

# Fire Policy - Stoke 2020



## Contents

General Emergency Evacuation Plan for: Peak Education Snowhill .....	3
Opening Procedure:.....	3
Closing Procedure:.....	4
Sound of the Alarm:.....	5
Raising the Alarm:.....	5
Escape Routes:.....	6
Fire Assembly Point: .....	7
Fighting Fires – Extinguisher Use: .....	7
Location of Key Safety Hazards or Other Fire Related Equipment:.....	7
Number of Staff Needed to Carry Out Evacuation Plan: .....	7

## General Emergency Evacuation Plan for: Peak Education Snowhill

### **Address:**

Peak Education Snowhill

Shelton

Stoke-on-Trent

Staffordshire

ST1 4LY

### **Phone Number:**

01782 284329

### 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 Reception.

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

#### **ZONE 1**

- Plant B1 – Basement (Master Key)
- Store B2 – Basement (Master Key)
- Store B3 – Basement (Master Key)
- Store B4 – Basement (Master Key)

#### **ZONE 2**

- Stairwells (Ground Floor, First Floor, Second Floor, Third Floor)
- S11 – First Floor (Master Key)
- First Floor Storage Cupboard 21A (Master Key)
- S21 – Second Floor (Master Key)
- Second Floor Storage Cupboard S22A (Master Key)
- Store 31 – Third Floor (Master Key)
- Plant 32 – Third Floor (Master Key)

### **ZONE 3**

- Reception – Reception Key
- Sick Room – Sick Room Key
- Kitchen - Kitchen Key
- Common Room

### **ZONE 4**

- S13 – First Floor Female Toilets
- S14 – First Floor Male Toilets
- S15 – Science Classroom
- S16 – Mathematics Classroom
- S17 – ICT Classroom
- S18 – English Classroom (Master Key)
- S19 – Management Office (Master Key)

### **ZONE 5**

- Staff Toilets – Second Floor
- S25 – Art Classroom (F31 and Master Key)
- S26 - Classroom
- S27 – PSHE Classroom (F27 and Master Key)
- S28 – Staffroom
- S29 – Sensory Room (F28 and Master Key)

### **ZONE 6**

- S36 Plant 33 Cold Water Storage Tanks – Third Floor (F1 and Master Key)
- S32 – Lecture Theatre
- S33 – Office (F23 and Master Key)
- S35 – Management Office (F24 and Master Key)

### **ZONE 7**

- Ground Floor Lift (Operated by Key - A126)
- First Floor Lift (Operated by Key – A126)
- Second Floor Lift (Operated by Key – A126)
- Third Floor Lift (Operated by Key – A126)

### **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:

- The lift shall not be used, follow lift isolation and evacuation plan if necessary.

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**

- Basement Entrance

### **ZONE 2**

- Ground Floor – Main Entrance and Common Room
- First Floor –S16 Mathematics Classroom and Stairwell
- Second Floor –S26 Classroom and Stairwell
- Third Floor – S32 Lecture Theatre and Stairwell

### **ZONE 3**

- Main Entrance and Common Room

### **ZONE 4**

- First Floor – S16 Mathematics Classroom and Stairwell

### **ZONE 5**

- Second Floor – S26 Classroom and Stairwell

### **ZONE 6**

- Third Floor – S32 Lecture Theatre and Stairwell

### **ZONE 7**

- Ground Floor – Main Entrance and Common Room
- First Floor –S16 Mathematics Classroom and Stairwell
- Second Floor –S26 Classroom and Stairwell
- Third Floor – S32 Lecture Theatre and Stairwell

## Fire Assembly Point:

The fire assembly point is: In front of the school building, in the event of the front being compromised Mirchi Carpark will be used.

## 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: Basement – Store B4
- Electricity switch: Basement – Store B2
- Mains water inlet: Watershed (Outside of school building)

## 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.