



# GP11 – Fire and Emergency Evacuation



<b>Last Review Date</b>	November 2024	<b>Next Review Date</b>	November 2025
<b>Leader of Policy Review</b>	Deputy Headteacher		
<b>Associated Policies</b>	Access for Disabled Persons, Health and Safety, Hearing Support		

The purpose of this policy is to state how the School deals with the requirements of the law regarding fire precautions and prevention, and the arrangements by which this is brought about. We aim to:

- have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised
- have a well organised means of safe evacuation of persons on the premises from all buildings to a point of safety in the event of any emergency
- have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation

The following arrangements and activities are in place in order to meet the above policy requirements.

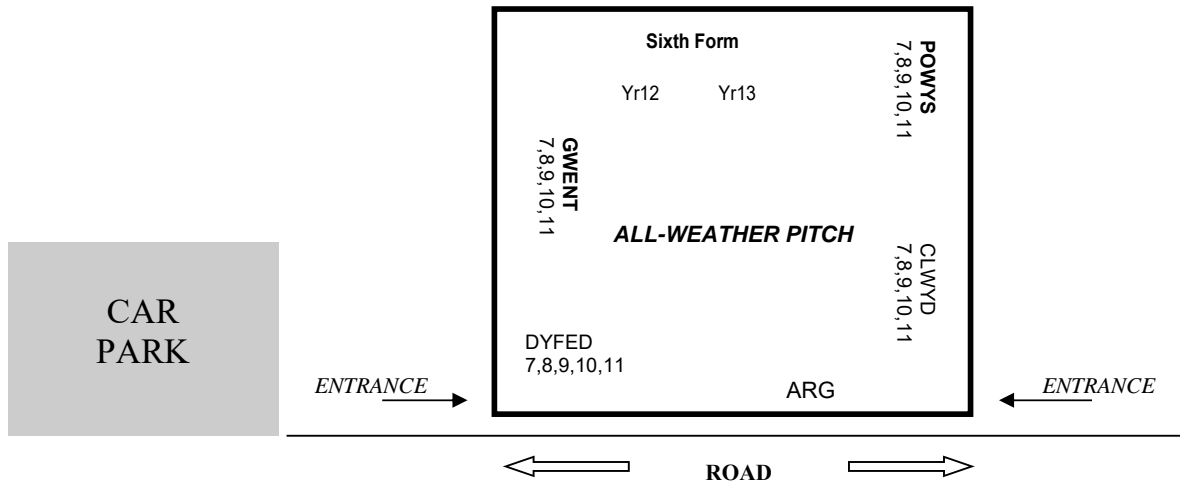
- A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventive controls
- A reporting system that enables staff to raise any concerns regarding the current fire precautions
- A fire alarm system by which the entire organisation can be alerted to the outbreak of any fire with appropriate call points at each exit point, including a system of regular testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner
- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of fire
- A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable
- A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide

In addition for emergency evacuation procedures, all staff must:

- Keep all fire exit routes clear and free from obstacles and waste materials
- Not restrict access to or reduce vision of any fire extinguishers
- Not leave fire doors propped or wedged open
- Store all flammable substances and materials in appropriate locations after use
- Avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources
- Draw attention to fire safety and precautions to any visitors and contractors in their charge
- Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
- Take note and comply with all signs posted around premises
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity

## PROCEDURES FOR HANDLING BOMB THREATS

Most bomb threats are made over the telephone and the overwhelming majority are hoaxes, made with the intent of causing disruption and alarm. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. The school will take police advice on whether to evacuate the building or initiate lockdown procedures.



## EMERGENCY EVACUATION

At the time of an emergency the alarm bell will sound continuously. Visual alarms (flashing lights) will also operate at this time for the benefit of deaf students.

- When the alarm operates, the class should be instructed to proceed, in an orderly manner via the nearest escape route out of the building away from the fire. This route is displayed in all rooms as 'Emergency Evacuation'. There should be no running. The lifts will be out of action soon after the alarms sound and no attempt should be made to use them or the bridge link ('tube').
- The member of staff should follow the class, after first closing the classroom door. The teacher should proceed with the class to the assembly points and then join her/his own tutor group.
- Form Tutors / Heads of House should report any missing students or staff to the front office.

## SPECIFIC DUTIES

AREA OF SCHOOL	DESIGNATED PERSON
Absence sheets and Pupils out school.	Andy Rees /Jane Cooper
Immobilizing of Lloyd Parry building Lift	Glenys Wilcock /David Goodchild
Sixth Form Area (Incl. toilets)	Lynne Williams/ Kath Frankland
Immobilizing of Tower Block Lift	Andy Greenow/Daniel Wheel
T floor	Cindy Benson/Lynn Oakes
M floor	Pete Bryon/Paul Conn
L floor (Incl. toilets)	Caroline Hawke-Jones/
Liaise with Sports Centre /Ysgol Maes Garmon/Fire wardens	Stacey Bullick/David Goodchild/Jane Cooper
Unlocking of gates	Top gate – Chris Ditchburn Tuck shop gates – Connor Jones
Access to both ATP gates and Road Marshall	Mike Newland/Adele Topliss
English Corridor Daniel Owen Block (incl. toilets)	Daniel Oakley/Hannah Pearson
Mathematics Corridor Daniel Owen Block (Incl. toilets)	Sarah Bradford/
D Block and Canteen	Chris Bingham/ Kathryn Dunn
Sports Hall & grassed areas of school	Head of PE or rep
Central Block: Art, Music, Technology, Performing Arts, Drama Area (Incl. toilets)	Andrea Morris/
Central Block: Science Labs (incl. toilets)	Simon Kelleher/
Central block: Library & B floor	Sally Wheeler/Kate Speed/Scott Rhind
Staffroom / L11 / Nurture Room	Adele Topliss/Jack Bourke-Bennett
Breathing space	Ellie Johnson/Alison Williams
Support fire register/visitors	Lisa Price/Carolina Saunders
Exams: invigilators/supply staff	Cover team
HSC staff	Clare Langdon/Rachel Smaje
LSA staff	Sarah Brand/
Office	Diane Williams / Carolina Saunders
Canteen Staff	Carol Hughes/Debbie Last

The Fire Officer and Headteacher will liaise regarding all issues during an 'Emergency Evacuation'.