



FIRE EMERGENCY PLAN

Westbourne Academy

Title:	Fire Emergency Plan – Westbourne Academy		
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This plan has been prepared in accordance with the guidance contained in the publication **Fire Safety Risk Assessment – Educational premises**.

The purpose of the emergency plan is:

1. to ensure that the people in the premises know what to do if there is a fire; and
2. to ensure that the premises can be safely evacuated.

1.	How people will be warned if there is a fire. Electrical fire alarm system with manually operated break glass release button call points, connected to electronic sirens and optical warning devices (where fitted).
2.	What staff and students should do if they discover a fire. • Make sure the room or area is evacuated then close the door (and windows if safe to do so) as you leave • Activate the nearest fire alarm call point – break glass points provided throughout the building adjacent to each fire escape and alert other persons by shouting: 'Fire Fire Fire' • Go to the designated Fire Assembly Point • DO NOT attempt to tackle a fire using the fire extinguishers unless you are trained to do so 
3.	How the evacuation of the premises should be carried out. • Immediately evacuate the building calmly by the nearest safe exit, and proceed to the Fire Assembly Point as listed in section 4. • Close any windows and doors behind you where possible and safe to do so. • Follow all fire marshal's instructions or those of your teacher/line manager if the fire marshal is not immediately present. • Report to your teacher (if you are a student) or line manager (if you are a staff member) when you arrive at the Fire Assembly Point. • Remain at the Fire Assembly Point until you have been given the signal that it is safe to re-enter the building DO NOT stop to retrieve any personal possessions. However, if your car and house keys are immediately to hand it is advisable to pick these up as you may be prevented from re-entering the building. DO NOT enter or re-enter buildings where the fire alarm is sounding, until the all-clear has been given by the Incident Controller

	At some exit doors, there are emergency door release buttons, as shown on the right Emergency door release buttons may need to be pressed if the doors have not released automatically upon fire alarm activation. 
4.	Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated. In the event of a non-fire alarm activation all occupants will assemble in the car park. In the event of a fire all occupants must leave the car park and assemble at Scerryvore garden as shown in appendix 1 
5.	Identification of key escape routes, how people can gain access to them and escape from them to a place of total safety.  All fire escape routes are clearly signed by the familiar green/white running man pictograms. All designated fire escape staircases (internal or external) are fire protected routes and lead to final fire exits and a safe place. Fire Action Notices providing evacuation information are located at all call point locations, classrooms and communal areas. DO NOT place any items of furniture, boxes, etc, in escape routes and do not place any items in front of a fire escape doors or wedge them open.
6.	Arrangements for fighting fire. An appropriate number and type of fire extinguishers and fire blankets are located throughout all buildings based on the fire risk assessment. Staff should familiarise themselves with their locations, type and instructions for use. Remember - unless you are in imminent and immediate danger do not attempt to extinguish a fire unless you have been trained to use it. Do not place yourself at risk. If you have used an extinguisher or a fire blanket, inform the Incident Controller (IC) so that this information can be passed to the leading Fire Brigade Officer on their arrival.
7.	The duties and identity of staff and students who have specific responsibilities if there is a fire. Staff: escort all students and visitors in your area to the nearest emergency exit and ensure they evacuate the building, closing the doors on leaving. DO NOT lock the doors when you leave. The Incident Controller (IC): The IC will immediately ensure all staff and students commence evacuation. The IC will be identifiable by wearing a red hi-vis red tabard with the words Incident Controller written on the back.

	The IC will retrieve the Emergency grab bag from the reception the folder contains building evacuation checklists. Fire Marshals: (all staff) will be wearing yellow hi-vis tabards. They all are responsible for checking that their areas are clear and report to the Fire Assembly Point Controller. Fire marshals have designated areas of responsibility which they will 'sweep' all rooms, toilets and stair wells to ensure all persons have evacuated. Fire Assembly Point Controller: will be wearing an orange hi-vis areas will be ticked off when the Fire Marshals confirm to the IC or responsible person they have been cleared. Permission to re-enter the building will only be given once the all-clear has been by the IC
8.	Arrangements for the safe evacuation of people identified as being especially at risk, such as young children and babies (e.g. in a crèche), those with disabilities, contractors, members of the public and visitors. Any occupants who have a disability or temporary disability will need to have a Personal Emergency Evacuation Plan. Hearing impairment: Occupants will have a nominated Buddy to inform them of the fire alarm.
9.	Any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire. Gas hobs/ovens in the kitchen - there is no need to switch off computers.
10.	Specific arrangements, if necessary, for high fire risk areas. N/A for this campus
11.	Arrangements for an emergency plan to be used by a hirer of part of the premises. N/A for this campus
12.	Contingency plans for when life safety systems, such as evacuation lifts, fire detection and warning systems, sprinklers or smoke control systems are out of order. In the event of the fire alarm becoming defective, or being taken out of use, the Principal for the Westbourne Academy will immediately formulate a plan agreed by contacting Management of NCC: • Group Executive Director Curriculum Development • Group Director of Estates • Deputy Group Director of Estates • Group Head of Health & Safety A plan will be confirmed of a fire watch where designated staff within the Westbourne School will complete a continuous fire watch and staff are informed of the duration the fire alarm will out of action. Air horns will also be held by each teacher to sound the alarm in the event of a fire.

13.	How the fire brigade and any other necessary services will be called and who will be responsible for doing this. It is the duty of any staff member to call the fire brigade (dialling 999) upon seeing a fire. However, in the event of the fire being discovered by a student or staff this information and location will be passed onto the IC of the Oxford School after evacuating the building.
14.	Procedures for meeting the fire brigade on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials. Upon the fire brigade's arrival, they will be met by the Incident Controller and directed to the area of the building where the fire is located. The IC will inform the leading fire officer the location of the fire and will notify them of any specific risks from highly flammable substances.
15.	What training employees need and the arrangements for ensuring that this training is given. • All employees will undertake the fire College's basic fire safety upon employment and three yearly thereafter. • All staff with the specific responsibilities will receive fire marshal training.
16.	Phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later). N/A for this campus.

