



Title:	Fire and Emergency Evacuation Procedure
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Fire and Emergency Evacuation Procedure
Learning4Life-GY
146-148 Freeman Street
155-159 Freeman Street
Grimsby, DN32 7AP

Fire Co-ordinators and Fire Wardens

Fire Co-ordinators

A list of current Fire co-ordinators can be found on the inside cover of the Site Safety Log

Fire Wardens

A list of current Fire Wardens can be found on the inside cover of this Site Safety Log

In addition, all teachers are responsible for their own group

Fire Wardens should liaise with other Fire Wardens and co-ordinators
All Fire Wardens should be prepared and available to provide cover in any area of the building when required and assume the role of Fire co-ordinator.

Learning4Life-GY FIRE EVACUATION PROCEDURE

On discovering a Fire:-

1. **IMMEDIATELY OPERATE THE NEAREST MANUAL ALARM PUSH BUTTON CALL POINT.** Alarm call points are situated in the positions marked on the Fire Action and Evacuation Route plans located on each floor.
2. **Only attack the fire if you need to do so to make your escape**
3. Inform your Fire Warden, as soon as possible, as to the location of the fire.
4. Contact the Fire Brigade immediately following the instructions below.
 - a) Dial 9-999 if using an internal telephone CISCO, or 999 if using a mobile telephone
 - b) Give the operator your telephone number and ask for FIRE
 - c) When Fire Brigade replies state clearly and distinctly

“FIRE AT Learning4life-GY 155-159 Freeman Street, DN32 7AP”

Or

“FIRE AT Learning4life-GY 146-148 Freeman Street, DN32 7AP”

DO NOT END THE CALL UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE

CALL THE FIRE BRIGADE IMMEDIATELY TO ANY FIRE OR SUSPICION OF FIRE

5. If, and only if it is safe to do so, close all doors and windows in the area where the fire is discovered.

On hearing the alarm:-

1. **Stop work immediately** and leave the building **by the nearest available route and exit** in a calm and orderly manner - Fire Action and Evacuation Route plans are located around the building showing protected escape routes and assembly points. Be aware of the identities of the Fire Warden for your area of the building, report to that person at the designated assembly point and obey any instructions given by them. Ensure that any visitors and members of the public for whom you are responsible accompany you to the assembly point, which is: immediately left, and around the corner, outside of the Reception.

2. 155-159 Freeman Street

STAFF and STUDENTS EXITING FROM	ASSEMBLY POINT
All downstairs rooms	Assembly point is around the corner into Newmarket Street.
First floor classroom1 1	Assembly point is in Newmarket Street, accessed by the back of the building
First floor classroom 2 and main office:	Assembly point is in Newmarket Street, accessed via the reception.
Both 1 st and 2 nd Floor has refuge points next to the lift.	Next to the lift.(do not attempt to use the lift – refer to PEEP)

146 Freeman Street

STAFF and STUDENTS EXITING FROM	ASSEMBLY POINT
Front classrooms	Assembly point is around the corner into Newmarket Street, next to the main gate Leave by front door unless blocked, then leave by back door.
Back room - mess	Assembly point is around the corner into Newmarket Street, next to the main gate Leave by back door unless blocked, then leave by front door into Freeman Street

REMAIN INSIDE DESIGNATED ASSEMBLY POINTS

AND KEEP ENTRANCES CLEAR FOR THE FIRE BRIGADE

DO NOT ASSUME IT IS A DRILL

2. **Do not** collect your personal belongings if this would delay your exit.
3. **Do not re-enter the building for any reason whatsoever**, until authorised by the Fire Brigade Officer attending and/or the Fire Co-ordinator.

Remember:-

1. That failure to observe fire evacuation instructions will constitute a disciplinary offence.

Learning4Life-GY FIRE EVACUATION PROCEDURE

DUTIES OF FIRE WARDENS - BEFORE AN EMERGENCY SITUATION

- Know the fire routine for the building; a copy of the Fire Procedure is available in the reception.
- Know the location of the fire alarm panel, how to locate the address points and how to turn off the alarm.
- Know the location of the fire alarm manual call points and how to activate them.
- Know the location and types of firefighting equipment in your work area.
- Know the identity of the other Fire Wardens in your area.
(Wardens to wear High Visibility Coats during a Fire Emergency whenever possible)
- Make your identity known to all personnel within your area of responsibility.
- Know the escape routes from the building and the method of opening emergency exits.
- Know the assembly point for the site.
- Know the day and time of the alarm test.
- Be aware of the sound made by the fire alarm (as distinct from other alarms in the building).
- Ensure that all those within your area of responsibility (particularly new starters) are aware of basic arrangements: -
 - Location of fire alarm manual call points and how they are operated.
 - Noise made by the fire alarm.
 - Fire notices.
 - All escape routes from the building
 - Any special arrangements for disabled staff or students (See PEEPS)
- Conduct monthly inspection tours of the site to note and report such defects via email to CEO or Principal for immediate action, such as:-
 - Fire doors not closing properly.
 - Obstructed escape routes and faulty fire extinguishers e.g. low or high pressure as seen on gauge.
 - Fire extinguishers damaged, discharged or missing from their correct locations.
 - Missing or defaced warning notices or signs.
 - Damaged fire alarm manual call points.
 - Any acts or activities which could present a cause of fire.
 - Any obstruction to fire safety provision.
 - Building defects/faults

DUTIES OF FIRE WARDENS - IN AN EMERGENCY SITUATION

Phone numbers of Foresight Assets Team required to report any incident.

- All Fire Wardens will search/sweep their designated areas to ensure all persons have been evacuated. Liaise with other Wardens to confirm all areas have been checked and notify the Fire Co-ordinator
- The search will stop immediately if ANY sign of fire is identified, and everyone must leave by the nearest safe exit IMMEDIATELY.
- Fire Wardens based in Reception will collect the signing in book. (155-159 only)
- Teachers will collect registers. (146-148)
- Fire Wardens will gather at their assembly point to liaise with the other at the assembly point and the co-ordinator will meet the fire brigade if they have been called.
- A Fire Co-ordinator will confirm the Fire Brigade has been alerted in case of a genuine fire. In the case of a suspected false alarm, a Fire Warden will reset the alarm panel and persons will be allowed back into the building.
- A short report by the Fire Coordinator will be made about the evacuation noting:
 - i. The time and date of the evacuation
 - ii. The cause of the fire alarm being sounded
 - iii. The time taken to evacuate

The report is available for all to view in the SSL.

1. Liaise closely with the other Fire Wardens and be aware of any absence through illness, leave, lunch etc. **Always ensure that at least two Fire Wardens are present during normal office hours.**
2. Remember the important responsibilities associated with fire warden's duties are to immediately report any areas of concern to the senior officer on site. This could include such things as fire doors wedged open, restricted access to firefighting equipment or the accumulation of flammable materials in protected escape routes. Familiarity with the building and specific requirements relating to Fire Protection will assist you in this. Do not assign blame to any individual – the senior officer on site will resolve any management issues.
3. On hearing the alarm, the Fire Warden, must immediately ensure that the area of the building for which you are responsible is evacuated at once. Do not forget the toilet areas. Team up with another Fire Warden if one is available and carry out the checks together. Check all rooms within your area of the building in a manner that will allow your own most rapid exit from the building. The register of people within the building will be taken by the Fire Co-ordinator to allow an effective roll call at the assembly point.

4. All employees have been reminded that failure to obey fire evacuation instructions will constitute a disciplinary offence, if this occurs do not delay your check of the remaining area, but report that employee's actions to the Fire Co-ordinator immediately upon leaving the building. **The Fire Co-ordinator will in turn refer the matter to the most senior member of staff present.**
5. When you are satisfied that all rooms within your area of the building are clear, leave the building immediately and report your findings to the Fire Co-ordinator. Remember that the information you provide will contribute to a full picture of the status of the building for the Fire Brigade Officer attending on his arrival, so speed is of the essence.
6. If you encounter actual evidence of a fire, do not place yourself in danger. **Only attack the fire if you need to do so in order to make your escape.** Check for any injured persons. It is your responsibility to ensure full evacuation and roll call checks of your area at the assembly point, with the Fire Co-ordinator. **The Fire Co-ordinator will be positioned at the assembly point. Immediately you have checked evacuation of your area, report your findings to the Fire Co-ordinator.**
7. Be aware of the actions of the Fire Co-ordinator and / or the Fire Brigade Officer in attendance and when the "All Clear" is given, ensure that all employees from your area of the building are informed of the situation.
8. This Policy is to be used for Fire Evacuation. See Lock Down Procedure for procedures at times of other types of threat and risk to life.

Mobility Impairment – Personal Emergency Evacuation Plan (PEEPS)

Directors must ensure that persons with any type of disability have assessed their individual needs for evacuation; the following points should be considered:

- refuge points (emergency call points) situated on first floor top of stairs next to the lift and at the top of the stairs at the back entrance.
- Consider the provision of additional equipment e.g. Specialist Evacuation Chairs (Evac-Chairs) or other equipment necessary to negotiate stairs; Also ensure that helpers (fire wardens) are properly trained in their use.
- Consideration should be given to the installation of alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices, for use in conjunction with proprietary or conventional alarm systems.
- In assessing disabilities, short term injuries, e.g. broken leg , assistance may be required;
- Always discuss individual needs with your staff and the individual
- Where members of the public have access to your building, then a generic (PEEP) plan should be devised.

CONFIDENTIAL

PERSONAL EMERGENCY EVACUATION PLAN FOR:

Name	
Centre/Department	
Building	
Floor(s)	
Room(s)	
Dates from/to	

Person/s Designated to Assist

The following have been designated to provide evacuation assistance:

Name/function	
Contact details	
Type of assistance	
Name/function	
Contact details	
Type of assistance	
Name/function	
Contact details	
Type of assistance	

Assistance Methods and Cautions (transfer methods, contra-indications, etc.)

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Equipment (including communication)

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Action to take on entering Premises/Area/Room

Action to take on Alarm Signal

Safe Route(s)

Signed (all relevant persons):
(Print names & date)