Fire Evacuation Plan

Bohunt Horsham

Fire Strategy for : Bohunt Horsham
Premises address and contact number: Bailey Road, Horsham, RH12 6AP
Fire Marshals: JDE, SGR, SCO, GAL, BRO Fire Wardens: LHA, CJE, NJO, ARU, LWR, JCH, NKE, DMA EVAC Chair Operators: KSM, CBR, NKE, HMA, NJO, LHA, CJE
Plan date: 19/09/2023
Review date: 21/09/2025

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

Raising the alarm

In the event of a fire:

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. They will contact and notify the fire service by calling 999.

If fire is detected by automatic detectors, this will trigger the fire alarm sound.

Action staff should take on hearing the alarm

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

Fire Marshals (identified by red hi vis jackets with 'Fire Marshal' printed on the side) will take charge and lead in the fire evacuation, all staff are responsible for evacuating all students and visitors in their area.

Fire Marshals will keep a radio switched to station 5 with them for the evacuation. The normal station is 7. A Fire Marshal will confirm the alarm location from the fire call point panel and if safe to do so (at distance) check the reason for the alarm activation. The Fire Marshal will contact and notify the fire service and ensure that they are attending the scene. Headteacher also uses a radio and a megaphone to communicate with students.

Receptionist will pick up / print registers for all tutor groups from that day and Student Support Manager or Cover Manager will print visitor signing in data from the reception desk, receptionist will also collect packs including red and green register cards.

Staff will commence evacuation of the building – ensuring this is done in a silent, calm and orderly manner, using the **closest exit to each room**. This can be found following the green fire exit routes. Fire Wardens will sweep corridors on exit ensuring that they are empty and that fire doors are closed.

Separate 'Personal Emergency Evacuation Plans (PEEPs)' are in place for staff, students and known visitors with additional needs which will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site).

Students/staff/visitors whose PEEP dictates that they should be transported via the evac chairs will go straight to the refuge points and sound the alarm. Fire marshals or evac chair trained staff members will transport them down to the ground floor and out to the assembly point.

Evac chair trained staff - NJO, CBR, (RHA), NKE (Trainers - KSM, CBR, NKE, HMA, NJO, LHA, CJE), all have radios.

PEEP Coordinator - Fire Marshalls go to the display board in reception or IT and answer the refuge point phone to establish location of fire and reassure people who have taken refuge at refuge points.

PEEP team meet Evac chair trained staff outside the secondary entrance and direct them in pairs to refuge points.

Lifts are not to be used for evacuation.

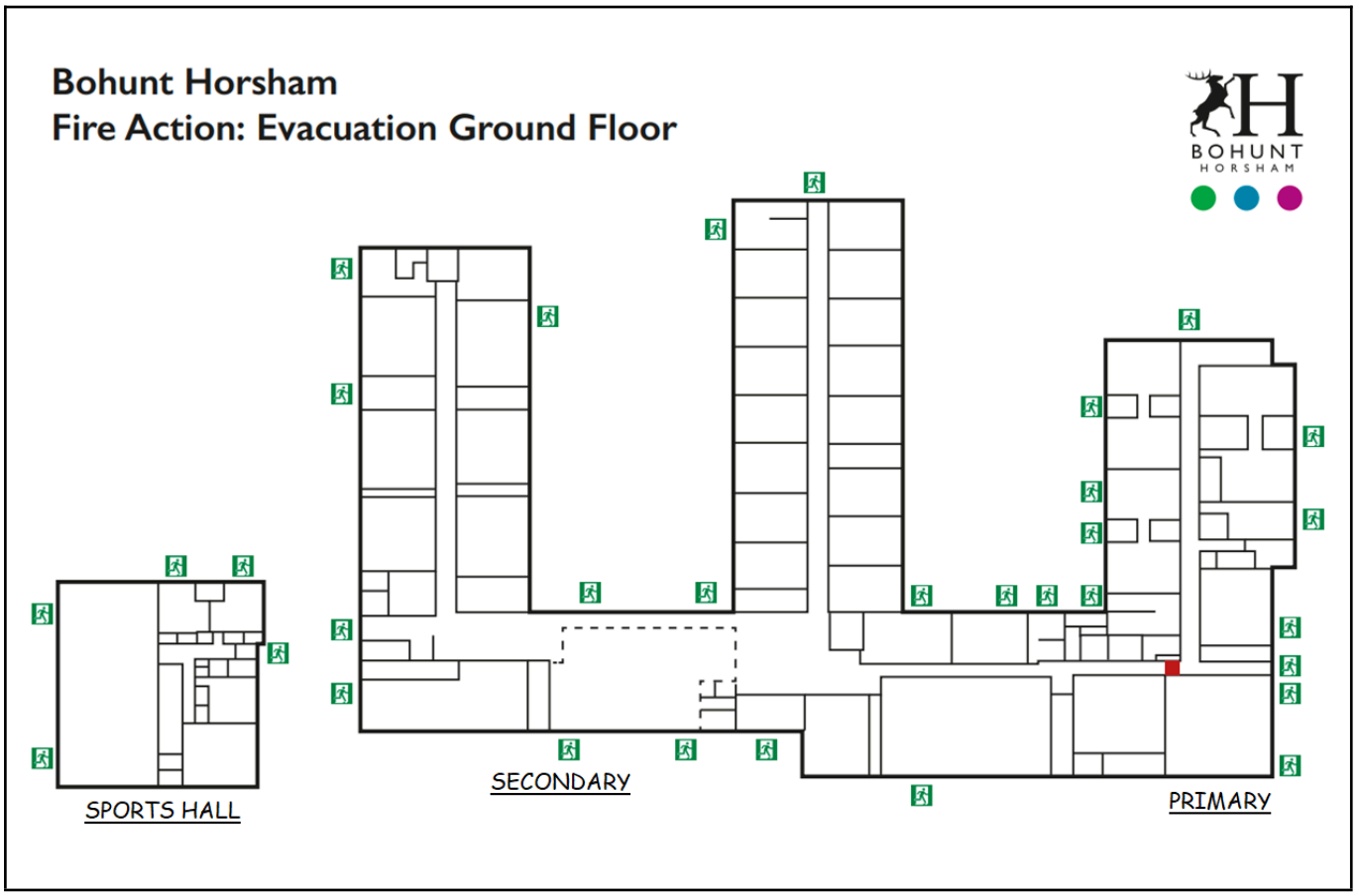
Fire Marshals sweep buildings to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.

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

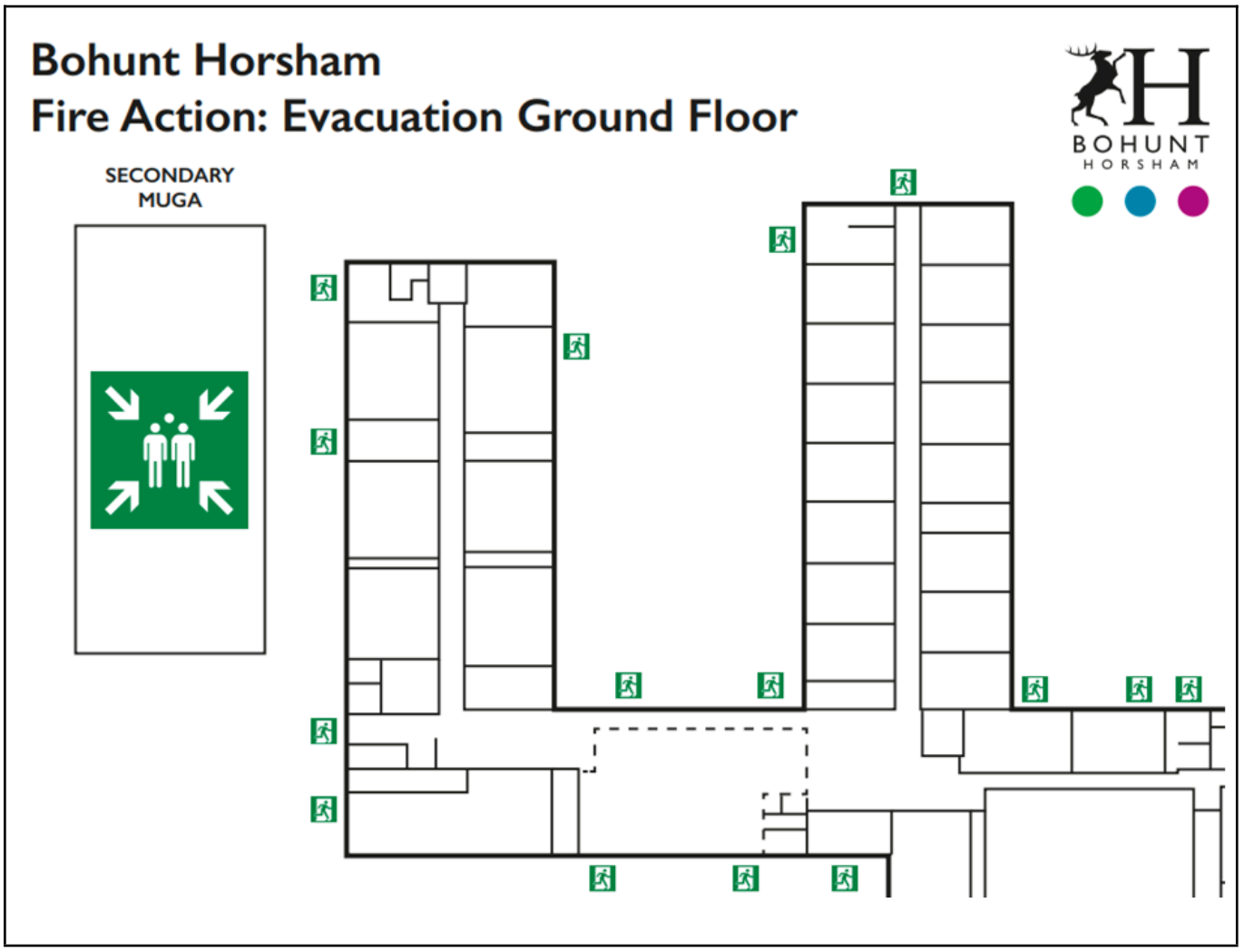
All staff, students and visitors meet at assembly points- Secondary and Primary MUGAs- form tutors / class teachers complete registers, receptionist/primary admin checks off visitors. Achievement Coordinators check green cards for all tutor groups in their year group in secondary and report to headteacher (assistant head to be deputised) who checks in with Fire Marshals by radio: checking for refuge points (PEEP Co) - clear, visitors (SS Man) - clear, staff (Heads' PA/Ops manager) - clear, Y7,8,9,10,11 students (ACs)- clear, primary school (Dir. Pri) - clear.)

Fire Marshals to liaise with the Fire Service upon their arrival.

Escape routes
The escape routes from the building are: (detail designated fire escape routes) through the doors identified on the map below.



Fire assembly point
The assembly point is: The secondary MUGA (for secondary students, visitors and staff) The Primary MUGA (for primary students, visitors and staff)



Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

Staff have received training and feel confident in their use

Where it is deemed safe/necessary to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment
Science, design and food technology spaces.

Gas supply shut off: in all rooms - automatic Mains fuse box: in the plant room. Mains water inlet: Gas/oxygen cylinders: Location of fire alarm panel: by main school reception/premises office.

Number of staff needed to carry out evacuation plan
Minimum of three fire marshals, six fire wardens, PEEP coordinator and deputy coordinator

Equipment needed to effect the emergency plan
Evac chairs, two way radios, hi vis tabards, registers, red and green register cards, staff list, visitor list, megaphone.

Variations to plan
If the muster point is dangerous or unavailable for any other reason, secondary and or primary students, staff and visitors will muster at the end of Bailey Road where the bus stops are located.

Responsibilities	
For ensuring plan is up to date	Headteacher and Ops Manager

For ensuring adequate practices and drills (at least once per term) for the plan (these are logged in the fire log book)	As above
For ensuring staff training including up to date fire marshal training	Headteacher
For ensuring independent fire risk assessments are carried out when major site changes occur	Headteacher
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above