

Fire Policy - Cannock 2020



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General Emergency Evacuation Plan for: Peak Education Cannock

Address:

Peak Education Cannock

Longford Road

Cannock

Staffordshire

WS11 0LG

Phone Number:

01543 622461

Opening Procedure:

Fire escape routes must be opened when the building is open.

The responsibility for opening the fire exits lies with the first person to access the building in the morning.

Using the keys from the key box located in room 29.

The following rooms with locked fire exits must be opened when that zone is in use.

ZONE 1

- Room 2 - Construction Classroom (Chain combination is 1987).
- Room 4 - Motor Mechanics (lift roller shutter).

ZONE 2

- Room 19 - Main reception waiting area (Shutter key W1 & Chain combination is 1987).
- Room 23 - Common area (Shutter key W1).
- Rear staff and student entrance door (Unlock key 25).

ZONE 3

- Room 24 - Vocational kitchen (Unlock key 29).

ZONE 4

- Room 48 - Exit from Boiler room (Do not close shutter or door when in this room).

ZONE 5

- Room 44 - (key on hook 62) If this door alarm sounds it just needs to be locked and unlocked.
- Room 38 - (Shutter key W1).
- Toilet block (Master B key).
- Room 28 - Main reception waiting area.

Closing Procedure:

For security purposes all the fire exits should be locked before leaving the building unattended overnight.

Sound of the Alarm:

The sound of the alarm will be a continuous warning siren.

Raising the Alarm:

- If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point.
- If fire is detected by automatic detectors, this will trigger the fire alarm.

Action Staff Should take on Hearing the Alarm:

The following actions will be taken upon the fire alarm being sounded/raised:

Staff are split into nominated sweepers and detectors.

- Sweepers - Teaching staff currently responsible for pupils.
- Detectors – Designated persons who will locate the scene of the fire and either extinguisher it or call the fire brigade.

On hearing the alarm all students, visitor and staff not trained as a sweeper or detector should evacuate the building by the closest and safest available fire exit then meet at the refuge point opposite the front of the high school.

The Fire Marshall will take charge and lead in the fire evacuation.

All trained sweepers will confirm the area they are responsible for is clear before evacuating themselves.

The trained detector will use the main fire alarm panel to learn the source of the fire and proceed with caution to investigate. If safe to do so will extinguish the fire. If not safe to do so will evacuate the building immediately via the closest safe route and call the fire brigade.

Dial (9)999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.

Reception staff pick up visitors signing in book/sheet from reception desk.

Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.

Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate.

If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below.

Fire Marshall to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

Meet at assembly point and check all visitors, staff and students are accounted for.

Fire Marshall to liaise with Fire Service upon their arrival.

Escape Routes:

The escape routes from the building are:

ZONE 1

- Room 2 - Construction Classroom.
- Room 5 – Gym.

ZONE 2

- Room 19 - Main reception waiting area.
- Room 23 - Common area.
- Rear staff and student entrance door.

ZONE 3

- Room 24 - Vocational kitchen.

ZONE 4

- Room 48 - Exit from Boiler room.

ZONE 5

- End of the toilet block corridor next to room 35.

- Room 38 - English Classroom.
- Room 44 – Conservatory.
- Room 28 - Main reception waiting area.

Fire Assembly Point:

The fire assembly point is: Opposite the high school main entrance.

Fighting Fires – Extinguisher Use:

Fire extinguishers will only be used where:

- Staff have received training and/or feel confident in their use.
- Where it is deemed safe to do so i.e., there is a clear means of escape or the fire is small.
- If a fire is blocking all possible exits and the person needs to use that route.

Location of Key Safety Hazards or Other Fire Related Equipment:

- Gas supply shut off: Main Boiler house room 48 or Gas housing; The building to the left of the visitor's carpark entrance.
- Electricity switch: LV Panel room beyond room 26. Separate key.
- Mains water inlet: Main Boiler house room 48.

Number of Staff Needed to Carry Out Evacuation Plan:

- To implement the evacuation plan 2 members of staff are needed.
- Between 8:30 – 16:30 weekdays.
- One to sweep the building. One to investigate the fire and extinguish if possible.