

## **EMERGENCY POLICY AND PROCEDURES (Fire, Major Incident)**

### **Policy Statement**

The school recognises the risks presented to students, staff, contractors and visitors by fire or other major incidents such as gas explosions or terrorist threats or attacks. We take seriously our responsibility to reduce to a minimum any danger to those on site, and have effective procedures in place to respond if necessary. We are of the view that the safest response is to clear the building in the event of any major incident.

To protect anyone on site, the school ensures that:

- all fire equipment is serviced regularly
- all escape routes are kept clear and accessible at all times
- our emergency evacuation procedures are reviewed annually
- staff are trained appropriately
- students and visitors to the school receive instruction on emergency evacuation procedures
- regular evacuation drills are carried out and recorded.

### **Emergency Evacuation Procedures – Fire and Evacuation**

There are four fire marshals who hold St John's Ambulance Fire Marshal training.

Evacuation procedures are posted in all rooms and public spaces. The key components are as follows:

When a person discovers a fire, they should immediately raise the alarm by opening the nearest fire alarm 'break glass' call point. On hearing the evacuation signal, fire marshals will organise the evacuation of the building. Other administrative staff will carry out their assigned roles. If the alarm is raised during lessons, teachers will ensure their students leave the building quickly and safely. Any absences are reported to the Fire Marshals.

All other employees are to evacuate via the nearest escape route and are to proceed to the Assembly Point: at the Nortoft Rd site, this is behind St Andrews Church. At Alpha Lodge, it is in the car park. Visitors are to be escorted from the building.

If anyone has information in connection with the outbreak of fire, this information must be given to the Fire Marshals. They will relay it to the Fire Brigade as necessary.

All employees are to remain at the Assembly Point until the Fire Marshals give further instruction.

For safety during the evacuation the following guidance is given:

- Remain calm and proceed in an orderly manner.

- Do not delay to finish an important telephone call or to collect personal belongings.
- If your normal escape route is obstructed by fire, quickly find a secondary one.
- Give assistance where necessary to colleagues experiencing difficulty and do not hesitate to ask for help if you need it.
- Obey instructions given by the Fire Marshals.
- Do not re-enter the building until the Fire Marshals advise that it is safe to do so.

When the fire has been extinguished and the Senior Fire Brigade Officer is satisfied that the building is safe to re-occupy, the Fire Marshals will allow employees to re-enter the building.

### **Major Incident Response Team**

A team comprising managers and directors will respond to major incidents from a command centre set up in the school or other location, depending on the nature of the incident. Procedures are in place to communicate with all identify any missing, injured or distressed students or staff and provide them with information and support. Communications with parents, educational tour operators and other stakeholders will be managed from this command centre, including any communications with the authorities and the media.

### **Disaster Recovery**

The school has a disaster recovery plan which should enable it to continue to provide core services to students in the short term. This plan covers major damage to the building, attacks against staff and students, and the loss of data due to power failure or cyber attack.

Reviewed Feb 2022