



# Two Bridges School

# **Fire and Emergency Evacuation plan For Two Bridges School**

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Date : 26.11.2021

Review Date: 26.11.2023

## **Emergency instructions**

1	<p><b>The action employees should take if they discover a fire</b></p> <p><i>Immediately operate the nearest alarm call-point.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>
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2	<p><b>How will people be warned in there is a fire</b></p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</i></p>
3.	<p><b>How the evacuation of the building will be carried out</b></p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly point at:</i></p> <p><i>a) Charles St, just along the road near the space by garages</i></p> <p><i>b) Pagoda sit, outside of main gates in leisure centre car park.</i></p>
4.	<p><b>Identification of escape routes</b></p> <p><i>All exit doors can be used as escape routes.</i></p> <p><i>When a fire alarm is activated all maglocks release immediately.</i></p>
5.	<p><b>Fire fighting equipment provided</b></p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p> <p><i>Fire blankets are kept in kitchens.</i></p>
6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b><i>On hearing the alarm:</i></b></p> <p><i>All staff will usher visitors out of the building and assemble at the muster point.</i></p> <p><i>Fire wardens will ensure:</i></p>

	<ul style="list-style-type: none"> <li>• <i>Their areas are cleared of people</i></li> <li>• <i>Registers are collected on the way out</i></li> <li>• <i>The Fire Brigade is called.</i></li> <li>• <i>A roll call is made to ensure everyone is out.</i></li> </ul>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> <li>• <b>ALL visitors</b> to the sites are given a Visitor Policy leaflet which includes details about fire evacuation</li> <li>• <b>Visitors:</b> The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</li> <li>• <b>Contractors:</b> must be given information about fire procedures and leave the building at the nearest exit.</li> <li>• <b>People with disabilities:</b> Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser.</li> </ul>
8.	<p><b>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• <i>On hearing the alarm either Head of Focus or 4 will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i></li> <li>• <i>Fire Wardens will call the Fire Brigade in the absence of Head of Focus or 4. (this may be best achieved using a mobile phone)</i></li> </ul>
9.	<p><b>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b></p> <ul style="list-style-type: none"> <li>□ <i>Head of Focus or KS4 or other member of the Fire Wardens will liase with the Fire Brigade on their arrival.</i></li> </ul>

10.

**The following arrangements and training is given to staff at the centre:**

- *All staff: Fire Drills three times a year*
- *All staff: Fire briefing once a year (may be in conjunction with fire drill).*
- *Fire Warden training: for designated fire wardens*
- *Record of training to be kept within Fire Manual.*
- *Training to reviewed on a yearly basis and planned into budget.*