Fire Safety and Evacuation Policy

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1. Introduction

President Kennedy School will ensure, so far as is reasonably practicable, that all staff, students, volunteers, contractors and other visitors to the school are protected from the risks of fire whilst on the school site.

The school recognises its duties under the Regulatory Reform (Fire Safety) Order 2005 and will take all reasonably practicable measures to prevent fire, protect life and ensure the safe evacuation of all persons from the premises in the event of an emergency.

2. Legal requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 01 October 2006 replacing all previous fire safety legislation, e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement general fire precautions which are needed to protect all persons from death or injury in the event of fire.

This policy outlines how the School will meet its obligations contained within the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

3. Policy objectives

The primary objectives of this Fire Safety and Evacuation Policy are as follows:

- To safeguard all persons from death or injury in the event of a fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt learning, damage buildings and/or equipment, or harm the environment.

4. Roles and responsibilities

The School Fire and Emergency Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole School, with specific responsibilities as set out below:

Governors:

- Ensure that an appropriate policy is in place in the school and that arrangements are made for its effective communication and implementation.
- Receive assurance that fire safety arrangements, fire risk assessments and evacuation procedures are monitored and reviewed appropriately.

Headteacher (Fire Safety Co-ordinator):

- Ultimately responsible for nominating sufficient staff to undertake specific roles identified within the school's Fire Risk Assessment and/or Emergency Action Plan.
- Ensure that all appointed persons, e.g. Fire Marshals have access to appropriate levels of training and resources, including updates and annual refresher training, both in person and through elearning on Smartlog.
- Ensure that appropriate steps are in place to take account of visitors, contractors and shared

users of the site, whether on a permanent or temporary basis, including the effective communication of fire safety arrangements.

- Ensure that there are appropriate levels of management/supervisory cover throughout the operating hours of the site in order to effectively coordinate and control any potential evacuation.
- In the absence of the Headteacher, a Senior Leader will ensure the responsibilities of Fire Safety Co-ordinator.

Operations Manager:

- Responsible for the effective implementation of the Fire and Emergency Safety Policy and the school's emergency action plan.
- Ensure all classrooms have a Fire Exit plan available for the teacher and students to follow in the event of an evacuation.
- Assist in a safe and co-ordinated evacuation.
- Ensure that emergency service(s) can access the site.
- Re-allocate resources, e.g. Fire Marshals as required.

Facilities Manager:

- Maintains fire detection and alarm systems, fire doors, extinguishers, emergency lighting, and signage.
- Organises and records fire drills (minimum once per term).
- Ensures clear access to fire exits and assembly areas.
- Reviews the Fire Marshal allocations at least annually and following significant staffing changes.
- Co-ordinate the school's Fire Marshals (including a working knowledge of Fire Marshals' areas of responsibility) through annual training.
- Coordinate the school's Evacuation Chair Marshals (including coordinating their trial runs, training and refresher training)
- Communicate effectively with the Fire Safety Co-ordinator to ensure the sharing of accurate information.

Fire Marshals:

- Responsible for being fully aware of the school's emergency action procedures.
- Communicate effectively with the Facilities Manager and other Fire Marshals.
- Undertake appropriate levels of training including refresher training.
- Be fully conversant with their area of responsibility.
- Assist in maintaining a 'fire safe' environment by walking escape routes within designated areas of responsibility to ensure that they are clear of obstruction and are safe to use.

Evacuation Chair Marshals:

- All Evacuation Chair Marshals must report to the Facilities Manager outside the main Reception Area.

- Evacuation Chair Marshals will be deployed to the areas/rooms once the Fire Marshals have reported to the Facilities Manager.
- All Evacuation Chair trained staff must ensure they are familiar with students or staff who have Personal Emergency Evacuation Plans (PEEPs).
- Evacuation Chair Marshals must conduct training with students and staff with PEEPs at least once a year.

Staff:

- **All staff** have the responsibility to co-operate and to ensure that the school environment is safe from fire and its effects.
- Staff must not do anything that places themselves or others in their care at risk.
- All staff are to familiarise themselves with:
  - the school evacuation procedures
  - the location of the appropriate Fire Assembly Point to use, particularly if they are a tutor
  - the notice displayed in every classroom which details the nearest exit route from the building
- Lead students safely to designated assembly points during an evacuation.
- Supervise and account for all students in their charge.

Students:

- **All students** are expected to exercise personal responsibility for fire safety for themselves and others.
- Observe all fire safety guidance of the school and in particular, follow instructions given by staff in an emergency.
- Refrain from tampering with fire equipment or causing false alarms.

Visitors and Contractors:

- Must sign in at reception so the school is aware of their presence and knows to account for them in case of emergency.
- Observe all fire safety guidance of the school and in particular instructions given by staff in an emergency.
- Familiarise themselves with the location of the Fire Assembly Point for Visitors on the tennis courts.
- Contractors undertaking hot works must comply with the school's permit-to-work procedures where applicable.

Sky Blues in The Community (SBITC)

- In cases when the fire alarm sounds, staff working in the SBITC pavilion and 3G pitch are responsible for the evacuation, assembly and roll call of their own staff and visitors, including President Kennedy School students who may be attending sessions in their pavilion. Particular attention will be needed for students who may have a PEEP in place.
- The fire assembly point for SBITC is located adjacent to the Caretaker's bungalow.

- A member of the SBITC will be contacted by the school Facilities Manager by radio to confirm all personnel are accounted for.

The Finance Office

The Finance office firm alarm system is not linked to the school. In the event of there being a firm alarm being triggered there, the Finance team will muster at their own fire assembly point opposite the bungalow. There is no need for the school staff and students to evacuate.

Conversely, in the event of a school fire evacuation, there is no need for the Finance team to evacuate their building.

5. Managing fire safety

Day-to-day management of fire safety is coordinated by the Operations Manager with operational support from the Facilities Manager.

<u>The Operations Manager with the support of the Facilities Manager is to:</u>

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.
- Provide and ensure the maintenance in working order of all portable firefighting equipment and supporting resources/devices with support from the FES Facilities Management (FM) team and sub-contractors, including:
    - Fire detection and alarm system
    - Emergency lighting
    - Portable firefighting equipment
    - Associated fire safety signage
    - Means of escape
    - The accessibility of the Fire Assembly Points.
    - Ensure fire risk assessments are undertaken to maintain compliance and reduce fire risk.
    - Organise appropriate instruction and/or staff training in order to protect staff, students, visitors, contractors and property; and including regular (at least termly) fire evacuation practices.
    - Ensure all staff, students, visitors, contractors and third-party users are fully aware of and comply with the School's Fire Safety Procedures.
    - Identify hazardous areas and hazardous materials combined with ensuring appropriate management systems are in place to reduce/minimise any associated risk.
    - Monitor and review this policy on a regular basis to ensure that any new risk(s) or alterations to legislation or circumstances are captured.
    - Share this policy with any lettings or hirers upon its annual review, or earlier if there are any changes.

6. Monitoring

FES and the school utilise the services of numerous external service providers to carry out statutory and mandatory monitoring inspections, see below:

School Fire Alarm and Detection System	Abel Alarms monitoring service. Aaron Access (Main school building) EDSB (Post 16 building) FES engineers Facilities Manager Site Services Team
Emergency Lighting	FES FM (main building) Trinity Alarms (Post 16 building) Facilities Manager Site Services Team
Safety Signage and Notices	Facilities Manager Site Services Team
Portable Firefighting Equipment	EDSB/Trinity Alarms Facilities Manager Site Services Team
Fire Logbook	FES FM Facilities Manager Site Service Team
Staff Training	Facilities Manager Operations Manager

7. Fire risk assessment

The school utilises FixFire to undertake a Fire Risk Assessment. The Fire Risk Assessment is reviewed annually and amended in line with:

- Structural changes (new builds)
- Change of use (e.g. expansion of community programme)
- Change in work processes (alternative evacuation routes)
- Following any significant fire-related incident, near miss or enforcement action.

8. Fire safety training

- All new staff receive basic fire safety training during their induction period. This is delivered by the Operations or Facilities Manager.
- All staff undertake annual Fire Awareness training on Smartlog.
- Annual refresher fire safety training is delivered to staff with specific areas of responsibility, e.g. Fire Marshals, Site Services Officers and the Admin team. This is delivered by the Facilities Manager and Operations Manager, and also through the Fire Warden training on Smartlog.
- Refuge points are labelled on the outside of the door.
- All students, including mid-year admissions are given a site tour in accordance with the school's fire safety evacuation procedures. This will be done by a member of the college team.
- When changes to evacuation routes and Fire Assembly Points are implemented, staff and students walk through the new route and routines.

- Fire evacuation practices are planned into the structure of each term. The findings of any such practice are recorded and reported at the school's Health & Safety Committee meetings. Conclusions and recommendations are recorded, and circulated to all staff.
- Signage is in place on the two Fire Assembly Points:
    - Tennis courts for the tutor groups in Years 7, 8, 9,10 and 11 and general visitors to the school
    - Hardstanding area adjacent to the MUGA for the Post 16 students and visitors to the FEI/FTA, to ensure correct fire assembly.

9. Record keeping

The school maintains records of:

- Fire alarm tests and maintenance
- Fire extinguisher servicing
- Emergency lighting tests
- Fire drills and staff training
- Fire door checks
- Fire dampers
- 5-year fixed wiring test
- Fire risk assessments and action plans
- Records of PEEPs

10. Evacuation procedures

The evacuation procedures which are to be followed in the event of fire alarm activation are detailed in Appendix 1. The Appendix details the responsibilities of staff and individuals during the evacuation and subsequent roll call.

The document also covers specific guidance in relation to the evacuation of disabled or mobility impaired persons should the need arise.

Appendix 1: Immediate actions to take on discovering a fire

- On discovering a fire, break the glass or set off the alarm at the nearest call point. (Staff should familiarise themselves with their nearest call point)
- Evacuate via your nearest escape route
- Tackle the fire only if your escape route is blocked
- Report details of fire and whereabouts to Facilities Manager or the Fire Safety Co-ordinator

On Hearing the Alarm

Teacher responsibility

All able-bodied class teachers will assume the responsibility of a Fire Marshal. Their duties are outlined below:

- On hearing the fire alarm, teachers must immediately take control of their class.
- Staff and pupils must start to evacuate. No coats, bags or other belongings, etc. should be taken. Prepare to leave immediately in an orderly manner.
- All students must be asked to line up inside their classroom in single file, silently and quickly. The teacher then asks students to calmly leave the classroom maintaining the single file. Details of the nearest evacuation route is displayed in every classroom.
- Once the last student has left the classroom, the teacher must close the door and move with their students to the assembly point, maintaining discipline and order at all times. **Do not stop to lock the door.** It only needs to be closed to show the Fire Marshal that you have made sure everyone is out.
- Teachers must control the movement of students when joining other classes and ensure they walk in single file.
- All students must remain silent and move quickly but safely. No running or overtaking is allowed.
- Students must walk down the correct side of the stairwells as indicated on the plans. Students must follow the green fire exit directional signs located in every corridor and stairwell.
- When the alarm sounds, the lift ceases to operate. Any students that have a Personal Emergency Evacuation Plan (PEEP) must make their way to the nearest refuge room and use the intercom to advise the Admin Fire Marshal of their location. The Facilities Manager and SSO team will take responsibility for their evacuation from this point on.
- No one should walk against the flow of traffic. Ensure that you know which side of the staircase to walk down and follow other classes in single file down to your exit to the designated assembly point.
- The designated Fire Assembly Point will depend on the year group. Years 7, 8, 9,10 and 11 will assemble in the tennis courts.
- The designated Fire Assembly Point for Post 16 students will be on the hardstanding area adjacent to the MUGA.
- Assembly points for all tutor groups on the tennis courts are clearly displayed.
- Do not re-enter the building until authorised**.**

All staff who are not teaching must support in the evacuation by ensuring the above. Those staff with a PEEP will follow the details outlined in their plan.

Fire Marshals
All Fire Marshals must familiarise themselves with their designated zones. If the alarm goes off for an evacuation and you are not in your zone, do not return to your zone. Move to the designated assembly point outside Reception and report to the Facilities Manager that your zone has not been checked.

During an evacuation, you must:

- Follow your training at all times.
- Wait until all the students and staff have walked down the staircases.
- Walk around your designated area and ensure there are no students or staff left.
- Where authorised and able to do so safely, Fire Marshals should unlock and check any classroom or office found to be locked during the evacuation sweep. Any locked room that cannot be checked should be reported immediately to the Facilities Manager.
- Check all toilets and cupboards/ offices for staff/ students.
- If you come across anyone, ask them to leave immediately. If they refuse to leave, then leave them there and report this when you get downstairs. Do not allow them to delay you.
- When you get to the refuge rooms, please identify quickly if there is anyone who needs an Evacuation Chair. You must report the location the Evacuation Chair is required to the Facilities Manager who will be at the alarm panel in the main reception area.
- If there are students or staff who can walk down after the initial rush, please bring them down with you. They will need to be taken to the assembly point outside the front of the building (main reception entrance).
- All Fire Marshals must report to the Facilities Manager in the main reception area.
- Where authorised to do so by the Fire Safety Co-ordinator, Fire Marshals should return to their designated areas before normal occupation resumes and assist with ensuring offices and rooms containing confidential information, valuable equipment or personal belongings are appropriately secured.

Evacuation Chair Marshals

- All Evacuation Chair Marshals must report to the Facilities Manager in the main reception area.
- Evacuation Chair Marshals will be deployed to the refuge rooms or appropriate stairwell by the Facilities Manager.
- All Evacuation Chair trained staff must ensure they are familiar with students and staff who have PEEPs.
- Evacuation Chair Marshals must conduct training with students and staff with PEEPs at least once a year.

Site Service Officers

- Open the Bridge gate.
- Check the fire alarm panel and the point of activation
- Act as Evacuation Chairs Marshal facilitating the evacuation of staff and students with PEEPs.
- Assist the Operations Manager in ensuring that the emergency services have access to the school site.

First Aiders

- On hearing the alarm go off, all First Aiders will need to collect their first aid kit and take it with them to the evacuation point.
- If you are not near your first aid kit, then do not go to get it.

- Walk out with the class you are with to the appropriate Fire Assembly Point and make yourself known to the Assembly Point Coordinator.

NEVER ASSUME IT IS A FALSE ALARM. DO NOT MAKE A LOCAL DECISION TO SEND STUDENTS BACK INTO THE BUILDING UNLESS INSTRUCTED TO DO SO.

Main Reception Staff

- The Operations Manager or a member of the Admin team manning the Reception will, subject to confirmation contact the Emergency Services.
- The receptionist(s) is responsible for ensuring no-one enters the building from the main reception entrance. They will also print a list of supply staff and visitors on site and pass this to a colleague. The receptionist will move to the PEEPs Assembly Point outside the main reception and take a roll call of staff with PEEPS.
- The Cover Co-ordinator (or another member of the admin team in their absence) goes to the reception to collect the list of supply staff and visitors on site. They will then proceed to the visitor and supply staff Assembly Points on the tennis courts and take a roll call. They will advise the Facilities Manager of any missing persons.
- Admin staff will go to the reception area and take calls from Abel Alarms and from the Fire Service to advise whether the school is facing a 'live' situation.
- Admin staff will attend the Refuge panel in the reception area to confirm locations of staff and/or students with PEEPs who may require assistance to evacuate.
- Other available members of the admin team will support these roles if needed.

Student Reception Staff

- Prevent students from re-entering the building via the Student Reception entrance during an evacuation.
- Student reception staff will have pre-printed registers for each year group available for collection by the Pastoral Leaders (Years 7, 8, 9,10 and 11).
- The Lead First Aider will carry a first aid kit and defibrillator with them in case it is required. They will take any students who may be undergoing treatment at that time to a designated Assembly Point.

Post 16 staff

- PAS staff in Post 16 will check the two refuge areas for staff or students with a PEEP and will contact the Facilities Manager to confirm whether support is required to evacuate them.
- PAS staff in Post 16 will give pre-printed registers for Post 16 tutor groups to the Pastoral Leader for the purpose of registering them.
- PAS staff will also print out a list of visitors (from InVentry) to the FEI/FTA who will assemble on the hardstanding area adjacent to the MUGA for the purposes on registering them.

Professional and Associate Staff

- The Pastoral Leaders are responsible for ensuring that student registers are collected at the Assembly Point and distributed.
- Professional and Associate staff (PAS) who are attached to a College should assemble with that college.
- PAS staff who are not attached to a college should assemble at the top of the tennis court backing on to the terrace.

Cleaning staff
If the fire alarm activates when the cleaning team are on site, they will assemble at the top of the tennis court backing on to the terrace, and report to the designated person. A roll call will be taken by the Cleaner in Charge.

Kitchen staff
If the fire alarm activates when the kitchen staff are on site, they will assemble at the top of the tennis court backing on to the terrace. A roll call will be taken by the Kitchen Manager.

Supply teachers and trainee teachers
Supply teachers and trainee teachers should assemble with the tutor group that they have been teaching in the appropriate year group assembly area on the tennis courts or MUGA. If they have not been teaching at the time of evacuation, they should assemble at the top of the tennis court backing on to the terrace at the Visitors assembly point where the Cover Co-ordinator will take the roll call.

The Main School Gate
A designated member of staff will stand at the front gate to receive any emergency vehicle.

Senior Leadership
The first members of the Senior Leadership team to arrive at the tennis courts will be responsible for ensuring that the following gates are opened:

- The furthest gate to the tennis courts near the bottom garden are open.
- They will also open the side gates to the tennis court
- The gates from the terrace to the tennis court

The Assistant Headteacher of Post 16 and DSL will move to the centre of the Fire Assembly Points at the hardstanding area adjacent to the MUGA and tennis courts respectively and act as the focal point throughout the evacuation.

At the Fire Assembly Points, tutors should collect registers from the Pastoral Leader for their college and complete a roll call including reporting of absences. Tutors should report to the College Director. The College Director is to report to the Assistant Headteacher of Post 16 or the DSL with the names of any student or staff who are unaccounted for and their expected whereabouts. **THIS MUST BE DONE WITHOUT DELAY.**

Other PAS staff who have line manager responsibilities must report to the Assistant Headteacher of Post 16 or DSL with the names of any members of staff who are unaccounted for and their expected whereabouts. **THIS MUST BE DONE WITHOUT DELAY.**

The Fire Safety Co-ordinator is the responsible person and with support of the Facilities Manager will upon the arrival of the Fire Service/Emergency Services, hand the site over. In conjunction with the Emergency Services the Fire Safety Co-ordinator will determine when staff and students can leave the assembly area. In the event of an evacuation practice, the Fire Safety Co-ordinator will determine when staff and student dismissal can take place.

Where a named person with a specific fire safety responsibility is absent, another Senior Leader will assume their role in the event of an emergency evacuation.

On Completion of a Practice

The Operations Manager and Facilities Manager on completion of a fire practice will produce a Fire Practice Report and present it to the Headteacher, the Health & Safety Committee and the PFI.

The Operations Manager and Facilities Manager will actively seek feedback from staff following a pre-planned fire evacuation. Staff feedback will be used to inform future practice and procedures where it is deemed necessary.

The Health & Safety Committee is to review the findings of the report and agree appropriate action to be taken should the need arise.

Special Educational Needs Students (Including mobility impaired students)

Students with Special Educational Needs will be appropriately identified and adjustments made to ensure their safety and wellbeing at all times. When necessary a Personal Emergency Evacuation Plan (PEEP) will be prepared in consultation with the student and a member of the college team.

Mobility Impaired Staff

Where staff require a PEEP, this will be identified through the recruitment process, via HR or by self-referral to the Operations Manager. As a consequence of the PEEP process, reasonable adjustments will be made to support the individual in school. Where necessary a nominated person(s) will be appointed to assist the individual (and/or the management of their class) in the event of an emergency. Refuge rooms are designated on the first and second floor of the building with communication links to main reception.

Review of PEEPS

Personal Emergency Evacuation Plans (PEEPs) for students and staff will be reviewed at least annually and sooner where there is a change in circumstances, location, mobility, medical needs or staffing arrangements that may impact emergency evacuation procedures.

Mobility Impaired Visitors

On arrival, mobility impaired visitors, including wheelchair users should identify any special requirements in case of an emergency. The person hosting the visitor is to ensure the visitor's safety in the event of an emergency evacuation and escort them to a refuge room.

The Fire Marshals will identify the names and locations of staff, students and visitors who have remained in the refuge rooms. If there are staff, students and visitors who can walk down after the initial rush, Fire Marshals will bring them down and they will need to be taken to the front of the building via the assembly point for Fire Marshals.

If they cannot walk down then the Fire Marshal will inform the Facilities Manager and he will coordinate the deployment of the Evacuation Chair Marshals to the appropriate refuge room or stairwell.

Other Emergencies

Lockdown procedures are covered separately within the school's Lockdown Procedures and should not be initiated using the fire alarm system.

In some circumstances it would not be possible to assemble on the school site or to re-enter the school building. In this situation the Headteacher may decide to initiate an alternative assembly point (See Business Continuity Plan).

Appendix 2: Evacuation Plan by Year Group

Year 7

- Students to exit using the nearest exit
- Students to enter the tennis courts via the rear gate
- Line up on the along the fence backing onto the garden
- Return back into the building via the same route

Year 8

- Students to exit using the nearest exit
- Students to enter the tennis courts using the nearest side entrance from the road and path
- Line up along the left-hand side of the fence facing the road
- Return back into the building via the same route

Year 9

- Students to exit using the nearest exit
- Students to enter the tennis courts via the rear gate
- Line up along the right-hand side of the fence facing the road
- Return back into the building via the same route

Year 10

- Students to exit using the nearest exit
- Students to then be directed down the steps by the terrace area to enter the tennis courts using the new gate – Gate 1
- Line up along the fence on the left-hand side facing the new houses
- Return back into the building via the same route

Year 11

- Students to exit using the nearest exit
- Students to then be directed down the steps by the terrace area to enter the tennis courts using Gate 2
- Line up along the fence on the right-hand side, facing the new houses
- Return back into the building via the same route

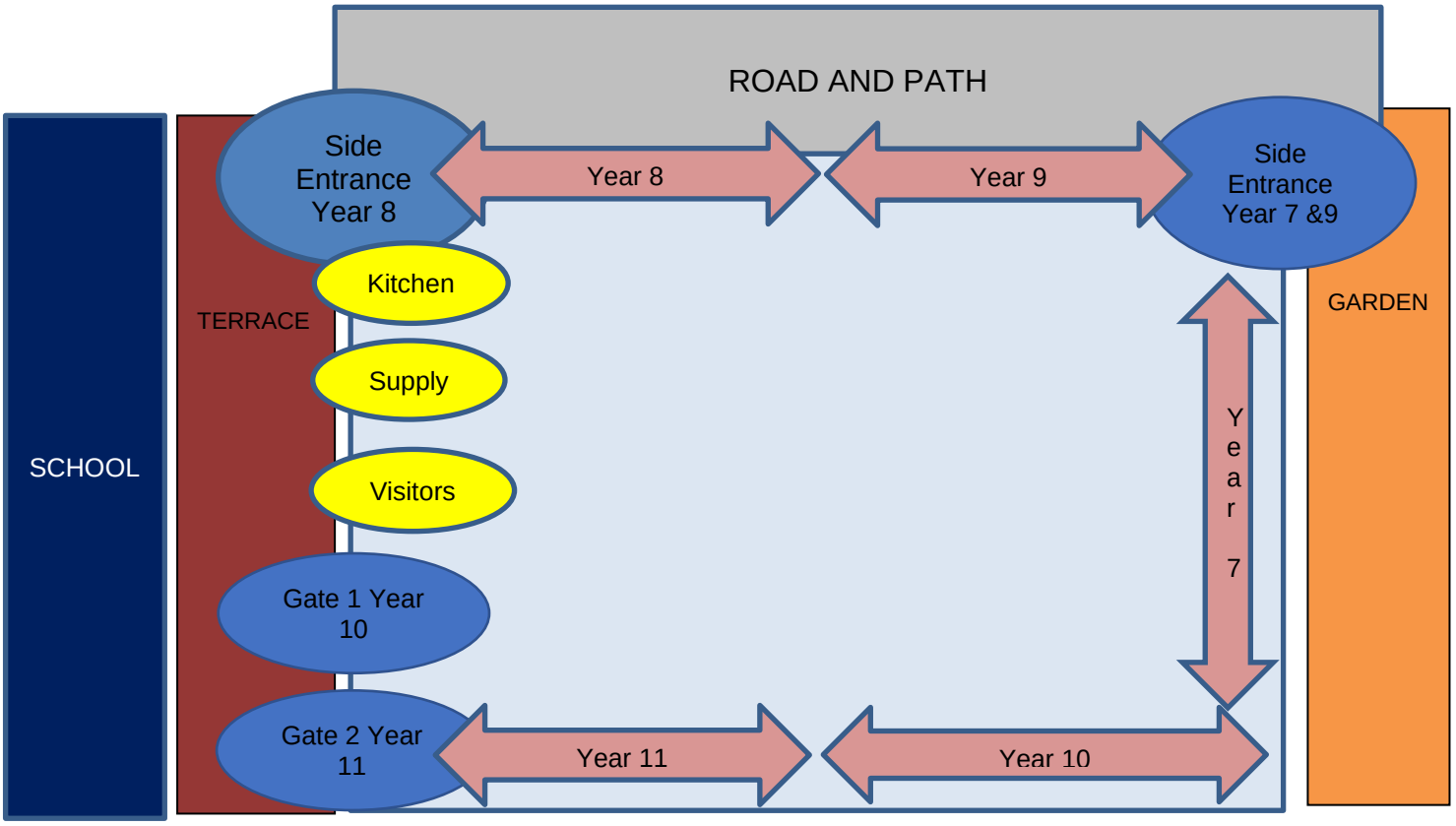
Post 16

- Students to exit using the nearest exit
- Students to assemble on the hardstanding area adjacent to the MUGA
- Return back into the building via the same route

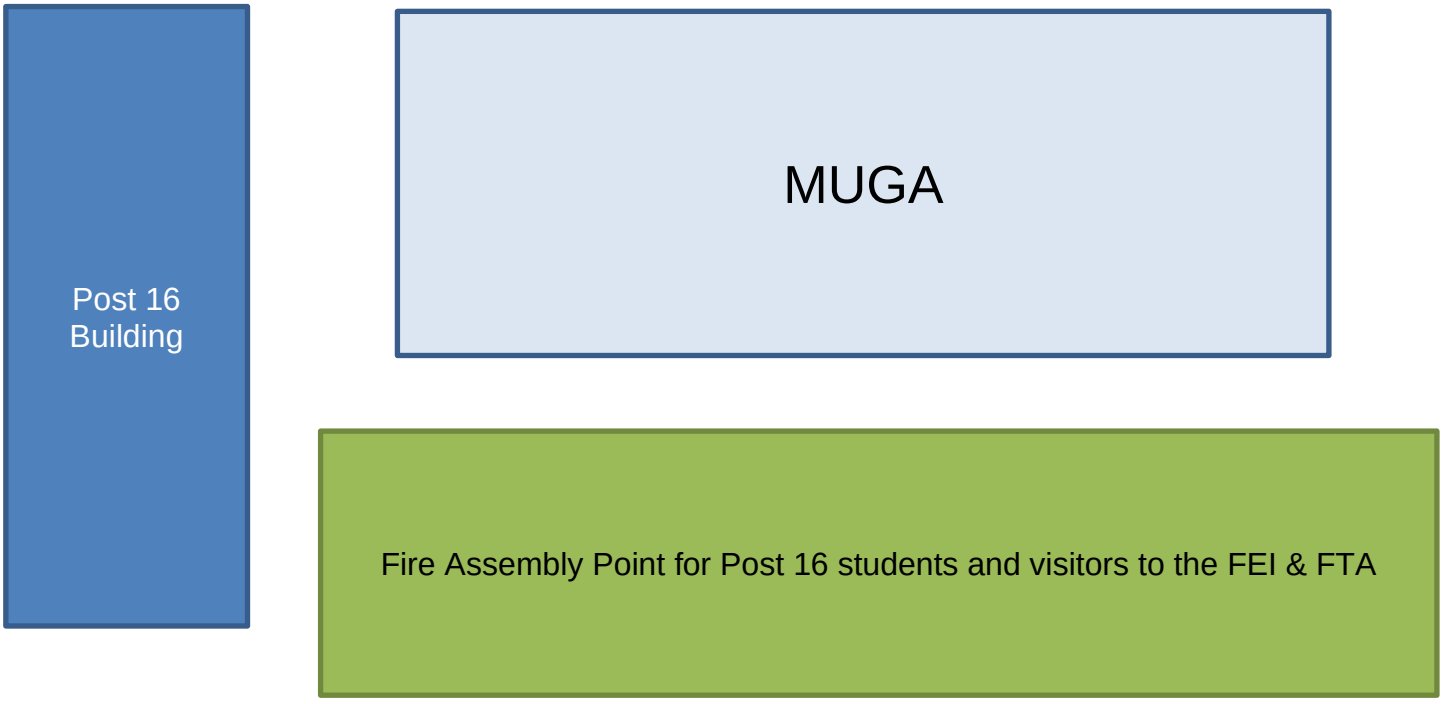
Refuge rooms

First floor	F05	F13	F22
Second floor	S07	S12	S23

Appendix 3: Fire Assembly Points for Years 7, 8, 9, 10 and 11 – TENNIS COURTS



FIRE ASSEMBLY POINT for Post 16 – Hardstanding area adjacent to the MUGA



Appendix 4: Fire Marshals

GROUND FLOOR
ZONE 1: Manjt Natt, Holly Delaney, Kirsty Long
ZONE 2: Kym Auluck, Trish Davis, Alison Howat
ZONE 3: Caroline Hemus, Amiee Connolly-Jones

FIRST FLOOR
ZONE 1: Usha Ranchhod; Claire Lindsay
ZONE 2: Caron Hetherton, Rhys Skyrme, Kelly Sandhar
ZONE 3: Debbie Downs, Maddie Kitchener, Panna Chauhan

SECOND FLOOR
ZONE 1: Dave Keddie, Blake Williams,
ZONE 2: Lorraine Tipper, Maj Janjua, Sarah Scotting,
ZONE 3: Bradlee Subhan, Lisa Kelly, Jo Sharp

SPORTS BLOCK
Kirsty Knibbs

POST 16 BUILDING
Selina Sanger, Becki Webster, Sam Bartley

Appendix 5: Role of the Fire Marshal

On hearing the fire alarm, Fire Marshals are to carry out the following:

1. Put on reflective waistcoat

2. Start to check area of responsibility by requesting politely but firmly that all staff, students and visitors evacuate the building immediately by the nearest available exit route and proceed to the Fire Assembly Point. All staircases should be used for evacuation purposes regardless of normal direction of use.

3. Check all 'Common/Shared' areas within the area of responsibility (if safe to do so) to ensure occupants have evacuated the building, including the following areas:
    a. Classrooms.
    b. Corridors.
    c. Student washrooms
    d. Staff offices and toilets
    e. Cleaners' cupboards.
    f. Areas in which contractors are working within the building - if their location is known.

4. If safe to do so, check, and/or remind staff/occupants where hazardous processes are being used, to shut them down safely and quickly (where appropriate) before leaving the area. If this is not possible, the Fire Marshal or a responsible person must inform the Headteacher/Evacuation controller of the hazard and possible effects on leaving the building.

5. Report to the Facilities Manager (based at the alarm panel in reception):

6. The location of the fire, the cause of the fire (if known) and any other relevant information available.
7. That their area of responsibility is clear, or, if persons are still left in their area, where and why they are still there (i.e. they refused to leave, dealing with hazardous process, disabled persons in designated refuge).
8. Location of hazardous materials or processes to be identified to the Fire Service on their arrival.
9. Proceed to the Fire Assembly Point on the tennis courts or MUGA

10. **Note:** In some cases, the emergency plan will identify that it may be necessary for the Fire Marshals to position themselves (if safe to do so) at entrances/exits to prevent persons re-entering the building, whilst the emergency is in progress.

11. Inform staff, students, visitors, etc that they may re-enter the building only when the Headteacher or their designated colleague has indicated that it is safe to do so.

OTHER MATTERS TO CONSIDER

1. Try to ensure that evacuees do not obstruct the main entrance by moving them to the appropriate Fire Assembly Points. This will enable the Fire Service to carry out operations as safely as possible and to position their appliances close to the building.
2. Some staff and students have a PEEP. This will identify any special arrangements for their evacuation and the nominated person(s) who will assist them. You should make yourself aware of any PEEPs in your area of responsibility and of any designated refuge rooms.

3. Once at the Fire Assembly Point try to ensure that evacuees do not obstruct the vehicular routes.

Fire Marshal 'DON'Ts'

1. **DO NOT** re-enter the building until told that it is safe to do so, even if the alarm has been silenced, this does not mean that the incident is over
2. **DO NOT** enter or re-enter the building to carry out your duties; if you are already outside and the alarm is sounding (if you just arrived at work or are returning from lunch), leave your area to other Fire Marshals. You can assist by checking that your staff and/or students are accounted for at the Fire Assembly Point and passing relevant information on to the Headteacher/Facilities Manager, their nominated deputy or duty manager.
3. **DO NOT** go to other areas of the school/establishment to carry out Fire Marshal duties. This must be left to the appropriate Fire Marshal for that area, you may become trapped or overcome by smoke and fumes
4. **DO NOT** get into arguments, disagreements or become distracted from your task.
5. **DO NOT LOCK ANY DOORS.**

Fire Marshal 'DOs'

1. **DO** wear your reflective waistcoat which designates your role.
2. **DO** treat every alarm set off as a real emergency which could threaten the safety of everyone in the school.
3. **DO** encourage occupants to leave the building quickly, but also as safely as possible and by the most direct route.
4. **DO** continue to move staff, students and visitors on leaving the building to the appropriate Fire Assembly Points.