

Fire and Emergency Strategy



Proverbs 18:15


An intelligent heart acquires knowledge and the ear of the wise seeks knowledge.

The Governors are committed to supporting the school in its endeavours and to ensuring that this policy is achieved in the light of its vision,

Derby Cathedral School is a community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core. Underpinning and permeating our community are fundamental Christian values, of which we are proud. In line with the teachings of the Church of England we ask;
“for individuals to be the best they can be”.

We ask that all stakeholders of Derby Cathedral School uphold this philosophy through
their ACTIONS,
their ASPIRATIONS,
and their ACHIEVEMENTS.

Through our curriculum, our enrichment opportunities, our pastoral House programme, our guidance and our role modelling, we aim to enable all members of our community to fulfill and exceed their potential.

Policy Status	Date	Chair of Governors	Review Date
Approved by LGB	17/10/2019		Autumn Term 20

General Procedures

Derby Cathedral School fire risk assessment and fire and emergency plan will be reviewed annually and endorsed at the first governors meeting of the year; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

This fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire drills and alarm activations

Regular fire drills will be undertaken at differing times of the day on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

Tackling fires

Staff are instructed not to tackle fires unless they have received appropriate training in the safe use of fire extinguishers. In these circumstances staff have only been trained to tackle 'small' fires.

Grab bag

A grab bag containing key information will be kept in the admin back office. Admin staff will be responsible for taking the bag on hearing the fire alarm sound to the nominated evacuation controller. Grab bag contents:

- Copy of fire risk assessment, fire and emergency plan and emergency plan map.
- Asbestos register/local asbestos management plan.
- Details of any significant hazards on site e.g. gas cylinders, radioactive materials, large quantities of hazardous substances.

Other key information to be taken to the Assembly Point:-

- Daily print of evacuation report for pupils on site will be collected by Admin staff
- Pupil contact numbers will be obtained through Bromcom
- Fire warden check/sweep cards to be taken by member of staff nearest to that area
- Any life critical medication will be collected by Admin staff

Action on discovering a fire:

- Activate the nearest alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

Action on hearing the fire alarm:

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point. **The Assembly point is at the rear Pay and Display car park.**

All

- Do not stop to collect any personal belongings.
- Do not use lifts
- Close doors as you leave if safe to do so.

Some staff will have specific duties that they have been allocated such as Evacuation Controller, Fire Marshal, Control Panel Officer and PEEP support; these persons will undertake their allocated duties as part of the evacuation if safe to do so.

Alerting persons of the need to evacuate

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

The fire alarms sound is a continuous siren.

If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by using whistles and voice.

Persons with hearing impairments are alerted by arrangements on individual PEEPs.

Communicating with the emergency services

In the event of a confirmed or suspected fire nominated persons will place a direct call to the fire service by calling 999 from an internal phone or 999 from a mobile

Nominated persons are: **Gordon Inglis, Jane Foulkes**

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Full school name and address
- Has a fire been confirmed or is there a smell of smoke?
- Where is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

Staff with specific responsibilities

Evacuation Controller – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required:

- Head Teacher: Gordon Inglis
- Senior leadership team: Jackie Stewart, Ryan Hoy, Jane Foulkes
- Extended Senior Leadership Team :- Mark Chapple, James Emberley, Clara Heppleston

There are 7 walkie talkies in the school, which should be used to communicate the exact location of the fire to enable a safe, fluid evacuation from the school.

Fire Marshals – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

- Fire Marshals: All staff to be aware of Fire Marshal duties
- Fire Sweep card to be positioned in 12 areas across all floors. Card to be taken during the sweep by a member of staff and reported to Assembly point at roll calls
- Conference room – housekeeping must be carried out to inform the external Conference Leads of evacuation routes and to ensure that all delegates report to the Assembly point for roll call.

The main fire panel is in the glass atrium reception area.

Control Panel Officers Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

- Control Panel Officers: Gordon Inglis, Jackie Stewart, Ryan Hoy, Jane Foulkes

PEEP Support Staff – Responsible for providing support to individuals as per the information contained in the individual PEEP.

- PEEP Support Staff: None currently.

Specific persons at risk

There currently have been no persons identified as being at specific risk.

Within school, 0 persons have been identified at risk. Where needed, personal emergency evacuation plans (PEEPs) will be developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

No PEEPs are currently in place.

Refer to specific PEEP documents for further information (where applicable)

Arrangements for safe evacuation and assembly

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
Breakfast	Supervising staff to escort pupils from the dining hall / room 5 to assembly point via nearest and safest route (signed)	Pay and Display Carpark at rear of building	Member of SLT	Roll call once assembled	
Standard teaching times	Pupils move to the assembly point via nearest and safest exit route (signed) Fire Marshals sweep building – 12 areas	Pay and Display Carpark at rear of building	Member of SLT	Registers by form tutor, staff signing in book, visitor book out by admin team	Admin 1
Break times		Pay and Display Carpark at rear of building	Member of SLT	Registers by form tutor, staff signing in book, visitor book out by admin team	Admin 1
Lunch time	Dining Hall - MDS to escort pupils from dining hall / room 5 to assembly point via nearest and safest route (signed) – food to be left. Pupils to line up in tutor groups as per std teaching times. TA's to escort any pupils from LRC as above. Admin staff to evacuate as per standard procedures taking registers etc. Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point. Classes where teacher is not on site will be allocated a member of staff to take register	Pay and Display Carpark at rear of building	Member of SLT	As standard teaching times	Admin 1 or 2

Assemblies with Parents attending	Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point Admin staff escort parents out of building via nearest exit route to assembly point	Pay and Display Carpark at rear	Member of SLT	As standard teaching times.	Admin 1 or 2
After school (pupils on site at clubs or activities)	Teachers (club leaders) and teaching assistants in LRC escort pupils out of nearest fire exit to assembly point	Pay and Display Carpark at rear of building	Member of SLT	Registers	Member of SLT
As pupils arriving or leaving	Staff supervising canteen and reception areas to escort pupils to assembly point	Pay and Display Carpark at rear of building	Member of SLT	Roll call	Member of SLT
Staff only on site	Staff to leave by nearest and safest signed exit route	Pay and Display Carpark at rear of building	Member of SLT	Staff signing in book	Member of SLT
Open house/ Evening events	Staff on site to escort all visitors out of the building by the nearest exit	Pay and Display Carpark at rear of building	Member of SLT	n/a	Member of SLT

Specific arrangements must be included within this area when building or refurbishment projects are taking place on site.

Specific procedures for high risk areas/activities

Within school the following areas/activities have been identified as high risk with regards to fire/emergency.

Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

Shutters are fitted on three kitchen doors, which operate when the fire alarm is activated.

If the fire is located near the final exit door to the kitchen and corridor, kitchen staff should override a roller shutter to evacuate the kitchen through the school.

The override key to the shutter door is located on a hook in the ground floor corridor. All kitchen staff should be aware of this, and the procedure should be tested during a planned evacuation drill.

Science laboratory – Science teachers and technicians have local procedures in place when undertaking potential hazardous activities, the person in charge of the hazardous activity is responsible for ensuring any local emergency procedures are undertaken. This should include any gas on site (non mains), radioactive substances or large quantities of hazardous substances.

Boiler/plant room – Access to this area is restricted. Premises Officer/Site Services Officer (SSO) and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

Methods of communicating information relating to fire evacuation

Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings (teaching, support, admin), fire drills and de briefs.

Dining room assistants - Fire awareness training, communication of fire and emergency plan at DRA meeting, fire drills and de briefs.

Catering and cleaning staff – Communication of fire and emergency plan and pre-arranged meetings, fire drills and de briefs.

General visitors – housekeeping information given, generally escorted on site.

Conference Room visitors – housekeeping information given, evacuation procedure in room

Contractors – housekeeping information given, evacuation to courtyard

Emergency services – Following initial 999 call the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally.

Whole site evacuation

If it becomes necessary to evacuate the whole site whilst pupils are in school, initially all staff and pupils will be at the Assembly points. Toilet and drink facilities can be obtained at Derby Train Station.

The Senior Leadership Team will co-ordinate all arrangements with parent/carers.

Parents/carers will be advised of the situation via local radio, school website, notices at school, phone call, Schoolzine.

