



THE MINSTER SCHOOL

FIRE EMERGENCY PLAN

School Lead: School Business Director

Governor Lead: Chair of FGP&P

Date of Review: October 2018

Date of Next Review: October 2019

Signed by Chair of Committee: _____ **Date:** 24/10/2018

THE MINSTER SCHOOL

Fire Management Plan

Name of organisation	THE MINSTER SCHOOL
Address of premises	NOTTINGHAM ROAD
Building number/name (if applicable)	
Date plan produced and/or amended	October 2018
Name of person producing plan (print name)	J A Straw
Job title	School Business Director
Signature	
Head Teachers Approval (signature)	

Action to be taken by a person discovering a fire

Activate the fire alarm system at the nearest call point.
 Evacuate all persons in the building **by the nearest fire exit.**
 The caretakers will ascertain whether this is a false alarm or there is a need to call the fire and rescue services. The Business Director or Deputy Business Director will make this call (9)999.
 CTL's are responsible for ensuring that their area is swept, and report this area as clear to the muster deputy (see pages 2 & 3 for details)
 Everyone must remain outside of the building at the designated assembly point on the field until instructed to do otherwise by the member of the senior leadership team controlling the field (Muster Leader)

How the fire brigade (and any other emergency services) are to be called and who is responsible

DAY: The Business Director/Deputy Business Director assemble at the fire control panel on hearing the alarm, the caretakers assess the alarm call and instruct whether there is a need to contact the emergency services.

EVENING (16.30 – 22.00 hrs): The caretaker on duty will call the emergency services.

OCCUPIED BUILDING OUT OF HOURS: Hirer will nominate a person in charge who will call the fire service and alert the nominated on call caretaker.

UNOCCUPIED BUILDING: There is a remote monitoring centre which covers Monday to Friday 22.00 hours until 6.00 am and 24 hour weekend coverage.

Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels)

A type P1 fire alarm system which is linked to a remotely monitored centre (operates out of hours and all weekends) monitors call points, optical smoke, heat detectors, electronic sounders and flashing beacons.
 The main fire alarm panel is in the main school entrance.

Evacuation procedures (description of procedures to be followed)

Detailed in Appendix A

Key escape routes (how access can be gained, where they lead to, how they are protected from fire)

Detailed in the Fire Strategy sections 3,4,5,6

Assembly points

The muster point is located on the school field facing the sports outbuilding. See Appendix B

Terminology

School Fire Officer	This is the Head Teacher or the Business Director
Muster Point	The assembly point on the field, facing the external sports store
Muster Lead	Person in charge at the Muster Point, the one with the megaphone
Dep Muster Lead	Acts as support to Muster Lead and takes records of completed sweeps

Specific Duties for staff

Caretakers respond to the alarm and immediately go to the alarm panel

Head – immediately assumes the role of School Fire Officer and proceeds to the alarm panel, once the emergency services are called, the School Fire Officer has control until the services arrive, at which time the fire services take control as Fire Officer

Business Director – immediately goes to the alarm panel to await instruction to call the emergency services. Ensures nobody enters the site via the front doors (covers for School Fire Officer as needed)

Deputy Business Director – immediately goes to the front of the school to await instruction and guide the emergency services (covers for either business director or School Fire Officer in their absence)

Finance Officer (Derek) – immediately goes to side entrance and ensures that nobody enters the building from the car park

Finance Officer(Louise) and Senior ICT Technician (Zak) to sweep middle floor heartspace toilets (not post 16)

HR Officer (Alex) and Data Manager (Ruth) to sweep the leadership corridor

CTL's must ensure that their area is swept and report this to the muster deputy, Science and TAD CTL must ensure that students do not enter the lifts

Drama CTL to ensure that drama staff sweep drama area and upstairs gym.

Senior Leadership Team without other specific duties – proceed to the muster point to support with order

Progress and Achievement Leaders – proceed to relevant key stage groups at muster point

Pastoral Support Assistants – proceed to relevant key stage groups at muster point

Yr 7 Pastoral Support Assistant – proceed to tarmac by basketball hoops to assemble with disabled students who cannot reach the muster point

Pastoral Administrator (Chris) – to ensure that medical room is cleared

Director of Post 16 – proceed to post 16 students at the muster point

Post 16 Administrator (Rebecca) – to sweep caretakers corridor and toilet in caretakers corridor

Teaching school staff (Julie and Trish) to sweep ground floor heartspace toilets

Librarians to sweep post 16 middle floor toilets

Science technicians to ensure students do not enter the lift on top floor

Head's PA & Officer Manager – record that all visitors are present

SEN staff must escort any SEN students who have a personal evacuation plan in place, to the muster point (or tarmac if unable to reach the muster point)

All staff who are not tutors should support good order on the field.

Members of the Senior Team, the Head Teacher, the Business Director, the Deputy Business Director and the Caretakers will have walkie talkies which will be the method of communication.

The Pastoral Support Assistants must ensure that the medical room is clear

The reception staff will take the megaphone, visitors book, staff/student signing in book, first aid kit, a walkie talkie and the fire emergency envelope to the muster point

The School Fire Officer is responsible for liaising with the Muster Leader to indicate when the buildings are safe and can be entered, or will give further instruction as necessary.

Our evacuation relies on the whole building being checked for staff and students, many staff have responsibilities listed above in ensuring that the buildings are cleared. Below is a list of who should report that these checks have been done:

Area	Person to Report to Muster Deputy
Music	CTL/ACTL
Junior School	Head of Junior School
Leadership Corridor	Alex Byrne and Ruth Williams
Medical Room	Chris Taylor
ICT	CTL/ACTL
Humanities	CTL/ACTL
MFL/Social Studies	CTL/ACTL
DT	CTL/ACTL
Drama & Gym	CTL/ACTL
Maths	CTL/ACTL
English	CTL/ACTL
Science & upstairs Post 16 rooms	CTL/ACTL
PE downstairs	CTL/ACTL
Post 16 areas on middle floor	CTL/ACTL
Ground Floor toilets	Teaching School Staff (Trish & Julie)
Middle Floor toilets	Finance (Louise) and IT (Zak)
Post 16 Toilets	Librarians (Annette & Jo)
Caretakers corridor and toilets	Post 16 Administrator
Reception Area	Reception Staff

Arrangements for safe evacuation of persons identified as being especially at risk from fire

Disabled students may have individual evacuation plans in place (see back of this plan for current students) School have an evac-mat and staff are trained to use this and training is refreshed when we have a student who would evacuate in this manner.

Pregnant women are given a 'buddy' who will help them to evacuate.

Although the school have refuge facilities, under the fire regulations the school are aware of the need to fully evacuate all students and staff.

Firefighting equipment provided (locations and details)

Firefighting equipment can be found throughout school and there is a fire suppression system in the main kitchen.
(Sprinkler System – The system can be shut off in the sprinkler tank room)

Specific areas regarded as high fire risk areas

Laboratories, Kitchen, Food Technology, Design Technology, Workshop, Plant Room

Procedures for liaison with fire brigade on arrival (who, where, what, etc)

School Fire Officer will greet the fire services on their arrival at the front or side of school depending on where the fire is.
Detailed Fire & Rescue Service Access detailed in Appendix C

Training needed by employees and arrangements for giving such training

The person responsible for compiling and implementing the school's annual Health and Safety training plan is the School Business Director. Health and Safety training procedures are outlined in the school's Health and Safety policy which is reviewed annually.

All staff are informed of fire procedures via induction.

The training is focused on the following general areas:

ACTION TO BE TAKEN IN THE EVENT OF A FIRE – how to raise the alarm

EVACUATION PROCEDURES – identifying the location and use of escape routes, fire alarm call points, nominated muster point(s) and awareness of key employees with specific responsibilities.

HOW TO CALL THE FIRE AND RESCUE SERVICE – receptionist during school hours. Premises procedures out of school hours. (9)999

Appendix A Evacuation Procedures

Appendix B Muster Point and Fire & Rescue Service Access

THE MINSTER SCHOOL
APPENDIX A: FIRE EVACUATION PROCEDURE DURING SCHOOL HOURS
GUIDANCE NOTES

The Fire Alarm is a continuous sound

NEVER PUT YOURSELF IN DANGER!

RAISING THE ALARM

If you discover a fire, activate the alarm at the nearest glass call point

ACTION REQUIRED AFTER THE ALARM HAS BEEN SOUNDED

- All staff and students to evacuate the building by the nearest fire exit quietly and sensibly. Your nearest exit may mean that you need to exit via the front doors and make your way back in through the side gate
- Go to the muster point on the field, facing the external PE store. Please access the sports field via the paved steps
- Do **not** stop to collect belongings
- Do **not** use the lift
- Do **not** re-enter the building until you are told it is safe to do so
- Listen to the instructions given by the Muster Leader

MAIN FIRE ALARM CONTROL PANEL

- The indicator board is located in the main school entrance and will be checked by the Caretakers who will investigate the activated zone and decide on the action needed
- All relevant gathered information will be passed immediately to the School Fire Officer (Head or Business Director)

SCHOOL FIRE OFFICER

- The School Fire Officer is responsible for liaising with the Fire and Rescue Service and will remain in contact with other members of the Senior Leadership Team and Caretakers by walkie-talkie
- Once the Fire and Rescue Service arrive they will take control from the School Fire Officer, the School Fire Officer will remain in place and ensure no members of the public enter the school via the front doors, unless directed otherwise by the Fire and Rescue Services.
- Tutors will account for their students, these will report to the Progress and Achievement Leaders. The Progress and Achievement Leaders will report to the Muster Leader that all students are present. The Muster Leader will inform the School Fire Officer of any problems.
- The Officer Manager and Head's PA will report to the Muster Leader to confirm that all staff are accounted for. Any problems will be passed back to the School Fire Officer via the Muster Leader.

CARETAKERS

- The Caretaker(s) unlock and open all access points as instructed by the School Fire Officer and direct the Fire and Rescue Service to the location of the fire.
- The Caretakers ensure that the area is completely clear in the event of an emergency evacuation and assist the School Fire Officer.
- The Caretakers must stay in contact with the School Fire Officer at all times.
- The School Fire Officer must stay in contact with the Muster Leader at all times.

ALL STAFF (including kitchen staff, cleaners, and peripatetic music staff)

- When the alarm sounds staff must evacuate their rooms immediately, closing, but not locking the doors and checking that the rooms either side (including toilets, staff room, etc) are being, or have been evacuated. The teacher should leave the room last, closing the door behind them.
- Where appropriate room isolation valves / switches should be turned to the off position.
- Time must not be wasted by collecting personal belongings.
- Windows should be closed, if it is safe to do so.
- When possible visitors should be escorted to the muster point.

In the event of an emergency situation fire fighting equipment is provided to enable staff to control outbreaks sufficiently to enable occupants to evacuate the building. Only trained staff should use fire-fighting equipment.

If you are uncertain of where to go, follow the fire exit route signs.

DUTIES AT THE MUSTER POINT

- Muster Leader to establish radio contact with the School Fire Officer
- All visitors should report to the office staff at the muster point
- Peripatetic music staff will be accounted for by the music department assistant
- Kitchen staff will be accounted for by the head of the kitchen and report to Head's PA or Officer Manager
- Cleaning staff will be accounted for by the cleaning supervisor
- All Progress and Achievement Leaders report to the key stage group assembly point for which they have responsibility
- Each CTL has followed their department procedures for ensuring that they have done a sweep of their area and reported that the area is clear (or otherwise) to the Deputy Muster Leader. If the sweep has not been conducted, this too must be reported to the Deputy Muster Leader – this would ensure that we could direct the Fire Brigade to any know areas of risk on their arrival.

- When all areas have been reported to the Deputy Muster Leader as evacuated (or otherwise) the Deputy Muster Leader will inform the Muster Leader of the position. The Muster Leader will inform the School Fire Officer and await further instructions.
- Staff control students whilst awaiting further instructions from the School Fire Officer
- After the alarm/incident, staff should report any problems that may have occurred by emailing the School Business Director who will ensure that the incident is thoroughly investigated

STUDENTS

- When the alarm sounds all students must leave the building by the nearest fire exit quietly and sensibly following the fire exit route signs to the muster point and report to their tutor group
- Students should assemble as a tutor group facing the PE store. A single line per tutor group is requested.

UNATTACHED STAFF AND VISITORS

- Visitors must evacuate the building reporting to the muster point when the alarm sounds. The Head's PA or Officer Manager will register visitors.

Record Keeping

There is a fire safety log book retained in the School Business Director's office which is completed every time there is a fire alarm, planned or unplanned.

The record shows the date and time of the alarm, and notes comments and issues with the evacuation.

Out of Hours Evacuation Procedures

The Fire Alarm is a continuous sound

NEVER PUT YOURSELF IN DANGER!

The Head Teacher nominates the duty Caretaker as the Fire Officer at all times when there are employees on site out of normal school hours.

The Head/Business Director will ensure that the designated duty Caretaker is adequately trained in fire evacuation procedures.

RAISING THE ALARM

If you discover a fire, activate the alarm at the nearest call point.

ACTION REQUIRED AFTER THE ALARM HAS BEEN SOUNDED

DESIGNATED FIRE OFFICER

- Will contact the fire and rescue service when hearing the alarm sound and follow their instructions .

**Land Line (9) 999
Or
112 Mobile Networks**

(Note: Some mobile networks DO NOT operate 999)

- The Fire Officer will delegate someone to take control at the muster point.
- The Fire Officer will complete a record of the evacuation and report any issues to the School Business Director for investigation.
- The Fire Officer will unlock and open gates (or nominate someone to) and direct the Fire and Rescue Service to the location of the fire. The Fire Officer must stay in contact with the muster point leader at all times
-

EMPLOYEES

All employees on site out of normal school hours must ensure that:

- their presence (and that of any visitors) on site is known by the Duty Caretaker
- they are familiar with the fire evacuation procedures for the area that they are in
- they evacuate to the muster point if the alarm sounds
- they evacuate quickly and check rooms in their area as they leave the building
- escort any visitors to the muster point
- report any issues of anyone trapped or refusing to move to the muster point leader

Everyone must remain at the muster point until further instructions are received.

DO NOT ATTEMPT TO MOVE VEHICLES FROM THE SCHOOL UNTIL YOU ARE TOLD THAT YOU CAN DO SO.

ESSENTIAL PROGRAMME OF TRAINING

EMPLOYEES

- At the commencement of their employment all employees will be made aware of the fire procedures during their induction
- Significant changes to fire procedures will be notified to employees via the staff headlines, and by email
- Internally / externally delivered fire training will be arranged as required by the School Business Director
- The fire procedures are in your staff Diary.
- Termly fire evacuation drills take place

STUDENTS

- In September of each year tutor time is used to do a full fire evacuation drill for all staff and students, where staff and students assemble at the muster point to ensure that there is no confusion during an emergency evacuation
 - Teachers should also remind students of the evacuation procedures should they find themselves detached from their teaching group during lesson time
- Termly fire evacuation drills take place

GENERAL FIRE REMINDERS

- When there is a fire alarm sounded, all employees and students must assemble at the designated muster point – whatever the weather. There are no exceptions.
- All school functions must have a fire safety announcement made re- emergency evacuation at the commencement of the function.

FIRE EVACUATION PROCEDURE FOR UNACCOMPANIED LETTINGS

The Fire Alarm is a continuous sound

NEVER PUT YOURSELF IN DANGER!

LETTINGS

Responsibilities of the responsible person holding or hiring facilities in The Minster School

1. Read and understand The Minster School 'Emergency Action Plan' and familiarisation with the Fire Precautions; signage as such. A telephone for emergency use only can be located in the entrance area, dial 9 for an outside line.
2. Ensure '**No Smoking**' on the premises.
3. Be aware of the number of people attending for the purposes of emergency evacuation.
4. Ensure all attendees vacate premises at the end of the event.
5. Check location of first aid kit (on wall next to the reception desk).
6. If safe to do so, unplug all electrical appliances, lights switched off, doors and windows closed and locked. Ask a colleague to check with you.
7. Please do not attach signs or posters to any wall or doors.
8. I have read and understand The Minster School's 'Emergency Action Plan' and familiarised myself with the Fire Procedures.
9. Please return the slip at the bottom of this page with your booking form.

✂

My organisation has designated _____

As 'Fire Officer' for the duration of the meeting/function to be held

On

_____ Site _____

At the commencement of the meeting this person will brief the meeting with the Fire Procedures and exit routes (please ask a caretaker on arrival to show you the exit routes)

Signed _____

Date _____

On behalf of _____

FIRE EVACUATION PROCEDURE FOR UNACCOMPANIED LETTINGS

THE MINSTER SCHOOL

EMERGENCY ACTION PLAN

IN THE EVENT OF A FIRE

- The school alarm system must be activated and evacuation of the building(s) affected by the fire should be carried out in accordance with the school procedure
- Any outbreak or suspicion of fire, should be reported to the Fire & Rescue Service by dialling (9)999
- Phone the Caretaker on duty
- It should be the responsibility of the designated 'Fire Officer', at the time of the incident to ensure that the fire has been reported and that arrangements are made to receive the Fire & Rescue Service and give information about the location of the fire
- Do not re-enter the building affected by the fire if there is any doubt about safety, the Fire & Rescue Service advice must be followed
- In the event of an emergency situation fire fighting equipment is provided to enable staff/hirers to control outbreaks sufficiently to enable occupants to evacuate the building. Only trained personnel should use fire-fighting equipment
- **Do not put yourself at risk**

ACTION OF HEARING ALARM

- Leave the building by the nearest fire exit
- Do not re-enter the building
- Report to the MUSTER POINT – east of the building on the school sports field -remain at this point until further notice
- Call the Fire & Rescue Service by mobile phone (after leaving the building) by dialling mobile networks **112**
- Phone the Caretaker on duty
- Liaise with the Fire & Rescue Service on their arrival
- **Do not put yourself at risk**

DO NOT ATTEMPT TO MOVE VEHICLES FROM THE SCHOOL UNTIL YOU ARE TOLD THAT YOU CAN DO SO.

AFTER THE INCIDENT

- Details of the incident should be made in the school Fire Log Book and passed to the Caretaker. A brief outline should be provided of the damage resulting from the fire, the location of the fire and the suspected cause of it. The Area Building Surveyor will be responsible for carrying out any remedial work and must also be informed of the details of the incident.

MINSTER SCHOOL FIRE EVACUATION CHECKLIST
FOR
UNACCOMPANIED LETTINGS

This sheet must be completed by the "Person in Charge" in the event of a FIRE DRILL / ACTUAL FIRE EVACUATION.

Name _____ Organisation _____
 Date: _____ Time of Incident _____ Overall Evacuation Time _____ (minutes)

Room / Area Identification	Reported Area Evacuated <input type="checkbox"/> If evacuated <input type="checkbox"/> If problem	Comments / difficulties

ADDITIONAL INFORMATION

Signature of "Person in Charge"Date

Forwarded to School Fire Officer By.....Date

Appendix B

Muster Point Details

== Marking on field

Students line up Clumber – Welbeck, starting at the school side

