



THE MENDIP SCHOOL

FIRE & EMERGENCY EVACUATION PROCEDURES

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Applicable to:	The Mendip School
Reviewed By:	Bill Milligan
Approved By:	Board of Trustees

Contents

- Introduction. p3
- Occupants. P3
- How will people know if there is a fire? P4
- What should people do if there is a fire? P4
- How should the evacuation process be carried out? P4
- Assembly points and roll call. P5
- Escape route identification. P6
- Responsible people for fire safety. P6
- How the emergency services will be called and by whom. P7
- Appendix 1 – Teaching area fire action notice + general FEEP. P8
- Appendix 2 – Escape route plan. P12
- Appendix 3 – Specific procedures and plans. P13

Introduction

These fire and emergency evacuation procedures are to cover all uses and users of The Mendip School at all times of the day / year. The procedures contain information necessary to allow a quick and effective evacuation of the buildings when the need arises.

These procedures should be reviewed regularly to ensure they cover all uses and users of The Mendip School and any other factors that may affect a safe evacuation in the case of fire.

The Mendip School is a special school that has 144 pupils on roll. It employs 82 staff and has facilities such as Café (open to the public), conference and meeting facilities and other accommodation that is used during the school day and out of hours.

Individual specific FEEP will be written to suit different uses / users of The Mendip School's premises at different times of the year and or day.

Occupants

This is a description of the occupants that may be present at The Mendip School. This list covers term time and out of term time as well as weekends and out of normal school hours.

- Kitchen staff
- Teaching staff (including supply staff)

- Support staff
- Pupils
- Site team (including Cleaners and Caretakers)
- Visitors (including visiting professionals, parents, delivery personnel, external facilities users and contractors)
- Staff, children and parents / careers attending out of term time play scheme or other extended school services
- Café staff and customers / visitors

How will people know if there is a fire? Once activated the alarm will sound continuously.

The Mendip School has a comprehensive addressable fire detection and alarm system. The addressable system tells us exactly which device in which room has activated. The system incorporates detection devices such as manual call points (break glass), smoke detectors and heat detectors. If any of the devices detect smoke or heat, or a call point is pressed, the alarm system sounds continuously. The alarm is tested in-house on a weekly basis and quarterly by specialist contractors to ensure it is always in good working order. The fire alarm is linked to a monitoring station.

What should people do if there is a fire?

If you discover a fire you should activate the fire alarm by pressing the nearest manual call point (break glass) to initiate an evacuation. The alarm should be activated for all fires no matter how small. Try to notice what is on fire as this may be of importance to the fire brigade.

Who should call the fire brigade will be covered later under " how the emergency services will be called and by whom".

How should the evacuation process be carried out? Leave the building by the closest key escape route and go to the designated assembly point.

Appendix1 & 2 contains fire drill procedures that cover the school day, visitors, contractors, out of hours use by staff and hirers of the facilities. Fire safety procedures and or responsibilities are written into booking contracts for hiring of facilities at The Mendip School. Hirers may also need to produce and follow their own fire safety procedures / policies and risk assessments but consultation with the school should take place prior to procedures being adopted. Everyone on site must respond to the fire alarm and evacuate to the designated assembly point. If the alarms are to be tested or if maintenance is under way you will be informed to avoid unnecessary evacuations. If false alarms have been apparent through tampering or other cause the alarm should still be treated seriously.

More detailed fire and emergency procedures will be appended to this FEPP to suit different users / uses and time periods.

The escape route taken will depend on a number of things. Everyone on site should be aware of the key escape routes that should be taken in an evacuation (presuming it is safe to do so) depending on what area of the site they are in, the time or day and which assembly point is to be used. Generally the shortest route to a final exit / safe area should be taken. See "escape routes identified". Another factor that may influence the route taken may be the security / safety risk to vulnerable children The Mendip School accommodates but this will obviously depend on the fire or other emergency situation. You must not return into the building until given the all clear to do so by the person heading the evacuation (see "named responsible persons for fire safety").

A marked soft pack of fire safety documents and keys has been created and is kept in the main office to be taken to the assembly point at the front of school in an evacuation.

Assembly points and roll call

- **Assembly point 1** Multi Use Play Area (MUGA).

This assembly point should be used by all on site (except external users of meeting rooms 1 & 2 and Cafe occupants, who should use assembly point 2 in the Carpark) during times 07:30 – 18:00. This applies all year round unless risk assessment shows otherwise due for example to construction / maintenance works.

- **Assembly point 2** Car park at front of school .

This assembly point is to be used by kitchen, Café occupants and external users of meeting rooms 1, 2 during times 07:30 – 17:00. A member of the admin team will remain at assembly point 2 (during term time) and will conduct a roll call from the signing in system.

Everyone on site should know where the assembly points are, how to get there and alternative routes if the key escape routes are not available. Roll calls will be carried out at the assembly point to ensure all are accounted for.

Fire action notices are placed around the site in prominent places to inform of where the assembly points are located and what to do in the case of fire or alarm. Plans are also displayed to indicate the key escape routes to be used if safe to do so. All of this information should be highlighted to visitors or others who may not be familiar with the layout of the premises.

Time period : 07:30 - 18:00

Prior to and during the school day, Assembly point 1 (MUGA) to be used by all except hirers of Meeting rooms 1&2, kitchen and the Cafe. These groups will be supervised by a member of the Admin team at assembly point 2 in carpark at the front of school.

During 07:30 - 18:00 the following people are responsible for informing the Principal (or a member of Senior Management in their absence) that everyone is accounted for at the assembly points following an evacuation. The procedures are as follows (assuming the responsible people are on site during an evacuation):

- Assistant Headteachers to account for all teaching staff and support staff in their department.
- Tutors to account for all Support staff and pupils in their class by calling their register that should be collected from Admin staff. Assistant Headteachers to be informed by Tutors.
- Kitchen Manager to account for kitchen and Café staff and inform the Admin staff
- Admin staff to account for Site staff and visitors. The visitors list will be taken to assembly point 2 and used to establish who is on site during an evacuation. Two way radios will be used to communicate between assembly points.
- Pupils that are working in the café who are completing errands away from the Café should go to the nearest assembly point and report to a member of staff so that they can be accounted for via 2 way radio if necessary.

Time period: 18:00 – 07:30

Normally the Headteacher, Deputy Headteacher or member of the Site Team will not be on site during this time. If an evacuation is required during this time then all should go to assembly point 2 in the car park at the front of school. The emergency services and Caretaker should be contacted if a fire is confirmed or suspected.

Escape routes identification

A key escape route is the preferred, main escape route to a place of safety and then to the assembly point with as few complications as possible.

There may be alternative escape routes in the room or area you are occupying i.e. a fire exit from a class room leading outside but access to the assembly point is not straight forward and puts vulnerable children at risk.

Therefore the key escape routes should be used if safe to do so. The fire situation will obviously dictate which escape routes are used. An alternative escape route that leads into a secure outside area such as outside teaching / play area with locked gates may be the only choice if the key escape route from your area is blocked by fire, smoke or other hazard. Keys to these gates should be available and their location known.

It would be very difficult and lengthy to identify and describe all of the different key escape routes on site in writing, so plans have been marked to indicate the key escape routes for different uses / users. The plans are contained in this document and are also displayed in prominent places around the site. The assembly points and escape route plans form an important part of the FEEP and should be reviewed regularly and especially if changes such as construction, building alterations or change of use occur. The plans should be included in regular staff fire safety training and should also be highlighted to visitors and other people on site who may not be familiar with the layout of the premises. The plans are included in the individual FEEPs produced to suit various uses / users of the site.

It is very important that you are familiar with the escape routes around you. Regular planned fire drills are a vital training exercise for us to know what to do when an evacuation is required. It is important to report any difficulties or make suggestions following a fire drill in order that the best possible procedure is obtained.

Responsible people for fire safety

The people with responsibilities for fire safety and evacuation will depend on the time and occupants of the premises at the time. Everyone on site has some responsibility towards theirs and others safety, which is why it is important to be prepared and know what to do in an emergency.

Evacuation leader -

- The Headteacher/Deputy Headteacher will lead an evacuation during times 07:30 – 18:00. In their absence, an Assistant Headteacher or other Senior Manager will take this role.
- During times 18:00 – 07:30 the groups on site will lead their own evacuation. This may include kitchen and Cafe staff, cleaning staff, and other early / late working members of staff and hirers of the facilities.
- During events such as evening discos or play schemes, the leader of that event will lead an evacuation for the attendees of that event / group. This could be out of term time, weekend or other time of school closure.
- Hirers of facilities such as the Hall or meeting rooms will lead their own group evacuation out of normal school hours such as times 18:00 – 07:30 and out of term time or weekends.

In the event of an evacuation during term time (Mon to Fri 07:30 – 18:00)

The evacuation leader will:

- Wait by the main school office (if safe to do so) for the Site Manager or Caretaker who will collect information from the fire alarm panel and inspect the identified area to establish if there is a fire or false alarm
- Give the all clear to silence the alarm and re-enter the buildings if the cause of the fire alarm is known to be a false alarm through tamper, system fault or unknown reason.
- Call the emergency services if required
- Nominate a person to wait for the emergency services to arrive and direct them to the location

The Site Manager or Caretaker will:

- Go to the main fire panel located outside in the reception lobby and gather information to pass to the evacuation leader
- Go to the identified area to establish cause of alarm activation
- Relay information to the evacuation leader
- If the alarm is due to system fault or other false alarm the cause can be rectified and the system reset
- Arrange for the system maintenance contractor to attend site if required

- Fill in the fire log with details of cause of alarm and any notes about the evacuation

Members of the Admin team will:

- Collect 2 way radios, signing in / out laptops and soft pack of keys and fire safety documents to go to assembly points 2 in carpark at the front of school.
- Take register printouts and distribute at assembly point 1 at MUGA
- Remain at assembly point 2 (carpark) and prevent access into the building until the evacuation leader has given the all clear and to supervise the groups assembled there

How the emergency services will be called and by whom

The emergency services will be called by a member of the Senior Leadership Team (SLT) or admin staff depending on who is on site at the time. During out of school times the Site Manager or Caretaker will call the emergency services. Facilities hirers should call the emergency services if Site Team staff is not present.

FIRE DRILL

- 1 If you discover a fire, raise the warning by operating the nearest fire alarm. A copy of the notice "What to do in case of FIRE" must be displayed in all rooms. This notice outlines the following procedures:-

WHAT TO DO IN CASE OF FIRE

On hearing the Fire Alarm

1. **STOP** lesson/activity immediately.
2. Maintain **SILENCE**
3. **LEAVE** room as directed by staff (closing windows and doors where possible).
4. **WALK** to nearest appropriate exit door in single file.
5. **WALK** to the MUGA.
6. **ASSEMBLE** in class groups to await further instruction.

SHOULD YOU DISCOVER A FIRE

REPORT IMMEDIATELY to the nearest adult and/or the school office.

2. On hearing the fire alarm (high pitched, shrill siren) members of staff should
 - (a) Organise the orderly exit from the building via the nearest available point of exit.
 - (b) Close doors and windows to reduce the risk of fire spreading.

- (c) Quickly check toilets, adjacent classrooms etc on route to the nearest exit.
 - (d) Escort their teaching group to the assembly area at the MUGA.
 - (e) Collect their tutor group's register from the administrative staff.
 - (f) Call a register and report to an Assistant Headteacher. The Assistant Headteacher to report to the Evacuation Leader when all registers for their area have been called.
 - (g) Continue to supervise their tutor groups until the "All Clear" is given and then dismiss students under the instructions of the Evacuation Leader or in their absence a member of the Management Team.
3. The Headteacher, or in her absence a member of the SLT, will be responsible for supervising the assembly arrangements, verifying that all persons are accounted for, and ensuring that no-one returns to the building before it has been declared safe.
4. Assistant Headteachers will confirm the presence of teachers, teaching assistants; the kitchen Manager will confirm the presence of the kitchen and cafe staff, the administrative staff will confirm the presence of Site staff and visitors.
5. Pupils will be dismissed on a class basis only after the building has been checked and instructions are given by the Evacuation Leader.
6. On hearing the fire alarm, the Site Manager will immediately:
- (a) Find out where the fire is by looking at the fire control panel and then inspecting the identified area to establish whether it is a fire or a false alarm.
 - (b) Inform the Headteacher or, in their absence, Deputy Headteacher who will wait by the School office for the Site Manager.

If a fire is discovered, a member of SLT will telephone the Fire Brigade.

- (b) Wait at the entrance gate for the arrival of the fire engine, and direct it to the location of the fire.

OR

In the event of a false alarm, the Caretaker or Office Manager on duty will inform the evacuation leader, silence the alarm, rectify the cause and reset the system.

7. **Lunchtime Procedures**

If a fire alarm takes place during a lunch-time, the following additional points should be observed:

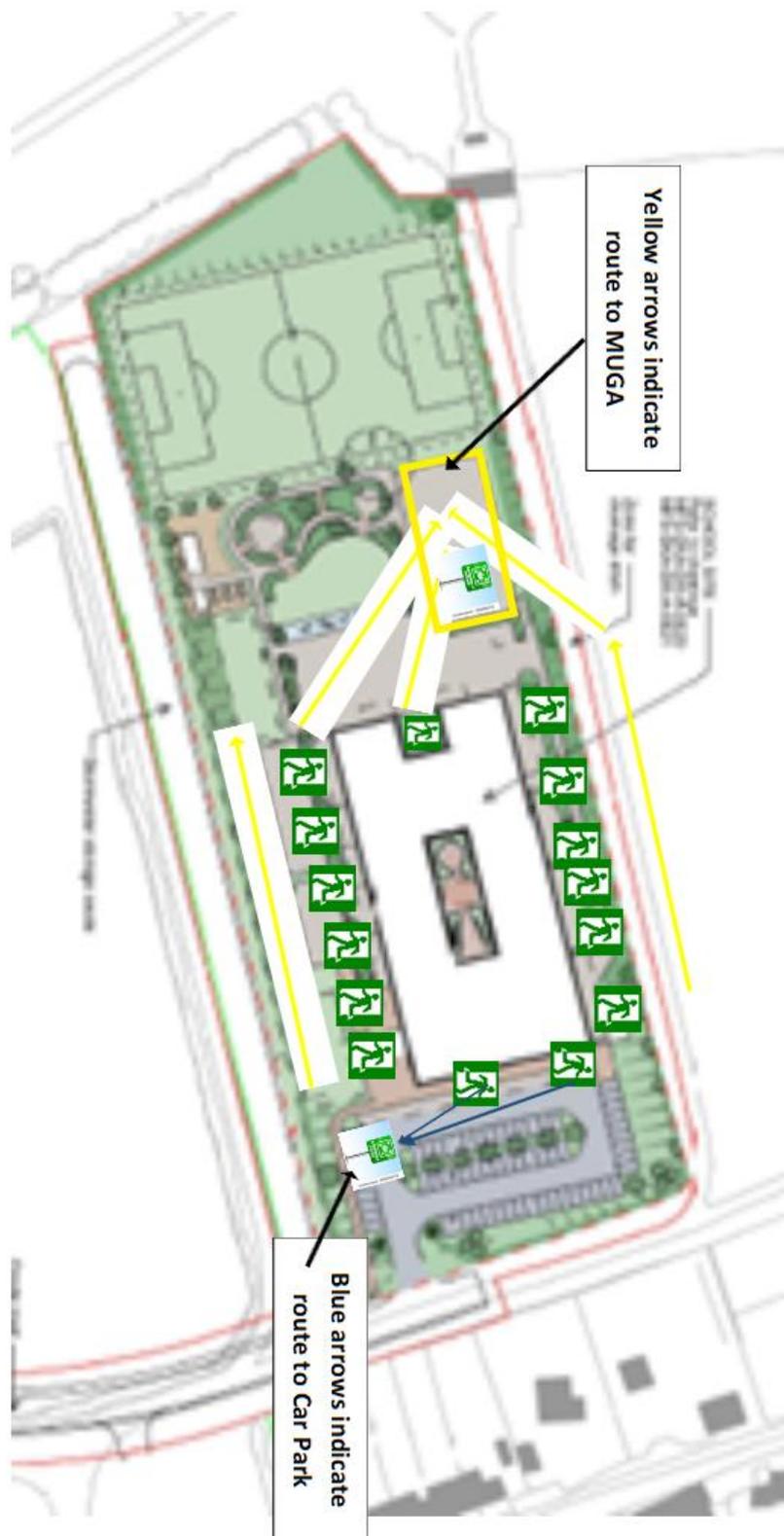
- (a) Staff in the school hall should ensure that the dining areas are cleared.
- (b) Other staff on site should ensure the area immediate to them is clear before reporting to the assembly point.
- (c) If areas are locked, it may be assumed that they are empty.
- (d) Staff outside the buildings should ensure that children in the playground, toilets and grounds are directed to the assembly point.

GENERAL POINTS

- 1. Staff should familiarise themselves with the position of the fire alarms and the operation of fire extinguishers/blankets within their normal working area.
- 2. It is the responsibility of each member of staff to ensure fire exits are kept clear of obstacles and that any damage to the firefighting equipment is reported immediately to the Site Team.
- 3. There will be regular Fire Drills each term to familiarise staff and pupils with the procedure.
- 4. The Caretaker will test alarms in different fire zones of the school each week and maintain the Fire Log.
- 5. Copies of the Fire Drill must be displayed in each classroom. Replacement copies may be obtained from the office.

8. **Outside normal school hours**

The member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services.



FIRE PROCEDURES FOR VISITORS & CONTRACTORS AT THE MENDIP SCHOOL

1. You **must** sign in and out in the visitor log any time you enter or leave site as this forms our Fire Register.

2. If you discover a fire you should activate the fire alarm by pressing the nearest manual call point (break glass) to initiate an evacuation. The alarm should be activated for all fires no matter how small. Try to notice what is on fire as this may be of importance to the fire brigade. The emergency services will be called by a member of the Senior Leadership Team (SLT) depending on who is on site at the time. During out of school times the Site Team will call the emergency services. Facilities users should call emergency services if the Site Team is not present.

3. In the event of a fire alarm, please proceed to your designated assembly points as detailed below.

Assembly point 1

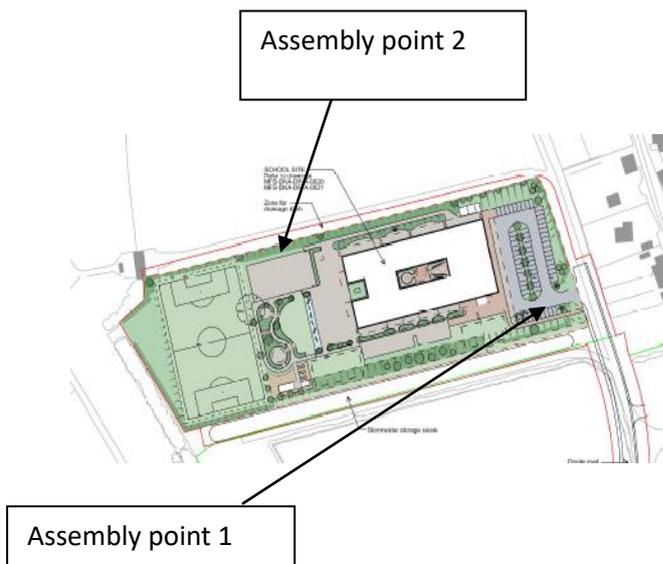
Carpark to the front of school. This assembly point to be used for all visitors including meeting rooms and café.

Assembly point 2

Multi Use Games Area (MUGA) to the rear of school.

This assembly point should be used by all pupils and school staff.

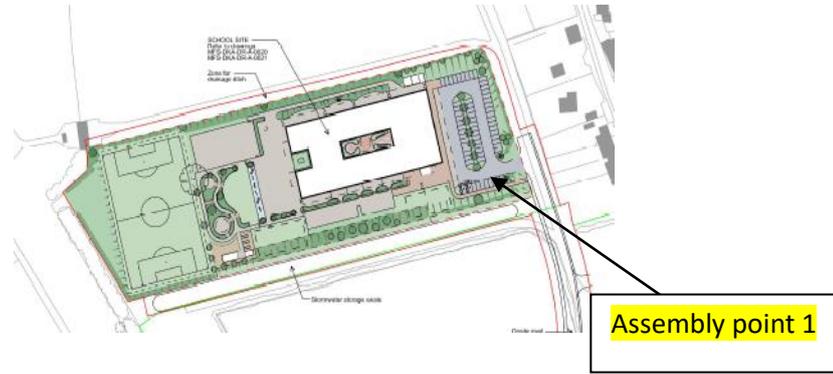
4. Please remain at the assembly point for further instructions or until the all clear is given by a member of The Mendip School Staff following advice from the Caretaker.



Fire Procedure Plan (assembly points)

Assembly point 1 Car Park to the front of the school. This assembly point to be used for all visitors including meeting rooms and cafe

Visitors to the café and all visitors to the school meeting rooms should assemble in the car park opposite the main entrance.

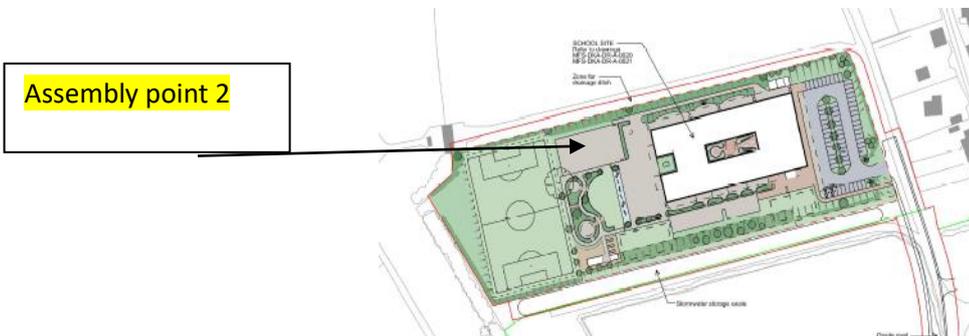


Assembly point 2 Multi Use Games Area (MUGA) to the rear of school.

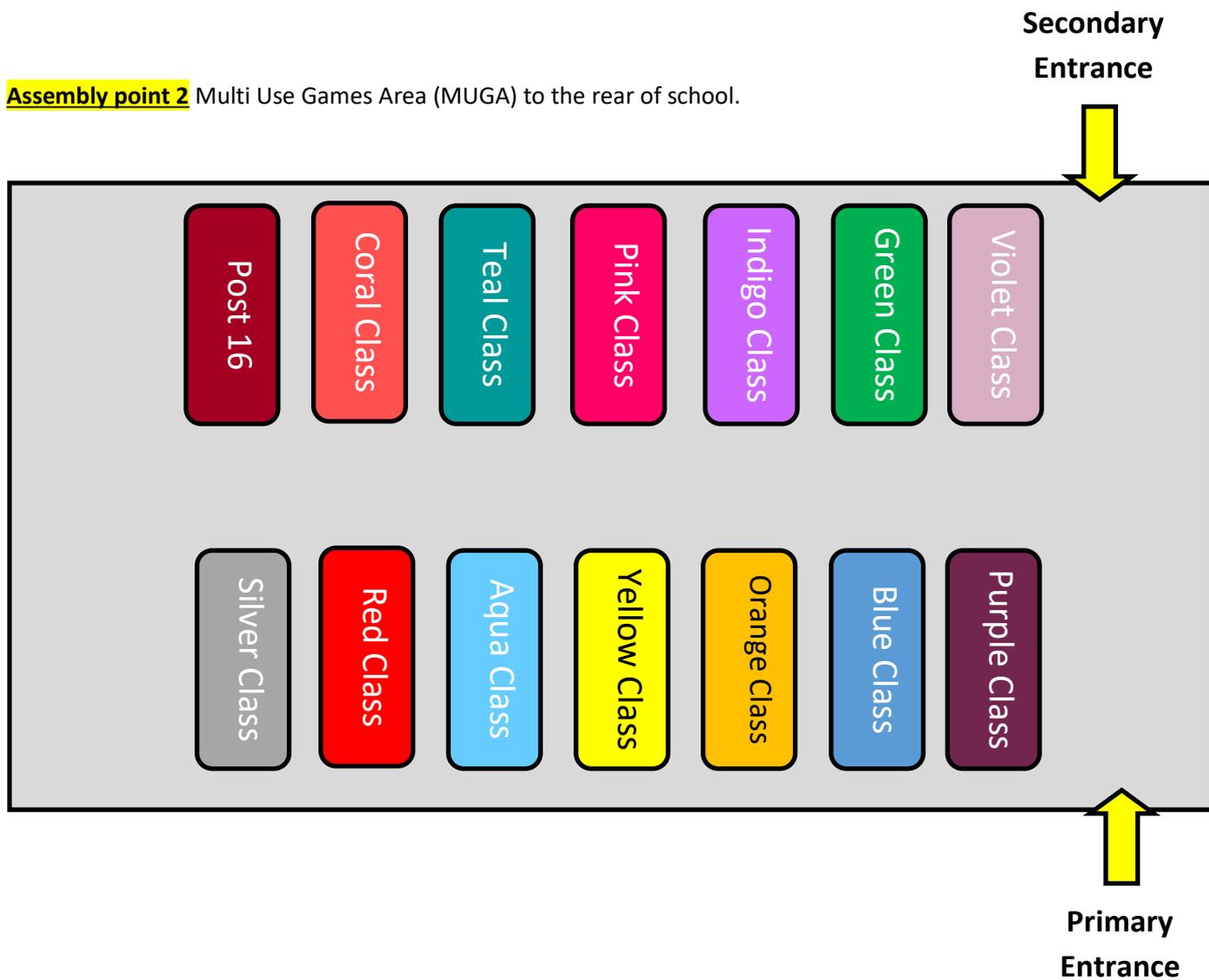
This assembly point should be used by all pupils and school staff.

Admin to take visitor registers to Assembly point 1

SLT to take registers to Assembly point 2 – see additional plan for class assembly points



Assembly point 2 Multi Use Games Area (MUGA) to the rear of school.



Fire Action

- If you discover a fire press the nearest red break glass to initiate an evacuation
- When the fire alarm sounds leave the building quickly and calmly by the nearest fire escape and go to the designated fire assembly point
- Do not stop to collect belongings
- Press the green break glass to release access control doors
- Do not re-enter the building until instructed by the evacuation leader
- Call (9 for an outside line) 999 for emergency services

In the event of a fire alarm activation

- If the fire alarm is activated, information should be gathered from the panel to determine which device has been activated and its location. It would be best to write this down before leaving the panel.
- Go to the indicated device location to establish if it is a fire or false activation. Don't just rely on verbal communication from others as they evacuate.
- If the cause of the activation is confirmed to be a false alarm return to the panel after briefing and getting the all clear from the evacuation leader to silence the alarm.
- Press "OK" and enter passcode when prompted. This will enable the controls. Press "silence" to silence the alarm. Pressing again will resound the alarm so only press once! The alarm system is still active when silenced and another activation will trigger another alarm.
- Return to the activated device. If a smoke or heat detector is activated, ventilate the area until confident the cause has cleared. Reset call point (break glass) if this was the cause.
- Return to the panel and press reset system after cause of activation has been rectified. If the alarm is activated again complete this process again before silencing and resetting.
- Complete the fire alarm log book to record the date, time cause and other details.