



Sir Thomas Wharton Academy

**FIRE EVACUATION
PLAN
2024/25**

GENERAL FIRE INSTRUCTIONS

The school safety representative is Mr B Woodhouse (In instances of absence, this will become Mr C Martin or Mr G Sills respectively)

INTRODUCTION:

This plan is to be used in conjunction with Maltby Learning Trust Fire Policy. All colleagues are expected to ensure they take all preventative measures within their control.

It may be, however, that quick action with a nearby fire extinguisher will put out the fire. Only personnel trained in the use of fire equipment should attempt to fight fires. Any attempt to extinguish a fire should only be made subject to overriding life considerations and after the alarm has been sounded.

Nothing in the following notes overrides the fact that, when the Fire Brigade is in attendance, they will have overall control for fighting the fire, and their instructions must be followed at all times.

During fire activities the use of telephones should cease except for essential activities. Communications will be controlled by incident Controllers (Mr. B Woodhouse, Mr. M McDonald and Mr. G Sills). Mr. M McDonald will wait outside reception for the Fire Brigade to arrive and will be responsible for liaising with caretaking staff. The other Incident Controller (BWO and CMA) will go to the appointed assembly point (See Annexes A and B).

It is the duty of each staff member to be fully aware of the routine to be followed in the event of fire. In particular knowledge of the following is essential:

- The nearest Fire Alarm Call Point
- The nearest telephone
- The nearest firefighting equipment, its use and method of operation
- The nearest designated escape route and alternative routes (follow the green and white running person signs)
- The location of the fire assembly points (See Annexes A and B)

All staff and visitors should ensure that they sign in and out of the premises using the touch screen entry system to ensure they can be accounted for in the event of an evacuation.

If you know (are absolutely certain) that the fire alarm has been triggered by accident, or maliciously and there is no fire to report then contact the reception office team who will inform the Incident Controllers and Mr. B Woodhouse, who report to Vinci Helpdesk.

FIRE EVACUATION PROCEDURE:

- Use designated fire exit route nearest to you (i.e. follow the green and white running person on the signs stuck to walls and above doors). If the nearest route is smoke-logged look for and use an alternative exit.
- Close all doors and windows behind you to contain any fire and smoke spread.
- Remain at your designated assembly point until authorised to return to the building.

BUILDING MARSHALLS:

(See Annex C)

- Ensure your designated area is clear of staff and pupils (See Annexes D-J)
- Subject to no personal risk, check doors and windows are closed (NOT LOCKED)
- If the fire is in your area and it is safe to do so, assist any school colleagues engaged in firefighting (e.g. a minor waste bin fire and there is no significant spread – the fire is small - and has not established a firm hold).

An incident controller will meet the fire brigade on arrival and direct them to the affected area, and relay relevant information concerning the incident.

ACTION TO BE TAKEN ON DISCOVERING OUTBREAK OF FIRE

Any member of staff discovering or suspecting the presence of fire, smoke or smell of burning, then the following procedure should be carried out: -

- Break the glass at the nearest call point (fire alarm). Go to the nearest telephone and dial 999 and report the incident to the fire brigade. **The fire brigade will be responsible for silencing the alarm.**
- Evacuate the building by the nearest exit (following the fire evacuation signage around the building).
- If possible, close all doors and windows to prevent the spread of flame and smoke.
- If you have been trained in the use of firefighting equipment tackle the fire with the appropriate appliance (see Annex H).

ACTION TO TAKE ON HEARING FIRE ALARM:

If you know (are absolutely certain) that the fire alarm has been triggered by accident, or maliciously and there is no fire to report then contact the reception office team who will inform the Incident Controllers and Mr. G Sills, who report to Vinci Helpdesk.

NOMINATED ENTRANCE GATE MARSHALLS:

A member of the reception team will go to the vehicular and pedestrian entrances and exit at the top of the car park and ensure that only Emergency Services Staff enter or leave the Academy. They will do this by ensuring all vehicles entering the site leave immediately, by standing at the entrance gate; ensuring the road is clear of traffic for the Emergency Services Staff to enter or leave the Academy.

CARETAKERS:

- The designated caretaker should check the fire alarm panel, noting where the alarm was activated and confirm the whereabouts of his colleagues then verbally report to the Incident Controller. **Vinci will have sole responsibility for notifying the incident controller that the building is safe to entre.**
- The caretakers should ensure that keys are available for all areas of the building.

DISABLED PERSONNEL ON THE GROUND FLOOR:

- Pupils should be evacuated with their class.
- Adults should be evacuated along with other colleagues.

DISABLED PERSONNEL ON THE UPPER FLOORS:

The Emergency evacuation procedure (see annex J) will be put into operation upon the sound of the fire alarm.

DURING TEACHING TIME:

Each teacher or supervisor in charge of pupils when the alarm sounds is responsible for:

- Ensuring that all pupils under their care within the school are safely evacuated, if possible closing windows and doors as they leave their room,
- Leave the premises immediately (without stopping to pick up personal belongings) by the designated exit route and proceed to the nearest Assembly Point.
- Ensure that pupils in their care conduct themselves in a quiet and orderly manner (e.g. line up by the door and await instructions).

Colleagues not teaching and not otherwise assigned to proceed to their designated Assembly point, should assist colleagues escorting pupils as required.

Building Fire Marshalls check that their designated area of the building is cleared, closing windows and doors where able to do so. Conduct a final sweep of the building as they leave the building **but only if it is safe to do so.**

DURING NON-TEACHING TIME:

- External Duty Staff: Guide and supervise pupils to the Assembly Points. Colleagues and pupils are NOT allowed to enter the school – they must go to the back field area.
- All other unassigned Staff: Lend support to guiding and supervising pupils to the Assembly Points. This includes helping colleagues outside the buildings and stopping pupils from re-entering the building.
- Building Fire Marshalls: Check that designated area of the building is cleared, closing windows and doors where able to do so. Conduct a final sweep of the building as they leave the building **but only if it is safe to do so.**

DURING OUT OF HOURS:

- For alarms which sound at approx. 8:15 and 14:50 (as students are entering the building or leaving the building). Staff will exit the building in the normal way and a member of the reception team (front of building) and NWI/RKR (rear of the building) will be responsible for ensuring the staff and visitor registers are kept up to date and taken out to the Assembly Point with them. These will be checked and a verbal report given to the Incident Controller.
- All students will be asked to exit the building in the normal way and any that have not entered the building will be held at the appropriate point and directed to the normal evacuation point.
- For after school alarms e.g. 16:10 the above two points will remain. **Vinci will continue to have sole responsibility for notifying the most senior member of staff that the building is safe to enter.**

During Exam Season

Mrs B Butler will follow the procedure (see annex I) and evacuate students taking exam students to assembly point.

CLEANING STAFF:

Should leave the building by the nearest available exit and report to the central position at the top of the field

KITCHEN STAFF:

Should leave the building by the nearest available exit and report to the central position at the top of the field

VISITORS:

- Those waiting in reception are to be escorted to the Fire Point by reception staff.
- Those with their hosts are to be escorted to the designated fire point. Hosts should inform reception staff/NWI/RKR.

UNASSIGNED STAFF

- **Any staff without an assigned duty should report to the Fire Assembly Point Marshall,**

ACTION AT THE FIRE POINTS:

(See Annexes A and B)

False Alarm:

If the incident is confirmed as being a false alarm no registration action will be taken. Academic Year Leaders are to ensure that Form Tutors have control of their tutees (e.g. single file, quiet and well behaved).

Real Incident:

If the incident is confirmed as being a 'REAL' alarm, registration will be taken and reports made to Mr. B Woodhouse. SAL's and SWM's are to ensure that Form Tutors have control of their tutees (e.g. single file, quiet and well behaved).

STUDENT WELFARE MANAGERS:

Should collect a register from attendance staff (MHO/MKA) for distribution within their year group and support any Tutor Group(s) where the Tutor is absent. They may make use of their allocated Fire Assembly Point Marshalls to support them and gather/relay information as required.

FORM TUTORS:

Supervise their tutor group and take a register using the forms provided by their Student Welfare Manager. Allocated Fire Assembly Point Co-ordinators (see annex G) are to report unaccounted pupils to attendance staff who will give the Incident Controller a single report covering all year groups.

FIRE ASSEMBLY POINT CO-ORDINATORS: (See Annex G)

Liaise and work with the appropriate tutors for student assembly points. Marshalls for staff should ensure that all unassigned staff, visitors and PFI staff are accounted for.

STAFF & VISITOR REGISTER:

A member of the reception team (front of building) and NWI/RKR (rear of the building) will be responsible for ensuring the staff and visitor registers are kept up to date and taken out to the Assembly Point with them. These will be checked and a verbal report given to the Incident Controller (the numbers of unaccounted persons and suspected locations).

PUPIL REGISTER:

Mr. G Sills / Mr C Martin will be responsible for ensuring that a tutor group based register is printed daily by the end of period 1 and securely stored in the attendance office. These and the pupil 'signing in/out logs' (6th form and Y7-11) are taken to the Assembly Point where he is to conduct a check to ascertain any missing pupils. On completion he is to make a verbal

report to the Incident Controller (the numbers of unaccounted pupils and suspected locations).

INCIDENT CONTROLLERS:

They have overall control of the Incident until the Fire Services arrive when a report will be made to the officer in charge (a registration report including approximate location and assessment of the severity of the fire) who will then assume control and work in conjunction with the Incident Controller.

RETURN TO THE BUILDING:

When the all clear to return to the building has been given by the fire brigade unattached and unassigned colleagues will be authorised to return to the buildings followed by Year Groups who will be dismissed one by one. Form Tutors are to escort their form to the building before letting them disperse to lessons.

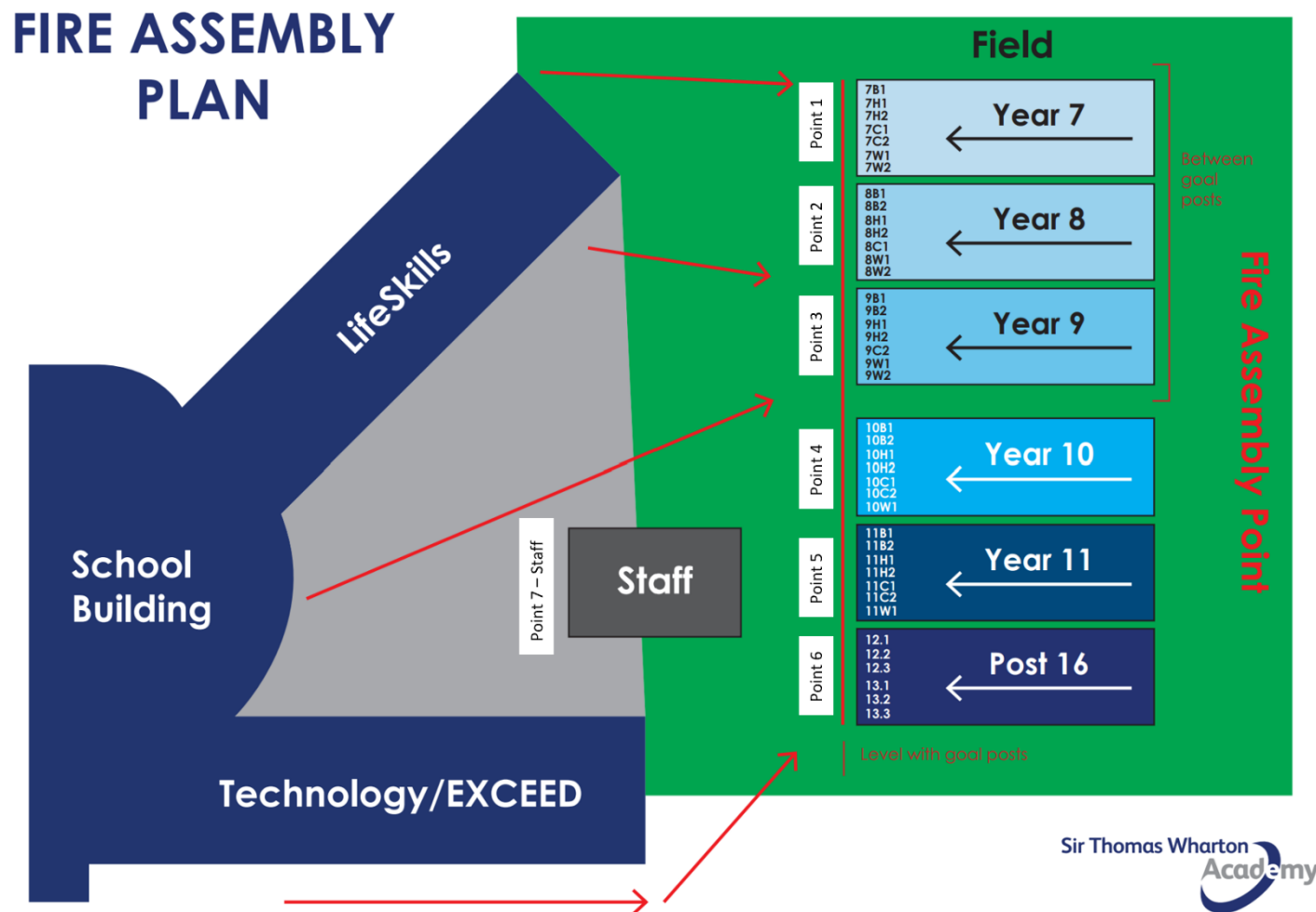
Annexes:

- A. Fire Assembly Points
- B. Fire Assembly Points – Field Layout
- C. Nominated Fire & Evacuation Marshalls
- D. Fire & Emergency Marshall's designated areas – Ground Floor
- E. Fire & Emergency Marshall's designated areas – First Floor
- F. Fire & Emergency Marshall's designated areas – Second Floor
- G. Nominated Fire Assembly Point Coordinators
- H. Fire Fighting Equipment
- I. Exam Room Evacuation procedure
- J. Disabled Students Emergency Evacuation procedure

FIRE POINTS

- **Incident Controller and unassigned SLT**
- **Fire Point No 1:**
Y7 tutor groups
- **Fire Point No 2:**
Y8 tutor groups
- **Fire Point No 3:**
Y9 tutor groups
- **Fire point No 4:**
Y10 tutor groups
- **Fire Point No 5:**
Y11 tutor groups
- **Fire Point No 6:**
Post 16 tutor groups
Exceed
- **Fire Point No 7:**
Staff

Unassigned, PFI, Cleaning and Catering staff, and visitors
Unassigned Associate Professional Staff

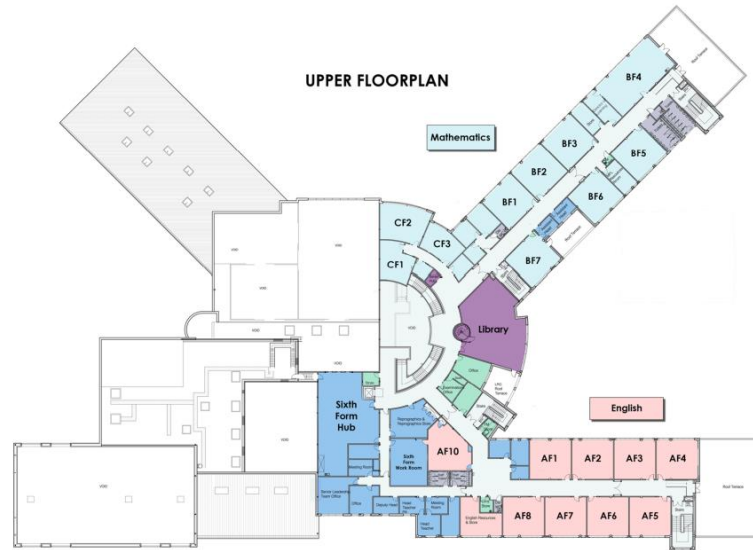


NOMINATED FIRE & EVACUATION MARSHALLS

Evacuation Marshalls are responsible for carrying out a final sweep of their designated area after evacuation to ensure that all rooms are emptied and doors shut. On completion they should report on their designated area to Mr. G Sills (i.e. whether it is clear or personnel are still in the building). On completion they should proceed to their nominated Fire Point.

SLT Corridor	N Winder
AF Corridor	R Shaw
AG Corridor	C Taylor
AL Corridor	J Thorpe
Exceed	K Wilcox
BF Corridor	M Harvey
BG Corridor	R Shelton
BL Corridor	E Dixon
Reception	R Tickhill
Art / Music / Drama	G Singh
PE	J Rusby

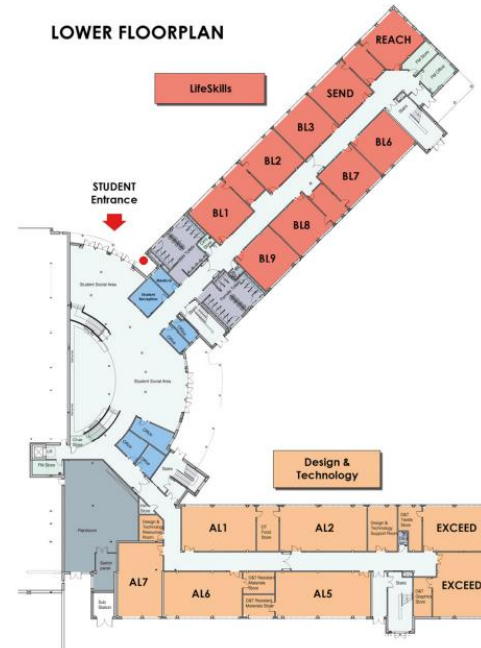
Fire and Emergency Marshalls designated areas – First Floor



Fire and Emergency Marshalls designated areas – Ground Floor



Fire and Emergency Marshalls designated areas – Lower Floor



NOMINATED FIRE ASSEMBLY POINT CO ORDINATORS.

- **Fire Point 1** Year 7 SWM
- **Fire Point 2** Year 8 SWM
- **Fire Point 3** Year 9 SWM
- **Fire Point 4** Year 10 SWM
- **Fire Point 5** Year 11 SWM
- **Fire Point 6** G Szakowska (Post 16) K Wilcox (Exceed)
- **Fire Point 7** N Winder

As soon the evacuation is complete and any pupils in their fire point are adequately supervised, Fire Assembly Point Marshalls are to report unaccounted names to Mr. B Woodhouse who will base himself with the incident controllers at the central point of the Field. All registers to be given to attendance staff.

FIRE FIGHTING EQUIPMENT

All fire extinguishers carry an information indicator. Different types of extinguishers are best suited to certain fires and, if the wrong one is used, the consequences may be serious.

- **WATER EXTINGUISHER (label colour red)** suitable for carbonaceous and organic materials, wood, paper, rag, textile, cardboard, common plastics, laminates, foam.
METHOD OF OPERATION: jet or spray should be directed at the base of the flames and kept moving across the area of the fire. Any hot spots should be sought out after the main fire is out.
- **CARBON DIOXIDE EXTINGUISHER (label colour black)** suitable for use on fires involving flammable liquids, petrol, oil, fats, adhesives, paint, varnish and electrical equipment.
METHOD OF OPERATION: discharge horn should be directed at the base of the flames and kept moving across the area of the fire. **Never touch the discharge horn when operating this extinguisher.**
- **FOAM EXTINGUISHER (label colour cream)** suitable for wood, textiles etc. (as water extinguisher), flammable liquids, petrol, oil, fats, paint and flammable gas if in liquid form.
METHOD OF OPERATION: same as water extinguisher on free burning fires, for liquid aim jet at the rear of the fire to allow the foam to flow across the liquid.
- **DRY POWDER (label colour blue)** suitable for all types of fire
METHOD OF OPERATION: as foam extinguisher.
- **FIRE BLANKET** suitable for burning clothing and small fires involving burning liquids.
METHOD OF OPERATION: grip the two red tapes and give a sharp downward pull. Retain grip on tapes, separate hands as far as possible, protect face, and place gently over burning article. Once in position **DO NOT REMOVE BLANKET.**

*** ANYONE WHO MAY HAVE TO USE EXTINGUISHERS SHOULD BE TRAINED IN THEIR USE AND RECEIVE BASIC INSTRUCTION ON THE USE OF FIRE FIGHTING EQUIPMENT. DELAYS DUE TO HESITATION OR UNSUCCESSFUL ATTEMPTS TO OPERATE EQUIPMENT CAN THEN BE AVOIDED.**

If any fire extinguisher is discovered to have a pin missing, or is registering empty or has been set off, or is otherwise suspected of being faulty then please report this to reception who will inform Vinci Helpdesk.

FIRE PRECAUTIONS AWARENESS CHECKS

- It is the responsibility of the Principal of each school to ensure that all staff are instructed in the action to be taken in the event of a fire and that all fire prevention measures are adhered to.
- A fire evacuation procedure is required to be carried out by the school; the contractual requirement is 3 per year, this will be carried out on a termly basis starting in September. The test will be recorded in a logbook held on site. The caretaking staff will be responsible for completing the logbook.
- Every fire alarm call, evacuations and practice drills must be recorded in the logbook.

WORKS PROCEDURES

- Any new works or maintenance carried out in the building or surrounding grounds will be strictly controlled by Vinci's permit to work system, including hot works.
- All contractors will have provided a method statement and risk assessment to Vinci, which will be strictly adhered to.
- All contractors must sign in at the reception desk on arrival and sign out when leaving.

Procedure for the Evacuation of an Examination Room

In the event of an emergency, such as a fire alarm or bomb alert, during an external written examination, the following procedure applies.

- The Exams Manager/invigilator will instruct all candidates to stop writing and make a note of the exact time.
- For exams taking place in the Main Hall, the Exams Manager or a member of the Senior Staff will immediately check with Reception as to whether an evacuation is required or whether it is a false alarm. Should there be any delay or if the reason for the emergency alarm cannot be established, the exam room must be evacuated.
- The Exams Manager/invigilator must instruct candidates to leave their question papers and scripts on their desks and leave the room in silence. There should be no attempt to collect personal belongings.
- The Exams Manager/invigilator should collect the attendance register (including those for any private candidates) and the invigilator signing-in book.
- All candidates remain under exam conditions and must be supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the examination. For large exams, school staff will assist the invigilators with the supervision of candidates.
- The Exams Manager/invigilator will check names against the exam attendance register to ensure all candidates are accounted for.
- The Exams Manager/invigilators will make a note of how long the interruption lasted.
- Candidates will be given the full working time set for the examination.
- All invigilators will be required to log events and the action (s) taken, which will be used by the Exams Manager who will make a full report to the relevant awarding body, even if an evacuation did not take place.

Note that this procedure is given as a guide only.

The safety of students, visitors and staff is paramount and therefore any instructions given by the emergency services, Local Authority, Senior Leadership Team or fire stewards takes precedence.

EVACUATION ASSEMBLY POINTS:

**Sports Hall – (via fire exits at Front of Hall) Field via service ramp
Whole school – Field**

Disabled Students Emergency Evacuation Procedure

When the fire alarm sounds:

- Students on ground floor evacuate and assemble on the field
- Students on 1st floor or 2nd floor to evacuate via main middle stair sets closest to the atrium. Assemble on field.
- Emergency Evac team to meet on 2nd and 3rd floor at the top of the middle stairs – check if any disabled students are there.
- *SNE to check whether or not there are students to evacuate from the 2nd floor, then ring reception and advise them either way.
- Moving and Handling staff to prepare student (s) for being transferred to Emergency Evac equipment i.e. in sling and ready to be hoisted.
- Evacuate students if genuine emergency situation.
- Do not evacuate if false alarm or students safe from harm.

Radiation - Emergency Evacuation Procedure

Radiation Sources

In case of a fire please notify the fire brigade of the school's radiation sources, where they are kept and who has access to them.

The radioactive sources we currently hold are:

1x Americium 242 sealed cup source 5 μ Ci

1x Cobalt 60 sealed cup source 5 μ Ci

1x Strontium 90 sealed cup source 5 μ Ci

1x Radium 226 sealed cup source 5 μ Ci

1x radioactive rock

Location of Radioactive sources

The radioactive sources are locked in Science Support Room 2 located on the AG corridor. They are locked in a grey steel cupboard, with a radioactive trefoil sign, on the back wall of the support room.

How to access the Radioactive sources

The Science Technicians and members of the Facilities Team have access to the keys to unlock the radiation sources