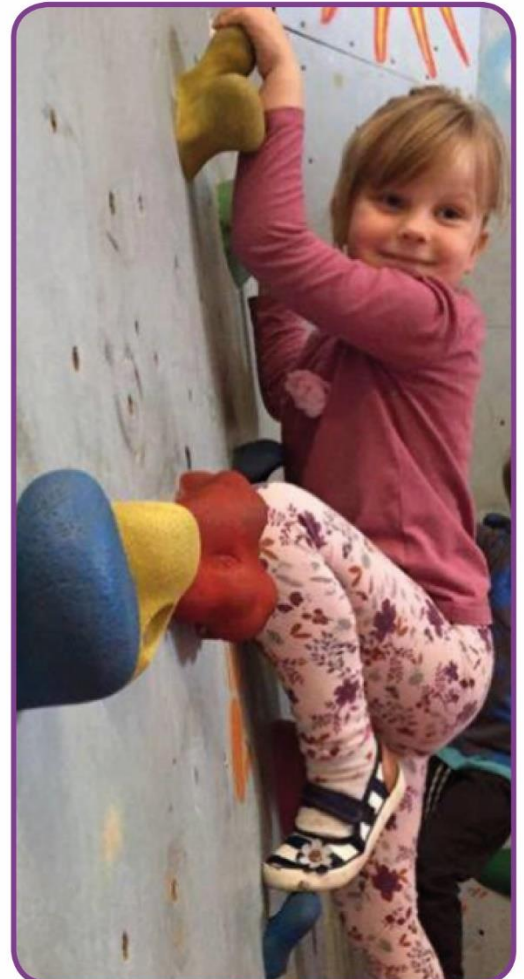


Fire Policy – Gailey 2020



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General Emergency Evacuation Plan for: Peak Education Cannock

Address:

Peak Education Gailey

A5, Watling Street

Gailey

Staffordshire

ST19 5PR

Phone Number:

01543 622461

Opening Procedure:

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

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 extinguish 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 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

- **Front door**

ZONE 3

- **Room 12 – Kitchen**

Fire Assembly Point:

The fire assembly point is: Opposite side of the car park, By the entrance to the car park

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: located in the playground entrance through Kitchen Room 12
- Electricity switch: Located in the far corner of Room 2
- Mains water inlet: under boiler Kitchen Room 12

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.