

THE MARSH ACADEMY

FIRE REGULATIONS

Please read the following notes carefully and highlight any concerns to your Director of Learning or to any member of the SLT.

IT IS ESSENTIAL THAT THE ELECTRONIC REGISTER IS MARKED AT THE BEGINNING OF EACH LESSON AS A MATTER OF ROUTINE. IN THE EVENT OF A FIRE OR FIRE DRILL, DURING LESSON TIME OR TUTORIAL, THE CLASS TEACHER SHOULD CARRY THEIR LAPTOP AND EMERGENCY PAPER REGISTER TO THE ASSEMBLY POINT.

IN THE EVENT OF DISCOVERING A FIRE

EVACUATE THE STUDENTS FROM THE IMMEDIATE VICINITY.

RAISE THE ALARM.

INFORM RECEPTION, OR A MEMBER OF THE SENIOR LEADERSHIP TEAM, OF THE LOCATION AND NATURE OF THE FIRE, IF POSSIBLE.

REMEMBER IN AN EMERGENCY THAT THE SAFETY OF THE STUDENTS IS OUR PRIMARY CONCERN.

FIRE DRILL – STAFF PROCEDURE

The **FIRE ALARM** is a continuous note on the internal alarm system, which will sound throughout the evacuation of the premises.

The school is divided into THREE BUILDINGS each with its own alarm system.

**THE LEISURE CENTRE
THE THEATRE BLOCK
THE MAIN SCHOOL BUILDING**

When you hear the Fire Alarm in your area:-

CLEARLY AND CALMLY INSTRUCT THE STUDENTS TO:

- (i) LEAVE QUIETLY BUT QUICKLY**
- (ii) TAKE THE MOST APPROPRIATE ROUTE TO THE ASSEMBLY POINT. DO NOT USE THE CORRIDOR INTO THE COURTYARD.**
- (iii) STUDENTS SHOULD ASSEMBLE IN TUTOR GROUPS WITHIN MINI SCHOOLS ON THE ROADWAY INTO THE LEISURE CENTRE. MINI SCHOOL COLOURS ARE PAINTED ON THE KERBS.**

- (iv) REGISTER YOUR TUTOR GROUP AND YOUR SDL WILL COLLECT THE NAMES OF THE MISSING STUDENTS. THE SDLs WILL THEN REPORT TO THE ATTENDANCE OFFICER (**YELLOW JACKET**). THE ATTENDANCE OFFICER WILL ADVISE STUDENT ABSENCES TO THE HEAD OF EACH MINI SCHOOL.
- (v) WHILST WAITING STUDENTS SHOULD REMAIN QUIET AND IN LINE IN ALPHABETICAL ORDER – STAFF MUST BE PRO ACTIVE IN ENSURING THIS HAPPENS

NB: If possible close all doors and windows as students are leaving. If you are leaving your own classroom, remember to take your laptop / emergency paper register.

IN THE EVENT OF A FIRE OR FIRE DRILL

No instructions can cover all circumstances and these notes are for the guidance of staff only. When the Fire Alarm sounds, the fire drill should be followed, unless the actual circumstances of a fire force alternative arrangements upon you (eg the fire route is blocked by fire).

THE FIRE ALARM ASSEMBLY AREA IS: THE ROADWAY INTO THE LEISURE CENTRE CAR PARK

1- Fire Alarm sounds before 9:10 AM

SDLs distribute blank tutor group registers and tutors mark who is present.

SDLs collate this information and pass to Attendance Officer.

DOLs register teaching staff and inform Mandy of any absence.

Mandy registers visitors, support staff and collates teaching staff absence from DOLs.

2- Fire Alarm sounds between 9:10 AM and 10:30 AM

Attendance Officer prints morning absence list at 9:10.

SDLs distribute blank tutor group registers and tutors mark who is present.

SDLs collate this information and pass list of absentees to Attendance Officer who compares the list of absent students with the central absence list and late book. Post 16 students present are compared to the signing in/out register from Reception.

DOLs register teaching staff and inform Mandy of any absence.

Mandy registers visitors, support staff and collates teaching staff absence from DOLs.

3- Fire Alarm sounds between 10:30 AM and 3:00 PM (4:30 on Tuesdays)

Attendance Officer prints completed registers for each tutor group at 10:30.

SDLs distribute completed registers and tutors mark who is present. SDLs collate the names of any missing students (present on register but not present at fire alarm) and pass list to Attendance Officer who compares the list of missing students with the central signing out and late book. During Extended Day registers are compared with ASHARPs list of sessions. Post 16 students present are compared to the signing in/out register.

DOLs register teaching staff and inform Mandy of any absence.

Mandy registers visitors, support staff and collates teaching staff absence from DOLs.

PLEASE NOTE Changes from the previous system

- New Assembly Area on roadway into the Leisure Centre

-school to assemble in **tutor groups**

-SDLs to have new role in collating students missing from the fire alarm assembly but present in school

-DOLs to have new role in collating staff missing from the fire alarm assembly but present in school

-Post 16 signing in/out book to be used to track students and to be held in reception from now on

N.B. -It is vital that every member of staff registers their class accurately every lesson. If your laptop fails then a paper register must be sent to S.Hooper. If students arrive late please check that they have signed in at Student Office, and if they are leaving site please check that they have signed out at Student Office.

-If you have planned to leave site (including during extended day) and this is not something that would appear on the timetable or the cover list please make sure that you have told your MSL so that your tutor group can be covered during any fire alarm.

UNATTACHED TEACHING STAFF

Staff not attached to a class when the Fire Alarm sounds should make their way to the Fire Assembly Area

SUPPORT STAFF

Support staff should proceed to the Fire Assembly Area and proceed to the sign marked "Support Staff". Mandy will register attendance and inform a member of SLT if anyone is absent. Once registered, Support Staff should assist teachers as appropriate.

VISITORS

All visitors should have been briefed on arrival on site about what to do in the event of a Fire Alarm. They should proceed to the Fire Assembly Area and go to the sign marked "Visitors". Mandy will check that all visitors are accounted for by reference to the signing in book.

FALSE ALARMS

The Fire Alarm will be silenced very quickly in the case of a false alarm, for example, a maintenance fault. Staff should respond to any continuous Fire Alarm by initiating the fire drill. Even if the Fire Alarm is silenced quickly, once you have reacted to it then you should continue. Remind your students that they must assemble in TUTOR GROUPS in the Fire Assembly Area,

STUDENTS IN SECLUSION AND TIMEOUT

Students should go to the Fire Assembly Area and line up facing their TUTOR GROUPS.

NOTES ON FIRE FIGHTING EQUIPMENT

The following fire fighting equipment is currently available in school. All fire extinguishers have protective orange jackets to prevent unauthorised tampering. These must be removed before use.

RED – WATER extinguisher	Water pressurised by gas. For use on ordinary combustibles eg wood, paper etc
WHITE – FOAM extinguisher	Suitable to use on flammable liquids eg oils, chemical solutions etc. Do not use on electrical or flammable metals.
BLUE – POWDER extinguisher	Suitable to use on liquid or electrical fires. Do not use on flammable metals.
BLACK – CO2 extinguisher	Suitable to use on liquids or electrical fires. Do not use on flammable metals.
FIRE BUCKETS – Sand	To be used in conjunction with appropriate fire extinguisher.
FIRE BLANKETS	Can be used to smother cooking oil or other flammable liquids. Can be used to wrap around someone who is alight.

DO NOT ATTEMPT TO PUT OUT THE FIRE UNLESS YOU HAVE THE APPROPRIATE FIRE-FIGHTING EQUIPMENT AND HAVE RECEIVED THE APPROPRIATE FIRE FIGHTING TRAINING.

FIRE PRECAUTIONS AND GENERAL STAFF NOTES

Care of Buildings & Equipment and Other General Fire Precautions

Each group that you teach should be reminded at the beginning of each term of the Fire Drill procedures and the nearest emergency exits.

Flammable materials should be stored away from heating equipment, electrical equipment or machines.

A build up of waste materials (such as paper, cloth cuttings, waste wood chippings and shavings) must be avoided.

All lights and electrical equipment should be switched off after use, particularly when rooms are vacated. Where equipment needs to be left on eg freezers, the Site Manager should be notified.

Should you suspect electrical equipment is faulty report it to the Site Manager and withdraw the item from use.

Take note of the positions of the nearest fire alarm and fire-fighting equipment to your classroom.

If you notice that fire equipment or a fire bell point has been tampered with, please notify the Site Manager immediately (via Reception).

ADDITIONAL NOTES FOR DIRECTORS LEARNING

Ensure that each room in your area has the appropriate Fire Notice and Fire Action signs.

Ensure that staff who teach in your area have clearly informed students of the Fire Drill.

Please discuss these fire regulations with your staff to ensure they are happy with them. Report any concerns to a member of the Senior Leadership Team at the earliest opportunity.

IN THE EVENT OF A FIRE OR FIRE DRILL:

CHECK THAT STAFF AND STUDENTS ARE CLEAR OF BUILDINGS.

AS YOU FOLLOW STAFF AND STUDENTS OUT OF THE BUILDING ENSURE THAT ROOMS YOU PASS ARE VACATED.

ENSURE THAT ALL DOORS AND WINDOWS ARE CLOSED IF CIRCUMSTANCES ALLOW.

PROCEED TO THE FIRE ASSEMBLY AREA AND ENSURE STUDENTS ARE UNDER APPROPRIATE STAFF SUPERVISION.

CALLING THE FIRE BRIGADE

In the event of a fire the Fire Brigade will be telephoned by Reception after being instructed by the Site Supervisor or a member of SLT.

Site Staff will ensure that all gates are opened to allow access to the appropriate area.