

# Fire Safety Management and Emergency

## Evacuation Plan

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### Emergency arrangements

#### All building occupants

- On hearing the alarm stay calm
- Close all windows and doors, including the door you exit
- Evacuate the building from the nearest fire exit and meet at the assembly point on the artificial football pitch
- Guide out any visitors or guests that may be unfamiliar with the building and procedures

#### Fire Marshals / Senior Leadership on floor

Designated **Fire Marshals**, or **Senior Leadership** on each floor, if Fire Marshals are not available, will coordinate the evacuation and sweep the area to ensure no one is left behind before exiting the building themselves.

#### Secretary

The Secretary will evacuate to the front of the building with a copy of all class registers.

**Do not return to the building until the fire service or a responsible person has deemed it safe to do so.**

### If you discover a fire

- Stay calm.
- Do not open any doors if you believe there is a fire behind them.
- Sound the alarm by pressing the button on the nearest emergency call point.



- Close all windows and doors. Evacuate the building by the nearest fire exit and meet at the assembly point on the artificial football pitch and give any fire related information to the Fire Marshals or SLT.

**Do not return to the building until the fire service or a responsible person has deemed it safe to do so.**

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## **Emergency arrangements for employees with specific responsibilities**

### **Jersey Property Holdings**

Between the hours of 08:00-17:00 if the alarms are activated Jersey Property Holdings (JPH) helpdesk will receive a call alerting them to the situation. JPH will contact the school to confirm if it is a genuine activation or a false alarm.

### **Headteacher (Assistant Headteacher in their absence)**

When the alarms are activated the **Headteacher** (or **Assistant Head**) will go to the fire panel, identify the alarm zone, and immediately investigate the cause and location, always accompanied by a second person. Provided it is safe to do so, the **Headteacher** will man the main entrance access to ensure no one enters or re-enters the building.

If the cause of fire alarm activation is genuine or cannot be established Jersey Fire and Rescue Service (JFRS) will be called immediately. (If the **Headteacher** isn't available, **Assistant Head** will not investigate the cause of the alarm, they will immediately call the Fire Service and alert the **Headteacher**.)

If the cause of the alarm has been investigated and identified as a false alarm, the **Headteacher** or **Caretaker** will silence the alarm and communicate the cause of the false activation to JPH.

The **Headteacher** will be the point of contact for all **Fire Marshals** (via walkie-talkies) and the emergency services.

### **Fire Marshals/ Senior Leadership Team (SLT)**

- When the fire alarm has been activated Teachers will collect their hi-vis vest and take their children, via the nearest fire exit, to the artificial football pitch. They will take their register to ensure all children exited the building.
  - **Fire Marshal / SLT** will liaise with the **Headteacher** throughout, using walkie talkies, with any relevant information.
  - **Fire Marshal / SLT** on each floor will complete floor sweep as they exit the site.
  - **Fire Marshal / SLT** will check the allocated area, will clear, and ensure that doors and windows are closed, before reporting back to the Headteacher via walkie-talkie and go to the assembly point themselves.
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- Once the **Headteacher** has collated the information from the **Fire Marshals / SLT**, they will go to the assembly point and manage all individuals collectively.
  - **Fire Marshal / SLT** will coordinate the safe evacuation of any employee who has a Personal Emergency Evacuation Plan (PEEP) in place.
  - **Fire Marshal / SLT** will coordinate the safe evacuation of any non-mobile people in the building. Evacuation of any non-mobile people must take place after all mobile people have evacuated and the stairwells are clear.

### **Out of hours of alarm activation (5pm to 8am)**

- In the event of the fire alarms activating out of hours, CI Fire and Security will contact JPH. A GoJ (Government of Jersey) duty officer will attend the incident and investigate the cause. If assistance is required, they will contact the Caretaker or the Headteacher.
- If a fire is confirmed the GoJ duty officer will contact the fire service.
- **Contracted cleaning staff** have a documented procedure to follow in the event of the alarms activating out of normal working hours appended at the end of this document (Appendix B).

### **Disability arrangements**

#### **Headteacher's Responsibilities for Employees**

The **Headteacher** must ascertain if any of their employees require extra assistance to evacuate the building in the event of an emergency. This will be done by discussing with the person what assistance she/he requires.

Assisted by the departmental health and safety representative the **Headteacher** must formulate a plan to include an agreed method of evacuation and number of persons and/or equipment required to execute it.

All employees affected must be informed and trained. The evacuation procedure must be practised regularly to ensure it is effective.

A PEEP template is available on MyStates and is appended at the end of this document

### **Personal Emergency Evacuation Plan (PEEP)** (Appendix A)

#### **Legal Obligations**

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Disability manifests itself in many ways, some more obvious than others. One element remains constant, the requirement for **SLT** to plan the safe and effective evacuation of disabled students/contractors/visitors/employees from premises in the event of a fire emergency without reliance on external services.

### **What is a PEEP?**

Personal Emergency Evacuation Plans are the method of assisting persons who may require assistance to evacuate premises in the case of fire or other emergencies.

This can take many forms:

- Providing equipment interfaced with the existing fire alarm system to alert persons who cannot hear the sound clearly
- Buddy system to lead or assist persons to a place of safety
- Providing emergency evacuation equipment should it be necessary (e.g., ski pads or ski sheets).

### **SLT's Responsibilities**

- Ascertain if, in the event of an emergency, there are people in your area who would require extra assistance in evacuating the building.
  - Discuss with the person what assistance she/he would require. Ensure that you consider multi-site working, if appropriate.
  - Formulate a plan to include agreed method of evacuation and number of persons and/or equipment required to execute it.
  - Inform and train all staff affected.
  - Practise your procedure.
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Appendix A.

**Personal Emergency Evacuation Plan**

<b>Name of employee/service user/visitor</b>	
<b>Site, Building, Floor, Work Area</b>	
<b>Responsible Manager</b>	
<b>Assessment undertaken by</b>	

<b>Designated staff to assist</b>	
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<b>Exit Procedure</b> (step by step)	
<b>Methods of assistance</b> (physical, verbal)	
<b>Equipment</b> (Evac chairs, mobility aids, radios)	
<b>Safe Route</b> (shortest distance, access, doors)	

<b>Plan agreed by</b> (print name)	
<b>Signed &amp; dated</b>	
<b>Review date</b>	

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Appendix B.

**Emergency Evacuation Arrangements for Contracted Cleaning Staff**

**On discovering smoke or fire**

- If you discover a fire activate the fire alarm by breaking the nearest call point and call the fire service on 999.
- Immediately evacuate the building by the nearest fire exit and go to the assembly point in the artificial football pitch.
- Close all windows and doors as you leave and do a sweep of the area you are in to ensure nobody is left behind. **Do not use the lifts.**
- Report to your chargehand/supervisor and handover any relevant information you may have regarding the fire.
- A designated person must take charge and liaise with the fire service and the on-call JPH duty officer when they arrive.
- The designated person will contact their supervisor to alert them of the situation.

**The fire service will always attend from the back entrance**

**Clearance to return to the building must only be given by the Jersey Fire and Rescue Service.**

**What to do when if fire alarm activates**

- Immediately evacuate the building by the nearest fire exit and go to the assembly point in the artificial football pitch.
- Close all windows and doors as you leave and do a sweep of the area you are in to ensure nobody is left behind. **Do not use the lifts.**
- A designated person needs to take charge and liaise with the JPH duty officer when they arrive. The JPH duty officer will investigate the cause of the activation and alert the fire service if required.
- The designated person will contact their supervisor to alert them of the situation.

**The fire service will always attend from the back entrance**

**Clearance to return to the building must only be given by the Jersey Fire and Rescue Service.**

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## Precautions

- At the end of each shift staff must ensure all windows and fire doors in their area are closed, including all fire doors with hold open devices attached.
- Dishwashers must always be switched off before you leave the building and never left on a wash cycle.
- Doors must not be left wedged open at any time. Use of door wedges is strictly prohibited.
- Always ensure all electrical equipment is checked and in good working order before use and report any concerns to your supervisor.
- Always keep fire exit routes clear of any obstructions.
- COSHH assessments for all hazardous or flammable substances used must be kept on site.
- Always store hazardous or flammable substances in a locked cupboard.
- Only use a fire extinguisher if trained and if safe to do so and make sure the exit route behind you is always clear.

**Last reviewed: March 2023**

**Next review: March 2024**

**Distribution: All staff**

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