases, staff should inform other members of staff immediately of their arrival / departure and where in the building they will be working.*

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