

FIRE EMERGENCY PLAN: *Oakfield Rd*

1. Assembly Point – Outside the gates of Reflections House

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 either.

2.

During lesson time: Teachers/staff close all windows and exit the classroom last, closing the door behind them. The teacher nearest to the computer room – room E, F, G, H or I – checks for students if, **and only if**, the door is open.

3.

During lesson time: DOS (or next most senior teacher, if DOS is not present) is responsible for collecting the student sign-in lists from the boards in reception area next to Rooms B and C. If neither DOS nor senior teachers are present at the time, teachers should use their initiative to collect student lists.

4.

During lesson time: Office Manager (or Office Administrator if OM is not present) collects staff sign in folder from reception AND opens the side gate. If neither Office Manager nor Office Administrator are present at the time, admin members of staff should use their initiative, collect staff sign-in folder and open the side gate.

5.

At all times: Teachers/staff and students on the first floor, the two upper mezzanines (Rooms D and J), back office and ground floor exit down the stairs and out through the front door.

6.

At all times: Teachers /staff on the lower ground floor or lower mezzanine (Back Office) exit through the garden door and via the side gate.

7.

At all times: If there are disabled people in the building, teachers/staff on the lower mezzanine and basement should help them exit the building through the garden door and via the side gate. If you are working with someone who has impaired vision, hearing or learning difficulties, guide them to the evacuation point. Do not leave these people. If you are working with someone who is less able-bodied or a wheelchair user, then move these people to a safe place, where possible. If it is not possible to escort them from the building (e.g. risk to personal safety of member of staff), they will be left and the fire brigade will remove them – these staff must therefore inform the Office Manager immediately of the students whereabouts on reaching the assembly point. See also (for deaf students) separate policy : [policy_fire_precautions_special_needs.doc](#)

8.

At all times: On no account must anybody re-enter the building until instructed to do so by the DOS / Office Manager.

9.

During lesson time: All teachers/staff must assist students in crossing the road to the assembly point and ensure that the students cross safely. Teachers should stay with their class groups AND ensure everyone remains quiet for the roll call.

10.

During lesson time: DOS (or next senior teacher if DOS is not present) distributes student sign-in lists between the teachers who will conduct a roll call of all the names ticked on the lists.

11.

During lesson time: Office Manager (or Office Administrator if OM is not present) distributes other sign-in lists between other admin staff, who will conduct a roll call according to the lists they have.

12.

At all times: If there are any students/staff still believed to be in the building, the office manager (or the most senior member of staff in her absence) 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.

13.

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 DOS or Office Manager immediately, who will then re-set the alarm and inform the security company. The contact details of the security company can be found on the control panel (grey box on the wall) behind the reception desk. **To re-set the alarm, turn the key to “Arm Controls” position, press “Silence Alarm Sounders” on the control panel, press “Re-set” button on the control panel, turn the key back to “Normal” position. Call Cannons Security (the number can be found on the control panel) to inform them about the false alarm. You will need the password to be able to do that. However, all students and staff must still 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. For fire drills, please see “Intruder and Fire Alarm – monitored Test Procedure” document.

14.

During lesson time: In case of a fire drill, the Office Manager will re-enter the building first at the end of the session to re-set the alarm. After that, the Office Manager will announce the end of the fire drill session and let people re-enter the building.

15.

During evening social events: It is crucially important that the side-gate of the building is opened before the event, and remains open throughout the time that students are in the building. If possible, the front door of the school should be closed and a sign should be placed on the front door telling students to use the side path and enter the building through the back door. The door at the top of the basement stairs should be locked during the event to prevent students from entering the other floors of the building.

16.

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.

17.

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.