



EVACUATION PROCEDURE IN CASE OF FIRE

Introduction

It is the responsibility of all members of the teaching and non-teaching staff to be aware of the procedure regardless of their position in the College as they might at any time have a major role to play in either the evacuation or the control procedures. It is the responsibility of all employees to read and understand the procedure.

The Fire Officer is Martin Lees. In his absence this role will be assumed by the Vice Principal (Brian McGee) or Director of Studies ELT (James Knott).

Action on hearing the fire alarm

The premises are connected to a central fire alarm system. If an alarm is activated the fire alarm will sound throughout the College.

On hearing the alarm bells, all occupants should leave the building by the nearest fire exit. If possible, windows and doors should be shut and lights extinguished. Everyone should make their way quickly and silently to the assembly area. Designated fire Marshalls should confirm that the building is empty and report this fact to the Fire Officer in control at the assembly area. The Fire Marshalls are James Knott (basement), Brian McGee (back of the building) and Tim Naylor (upper floors of main part of the building and disabled evacuation) and Roger Morford (1st back up, disabled evacuation).

Evacuating the building

On hearing the fire alarm everyone in the College should leave by the nearest fire exit; this should be done quickly and in silence. Staff should ensure any equipment being used that may cause damage if left operating whilst the building is empty should switch it off before leaving any area. As you leave a room please close the door. You should make your way to the ASSEMBLY AREA which is reached through the front entrance, the back entrance or the basement fire exit and is in the car park to the rear of the college.

No one should re-enter the College until the Fire Officer has advised it is safe.

Roll call

The Fire Marshalls will report to the Fire Officer if the building is empty. The Fire Officer must be able to access the list of names of students. The Registrar will

ensure that the Fire Officer has the current list of students known to be absent from College on that day and the records of staff attendance.

During normal working hours (08.45-17.15 Monday – Friday) the teaching staff will ensure that registers are brought to the Assembly area.

Teaching staff

Tutors should accompany their students to the Assembly area, check the presence of their students against their register and then report the attendance figures to the Fire Officer. If the alarm is sounded during a break or lunchtime, or at such other time as the tutor has no class, he or she should make their way to the Assembly area, helping to evacuate the building.

Non teaching staff

All non-teaching staff should exit by the nearest exit and go to the Assembly area.

Calling the Fire Service

It is the responsibility of the College office to summon the Fire Service during working hours (08.45 – 17.15 Monday – Friday) during term time. At all other times, the Fire Service should be summoned by whoever discovers the fire. All College telephones work to the emergency services, dialling first 9, then 999.

Action when the “all clear” is given

When the “all clear” is given by the Fire Service’s Supervisor, the Fire Officer or his deputy will inform the students and staff that they may return to the place that they evacuated. No one is to return to the building unless authorised by the Fire Service’s Supervisor or Fire Officer.

Command and Control

The Fire Officer is to assume control of the evacuation procedure. He/she is to remain at the assembly area where records of those present and accounted for are to be kept.

Fire practices

Fire practices are to be held as follows:

Full practice during working hours: once each term.

Fire alarms are scheduled to be tested every Friday during term - normally between 08:30 and 08:55.

Reviewed June 2016

Next review June 2017.