



Holme Grange School  
Whole School Policy Including EYFS

## Fire Evacuation Procedures

<b>Date:</b>	<b>Amendment:</b>	<b>Reviewed by:</b>	<b>Authorised by:</b>
September 2017	Reviewed	D Hayes Bursar	
December 2018	Reviewed	RC Plumpton Fire Officer	
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This document details the fire evacuation procedures in operation at Holme Grange School. The document is split into a number of sections which are as follows:

- A. Action in the Event of a Fire.
- B. Fire Evacuation Strategy.
- C. Fire Alarm Response Procedures
- D. Outside Normal School Hours
- E. Procedures at the Assembly Point
- F. Persons with Mobility or Sensory Impairment
- G. Fire Fighting Equipment
- H. Fire Action Notices
- I. Emergency Contact List (SLT & Key Staff)

## A. Action in the Event of a Fire

1. The first priority after discovering a fire is to raise the alarm by operating the nearest Fire Call Point. This will warn other occupants so they can evacuate the building safely. Fire call points can be found at each story exit and final exit doors.
2. Once you have raised the alarm, please leave the building to a place of safety, using the nearest available evacuation route. Do not use lifts. During normal School hours Pupils and Staff must make their way to the Assembly Point on the Main Sports Field as indicated by the 'A' (Mock-GCSE 'B') on the attached map.
3. All visitors and contractors should assemble at the main Assembly Point on the Sports Field.
4. Outside of normal School hours and during one-off events or activities please follow the instructions given and the direction of nominated fire marshals and other senior staff. In the absence of specific instruction go to the Sports Field.
5. Little Grange and Reception Classes will form up adjacent to the Sports Field but within the large Astro Pitch. All staff less form teachers will line up alphabetically under surnames to the adjacent The Grange. These groups will come under the control of the Fire Marshall coordinating the evacuation in the Sports Field.
6. When there are GCSE Exams or mocks taking place the students and Invigilators will form up in the staff car park next to Eaton Grange and will come under the control of the Exams Officer who will be in contact with the Fire Marshall via a radio.
7. As soon as you are in a safe environment please inform the fire marshal or senior member of staff that you:
  - a. discovered the fire;
  - b. operated the fire alarm and;
  - c. any other relevant information.



## B. Fire Evacuation Strategy

1. The School operates a single stage evacuation strategy so that when one device is operated the whole site evacuates immediately. Due to the nature of the life risk staff are encouraged to focus on evacuating pupils some of whom are very young.
2. The process is designed to firstly promote an efficient and safe evacuation in the event of fire or other dangerous occurrences. The School's second objective is to minimise unwanted fire signals thereby ensuring occupants do not become complacent and belligerent when the alarm is sounded.

## C. Fire Alarm Response & Evacuation

### 1. School Incident Manager (SIM)

- a. The duties of the School's Incident Manager will be undertaken by the Head of Estates or other nominated Senior Manager. The SIM will move to the Fire Panel ensuring they have a working radio and instigate the following process:
  - i. Acknowledge panel and coordinate with Assembly Point;
  - ii. Confirm the location of the actuating fire call point or detection device;
  - iii. Issue a description of the location as detailed on the panel screen over the radio;
  - iv. Request confirmation that staff have received the message;
  - v. Despatch available staff to investigate;
  - vi. Confirm Fire (if false alarm ring Monitoring Station LL 0844 879 1710 to confirm false alarm) in turn they will cancel the Fire Service.
  - vii. Call the Fire Service if required (if so do NOT reset the system);
  - viii. Once safe and no sign of fire, silence and reset the system.

### 2. Fire Investigation

- a. If you are used to locate and investigate the source of the alarm you must take a working radio and should be accompanied by a work colleague.
- b. Do not take risks as fire but more importantly the smoke from fire, is debilitating and can easily incapacitate a fit healthy person. At the first sign of fire, smoke or heat, confirm that there is a fire so the Fire Service can be called immediately.
- c. Responders should not attempt to tackle the fire unless they are trained to do so and have adequate extinguishing medium available.
- d. Once discovered, if you are leaving the area of a fire attempt to close as many doors as possible as this will slow the likely spread of fire, heat and smoke and provide a safer environment for Fire Service crews to operate.

### 3. Receptionist

- a. As long as it is safe and there are no signs of fire, Reception staff should immediately print out an attendance list from the booking in system.
- b. A member of the reception staff should gather all essential registers, the fire folder and/or grab bag and move to Assembly Point on the Main Sports Field the other member of staff should make their way to the front of the building to ensure no person enter the building while the alarm is going off .
- c. Reception staff should report to the Fire Marshall and should assist in accounting for staff and visitors while teachers stay with forms and ensure that all pupils are accounted for.

# Full Evacuation

In the event of a full evacuation the following actions will be implemented:

## 4. School Incident Manager Responsibilities

- a. In addition to Section 'C1' above the Incident Manager will ensure effective liaison with on-coming emergency vehicles. The SIM will wear a high-visibility tabard which will be by the fire panel. The SIM will ensure the main School gates are open and await the arrival of the Fire Service.
- b. The 'fire alarm' will be left sounding until the Fire Service has been called, in which case only the Fire Service Incident Commander will authorise silencing the alarm. The system must never be reset if the Fire Service has been called.
- c. A 'fire folder' containing essential site-specific information will be held at Estate Office and made available to the oncoming Incident Commander.
- d. The School's Incident Manager will co-ordinate information from all sources to ensure the Fire Service get accurate, timely and factual information. The following sources should be prepared to give regular updates:
  - i. Assembly Fire Marshal and Deputy Fire Marshal on the progress of accounting for all persons;
  - ii. The initial investigation team on exact location of incident along with any other relevant facts;
  - iii. The Head of Estates or other key staff as requested.
- e. **Alternative Assembly Area** - Based on this information the Incident Manager will carry out a Dynamic Risk Assessment and consider the safety of staff and pupils to ensure the Assembly Area is a viable and a safe location given the nature of the incident, wind direction and likely firefighting operations.

## D. Outside Normal School Hours

1. The procedures above change outside normal school hours between 17:30 - 08:00 hours and at the weekend, these are detailed below.
2. When the fire alarm sounds there may be no Senior Manager on site. The fire evacuation procedure must therefore be executed fully.
3. The fire alarm is NOT monitored by the Fire Service but an external Monitoring Station (Chubb), The school has an cascade system so when the alarm is raised they will ring the Headteacher (Lives on site), then the fire service and then the Head of Estates
4. In the absence of additional instruction, direction or specific procedure related to an activity, all persons should evacuate and move to the normal School Assembly Point on the Sports Field indicated by 'A' on the attached map.

5. The most senior member of staff present should assume the position of Incident Manager, take charge and make all reasonable attempts at accounting for those people on site. Other members of staff should make themselves available to the Incident Manager to ensure essential tasks can be achieved.
6. If practical and feasible the Incident Manager should make all reasonable attempts to determine the location and circumstances related to the fire alarm actuation. At the first sign confirming a fire, i.e. a smell of burning, smoke or fire itself, the Incident Manager should contact the Fire Service via the 999 system.
7. If following a thorough investigation there are no obvious signs of fire, then the Incident Manager should contact those listed in paragraph 8 below for further guidance and advice.
8. For assistance please make contact with the following members of staff:
  - i. Headteacher, Mrs Claire Robinson - 07879 778443
  - ii. Head of Estates, Mr Charlie Plumpton - 07784 684626
  - iii. Deputy Headteacher, Mr Matthew Jelley - 07961 093761
9. The member of staff contacted should make every effort to attend the school site in a timely manner.
10. There is an expectation that for all organised activities outside of normal School hours the person responsible for organising and delivering those activities will ensure they have adequate procedures in place to achieve the same level of supervision and safety for pupils and fellow members of staff. This will include considering the need to request the attendance of the emergency services. This process should normally be covered in the event/activity risk assessment.
11. In all cases, if the Fire Service have been called then the alarm is not to be reset until the Fire Service are satisfied that they have established the site is safe. The School's Incident Manager may decide to silence the alarm system in order to help the communication. If there are large numbers of occupants evacuating or people who might be confused so they attempt to re-enter the building, the alarm should be left sounding until the arrival of the Fire Service.
12. Only authorised and trained members of staff are permitted to operate the fire alarm panel. The Fire Service should not be expected to reset our fire panel and will assume that either Holme Grange School staff are on site or will attend site in reasonable time to carry out a system reset and take responsibility for the site.
13. It is recommended that only the following staff have authority to operate the fire alarm system subject to suitable and sufficient information, guidance and training:
  - a. Headteacher
  - b. Head of Estates
  - c. Maintenance Team
  - d. Senior Leadership Team

## E. Procedures at the Assembly Point

1. The Headteacher or nominated deputy will attend Assembly Point 'A' with a loudhailer / radio and wearing a high visibility tabard. They will be responsible for accounting for all persons on site.
2. The Assembly Fire Marshal's first task is to ensure that the primary Assembly Point is safe and will not be affected by fire, smoke or radiated heat. If there is any doubt, then their first action should be to re-direct the evacuating persons to a safer area within the grounds.
3. During an evacuation located at the primary Assembly Point (see 'A' on the attached map), pupils will line up by Form with the youngest year groups closest to the Astro Pitch and the seniors to Y11 forming up in class lines alongside.
4. At the earliest opportunity the School's Incident Manager will nominate a radio operator to assist in the overall coordination of any incident.
5. All School Staff that are not involved in accounting for pupils, all visitors and contractors are to report to the Assembly Point under the direction of the Deputy Fire Marshal currently the Deputy Head or a nominated deputy. All staff, visitors and contractors are to report to the Deputy Fire Marshal and not expect the Deputy Fire Marshal to find and account for you.
6. Outside normal School hours' personnel must wait at the Assembly Point for a senior member of staff who will assume the role of School Incident Manager or await arrival of the Fire Service. The organiser of the event or activity must take the procedures set out in this policy into account when carrying out their risk assessment

## F. Persons with Mobility or Sensory Impairment

1. When considering the evacuation of those with disabilities measures are often considered for those in wheelchairs but not those with sensory impairment and mobility impairment such as would be found with a pupil using crutches after sustaining a broken leg.
2. The evacuation of any persons that cannot evacuate as easily and as fluidly as the general community will be covered by a Personal Emergency Evacuation Plan (PEEP), specifically drawn up for the individual concerned. It is recognised that for the plan to be realistic it must involve the individual and others that will be involved in the process. The following staff will be responsible for ensuring a suitable PEEP is in place:
  - a. Pupils = the Deputy Head;
  - b. All Staff = Head of Estates.
3. Formal consideration for the potential of disabled persons who might attend events at Holme Grange School must be applied by the organiser of any event or activity during the risk assessment process. Technical advice and training on the process of evacuation and resource such as Evac Chairs can be given by either:
  - a. the Headteacher
  - b. Head of Estates

4. It is important to remember that not all people who have disabilities are wheelchair bound. People with sensory or mobility impairment might just need some additional time and the support of a recognised and appointed 'Buddy' to achieve a safe evacuation. This methodology still constitutes a PEEP and should be properly documented.
5. On arrival visitors that may need assistance should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor must ensure the visitor's safety in the event of an emergency evacuation.
6. Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by an appointed "buddy" or other third party.
7. When evacuating the upper floors of the buildings, any person unable to leave without assistance should wait for assistance in the refuge areas.
8. The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken.
9. A "Refuge" is **not** a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait such as in the lobby of a protected stairwell. Lifts must not be used during an emergency evacuation

## G. Fire Fighting Equipment

1. The priority for all staff is the safe evacuation of all persons on site. Staff should not attempt to use firefighting equipment if it would impact and delay the efficient evacuation of occupied buildings.
2. Firefighting equipment has been strategically located across the site and consists of the following items: Water, CO2 and Foam Extinguishers and Fire Blankets.
3. It is important that only staff who have been given training and feel confident to operate such equipment attempt to extinguish any fire.
4. Extinguishing fire is dangerous and, whilst there are numerous variables that will affect how the fire behaves, if the fire is any bigger than the dimension of a small office chair, it should be left alone and the area evacuated. If possible close doors to contain the fire and stop it spreading to other areas.
5. If a small fire has been successfully extinguished, the fire service must still be called. When you request their attendance explain that the fire has been extinguished but you request they attend to ensure that the situation is safe.

## H. Fire Action Notices

1. A Fire Action Notice will be affixed adjacent to all Fire Call Points and in a prominent position in all areas, classrooms and other circulation space as deemed appropriate.
2. Written instructions for visitors can be found in the **Safeguarding and Site Information Leaflet** offered in our main Reception.
3. Fire instructions will also be included in programmes for any production or special event that the School stage.
4. Contractors will receive a contractor's pack and additional information on 'Hot Works'

Holme Grange School Fire Instruction Notice

**IF YOU DISCOVER** **FIRE**

- Do **NOT** Panic
- Sound alarm by operating the nearest **FIRE CALL POINT**
- Leave the building and **INFORM** the Fire Marshall
- Only Staff may attack **SMALL** fires if it is safe to do so

**IF YOU HEAR THE** **FIRE ALARM**

- ALL pupils, staff, contractors and visitors must leave the building
- If you are in a group, follow instructions

**DO NOT**

- talk or run
- take personal belongings
- leave doors open
- turn off lights
- re-enter the building until instructed

Report to your Fire Marshall at the assembly point, which is located at:

**SPORTS FIELD**

## I. Emergency Contact List (SLT & Key Staff Only)

**The detail of this section is restricted due to containing personal information.  
For further detail please contact the Head of Estates**



## HOLME GRANGE SCHOOL

- 1 Main School and Pre-Prep,  
Headteachers Study and Offices
- 2 Little Grange - Nursery
- 3 Reception Classes
- 4 John Graves Wing - Prep School
- 5 Scott Wing - STEAM Block
- 6 Langton - Snr School
- 7 Eaton Grange - Snr School
- 8 Sports Hall
- 9 Caudwell Hall - Theatre
- 10 Main Field
- 11 Front Field
- 12 Back Field
- 13 Large Astroturf
- 14 Small Astroturf
- 15 Swimming Pool
- 16 Polytunnel
- 17 Show Lawn
- 18 School Farm
- 19 Willow Village
- 20 Forest Schools
- 21 Team Work /Leadership  
/Communication TLC Hub

