

Marine Academy Plymouth Campus Fire Procedures

In the event of fire: sound the alarm by breaking the glass with a key, coin or shoe.

The fire alarm is a loud, continuous bell. If the fire alarm sounds everyone must leave the building.

Procedures: Students

On hearing the alarm, students should be silent.

When instructed by a member of staff, all students must leave the building by the nearest exit, leaving bags and other possessions, including coats, in rooms. Details of fire exits are set out in the attached Appendix 1. Students will be instructed by a member of staff which is the nearest exit.

If you need to use a LIFT wait at one of the designated refuge points and use the emergency call system to notify others.

Students must walk silently, in single file, to the nearest exit and make their way to the Fire Assembly Point. This will be the tennis courts for everyone except:

1. Marine Academy Nursery – the Fire Assembly Point will be on the tarmac to the right of the Nursery building.
2. Marine Academy Primary – the Fire Assembly Point will be the Primary playground.
3. Sports Hall (out-of-normal college hours) – the main car park

On arrival at the Fire Assembly Point, MAP students must line up in alphabetical order in their tutor group in silence and Primary and Nursery children will line up in their classes in silence.

Anyone not in a session should make their way to the **Fire Assembly Point** immediately.

No-one must re-enter the building until told to do so by the senior member of staff in charge of the evacuation.

Procedures: Teaching Staff

On hearing the fire alarm, staff should:

1. turn off lights; close and lock doors unless risk is involved;
2. direct students to leave silently by the nearest exit;
3. escort students and leave by the nearest exit, moving as quickly and in as orderly a manner as possible to the Fire Assembly Point.

If a teacher is teaching a guest student (i.e. a student on site but on roll at another school), it is that teacher's responsibility to ensure the guest student accompanies them to the Fire Assembly Point and is registered as part of their tutorial group.

Learning Zone Directors and their Area Leaders are responsible for ensuring that their areas are clear and secure and that toilets are cleared. Yellow jacket should be worn and walkie talkies carried, turned to channel 1.

Members of the Senior Leadership Team should assist with the calm and safe evacuation of the building, paying particular attention to key areas;

1. The exit near C4
2. The black gate near music (must be unlocked).
3. The path between the main entrance and the boiler room.
4. The entrance to the tennis courts (must be unlocked).

Fire Procedures: Support Staff

In the event of the Fire Alarm being activated, all support staff should secure their area (turning off lights and closing and locking doors unless risk is involved) and should proceed immediately to the Fire Assembly Point leaving the building by the nearest exit. The only exceptions to this are:

1. The Corporate Director of Business and Finance, the Principal or designated person and caretakers who will meet by the Fire Panel in Reception.

On leaving the building;

1. The Student Services Administrator should bring the pre-printed Form Tutor registers for dissemination at the Fire Assembly Point to the Form Tutors via the Heads of Houses.
2. The attendance co-ordinator should bring printed daily absence lists from am registration, organised into houses.
3. Reception staff should bring the Visitor Signing In book, Staff Signing Out book with them.

Procedures: at the Fire Alarm Assembly Point

Students, including guest students (students on site but on roll at another school), should line up in silence, alphabetically by tutor group, in Houses.

Students should remain orderly throughout. Form Tutors should remain with their tutor groups throughout and ensure that students remain silent and orderly.

All teaching staff and non-teaching staff will be registered within the house / 6th form group that they are allocated (see Appendix 3) by a member from each house / 6th form group.

SLT members and Site Team members will be accounted for by SO, or another member of SLT in her absence.

Non-tutors and non-teaching staff should assist Form Tutors ensure that students in their group remain silent and orderly.

Form Tutors (or in their absence HoH) should take the register and report either that all students are accounted for or the names of any absent students to the HoH (or in their absence to the member of SLT assigned). Guest students should be registered by the Post 16 Tutor or, in the event of absence, his/her deputy.

As soon as a Form Tutor has completed his/her register they should notify HoH returning the duly completed register to him/her. If a Form Tutor believes any of their tutor group is unaccounted for, they must advise the Head of House as quickly as possible.

HoHs should report either that all students are accounted for or the names of any unaccounted students to an Assistant Vice Principal. The Assistant Vice Principals will directly notify the Principal or designated person by walkie-talkie (channel 1) of anyone unaccounted for.

Nobody should leave the Fire Assembly Point or their respective Form Tutor group until the all clear has been signalled by the Principal or designated person.

Procedures: Fire Checking

The Corporate Director of Business and Finance and Senior Caretaker will meet at the Fire Control point to identify in which zone/s the fire alarm has been activated. The Senior Caretaker and his/her team will then proceed to the zone to determine the cause of the alarm. As soon as the cause has been determined, the Senior Caretaker will notify the Corporate Director of Business and Finance via walkie-talkie (channel 1).

If the Senior Caretaker believes the activation is the result of an actual fire event, the Corporate Director of Business and Finance will immediately notify the Emergency Services by telephone before advising the Principal or designated person by walkie-talkie (channel 1).

If the Senior Caretaker confirms the activation is the result of a false alarm, the Corporate Director of Business and Finance will advise the Principal or designated person accordingly by walkie-talkie (channel 1).

Procedures: Once the all clear has been given

Once the all clear has been given, the Principal or designated person will direct the dismissal of the students from the Fire Assembly Point. Students will be released one tutor group at a time once each tutor group is silent and uniform has been checked. Care should be taken to ensure that the dismissal of students is staggered to prevent the risk of accidents.

Procedures: Reporting

After each fire alarm event, the Senior Caretaker will record details of the event in the Fire Log which must be kept in Reception at all times.

Procedures: Fire alarm after the end of the Academy Day.

All remaining staff and students must leave the building at their nearest exit and assemble in the Restaurant Courtyard area.

A thorough sweep of the building must take place to ensure everyone is out of the building.

Procedures: Marine Academy Primary and the 6th Form.

MAP and the Marine Academy Primary/6th Form Block have two separate alarm systems, for that reason procedures will be as follows;

In the event of a fire alarm being sounded at MAP;

- MAP reception staff will make a courtesy call to Marine Academy Primary to obtain a list of MAP staff and students that have signed in.
- Marine Academy Primary will be able to inform MAP of any staff and students that have signed out with their destination being MAP.
- This information will be shared at the muster point.
- MAP reception staff will also call the 6th Form, asking them to join the rest of MAP at the muster point.

In the event of a fire alarm being sounded at the Marine Academy Primary /6th Form block;

- Marine Academy Primary will muster as per their original plan and account for visitors signed in.
- The 6th Form will evacuate; staff and fire wardens ensuring the 6th Form is fully evacuated – these 6th Form staff and students should muster on the tennis courts as normal.

Procedures: Marine Academy Nursery

On hearing the fire alarm, staff should:

1. turn off lights and close doors unless risk is involved;
2. escort children silently via the nearest exit and take out evacuation cots;
2. move as quickly and as orderly a manner as possible to the Fire Assembly Point.
3. designated staff will conduct the 'sweep' of the nominated areas.

The Nursery Lead Practitioners will leave the building with the Visitors Book and class registers. Each class register will be ticked off at the assembly point, which is on the tarmac at the front of the MAP building.

Procedures: Marine Academy Primary

On hearing the fire alarm, staff should:

1. turn off lights and close doors unless risk is involved;
2. escort children silently via the nearest exit;
2. move as quickly and as orderly a manner as possible to the Fire Assembly Point.
3. designated staff will conduct the 'sweep' of the nominated areas.

The Admin Team will leave the building with the Visitors Book and class registers. Each class register (printed register) will be passed to relevant class teacher at the Fire Assembly Point by a member of the Admin Team.

On hearing the fire alarm, staff should:

1. turn off lights and close doors unless risk is involved;
2. escort children silently via the nearest exit;
3. move as quickly and as orderly a manner as possible to the Fire Assembly Point.
4. designated staff will conduct the 'sweep' of the nominated areas.

The Admin Team will leave the building with the Visitors Book and class registers. Each class register (laminated with absent children marked on daily) will be passed to relevant class teacher at the Fire Assembly Point by a member of the Admin Team.

The Fire Marshals in the Primary who will sweep the building are:

Siobhan Meredith

Claire Jones

Stacey Mitchell

Jackie Dewey

Fiona Tudor

Michelle Marchant

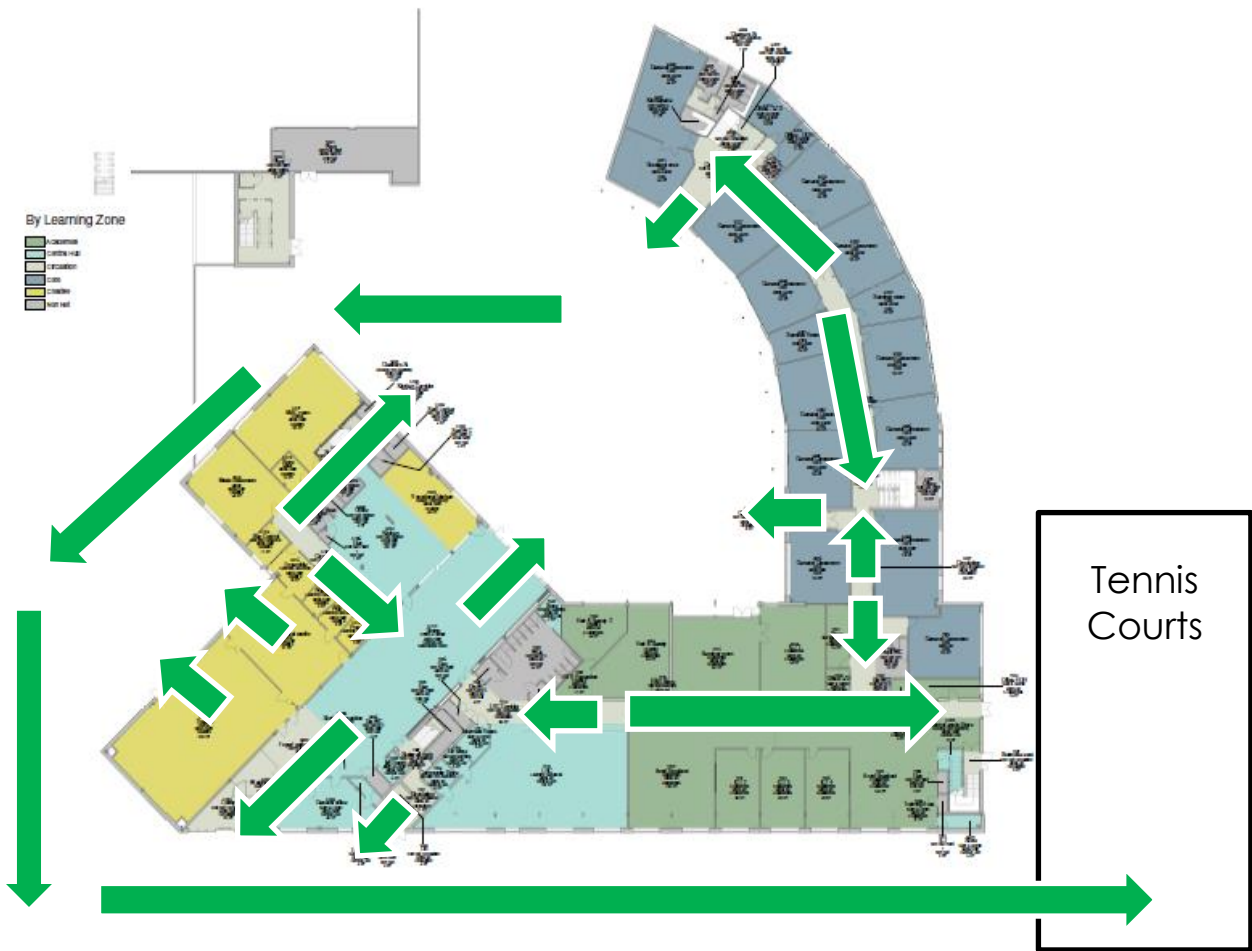
Georgina Brunning

At the Fire Assembly Point;

Children will be lined in up classes with their teacher and Teaching Assistant. On delivery of the register from the Admin Team member of staff, the teacher will conduct a roll call. Any missing pupils or adults will be reported to the Headteacher or member of staff deputising in their absence immediately. All children should remain orderly throughout, support staff should assist teachers to ensure this.

Nobody should leave the Fire Assembly Point or their respective class group until the all clear has been signalled by the Headteacher or designated person.

Appendix 1: Fire Exits for Marine Academy Plymouth



Appendix 2: Fire Assembly Point for Marine Academy Primary

- ★ Please exit with the children in a straight line from the closest external door.

All classes are to be in a straight line in front of the Outdoor Classroom on the playground with Year 6 closest to the black fence and Pre-School closest to the wooden fence near to the willow structure.

