

Retford Post 16 – Fire Evacuation Plan

Evacuation Procedure

- Notices advising what to do in the event of a fire are displayed in classrooms and public areas on the site.
- **On hearing the fire alarm all staff, students and visitors must leave the building by the nearest exit in a quiet and orderly manner.**
- Staff must be familiar with the exit routes from their classrooms and must ensure all classroom based visitors are familiar with what to do in the event of an emergency.
- Everyone must travel along a section of corridor in the same direction.
- Personal belongings should be left in the classroom.
- Staff should check that there is no one in any room leading off their classroom, close windows and the door on departure.
- Fire Marshalls have the additional responsibility of checking their designated areas and locking the doors before leaving the building. **Some areas do not have designated Fire Marshalls, so a member of staff teaching in this area will need to assume this responsibility**
- The assembly point for everyone is the central grass island located in front of the Post 16 Centre building.
- If the alarm sounds during lesson time:
 - Teachers should:
 - Instruct students to leave belongings behind
 - Close all doors and windows – do not lock the doors
 - Escort the students to their assembly point
 - Take a tutor group register if directed to do so by the Office Manager
 - Students should
 - Leave all belongings in the classroom
 - Report to the member of staff who is carrying their tutor group register
 - Remain quiet and orderly
 - Students in an exam should wait for instruction from the Lead Invigilator
 - College students (Hair and Beauty) should
 - Gather on the back grass as far away from the building as possible
 - A member of College staff will report whether all students are accounted for to the Incident Controller
 - The Office Manager will
 - Collect the signing in folders and distribute them to seven adults to take a tutor group register
 - Inform the Incident Controller whether all students are accounted for and identify any student who is missing
 - Exit for those with limited mobility.
 - Anyone with limited mobility, whether permanent or temporary, will have a Personal Evacuation Plan completed by P Fox
- **Visitors around Centre** – should remain with their host and assemble with staff and students at the assembly point. The host is responsible for ensuring that all guests are aware of what to do in an emergency.
- **No one is to leave the site during an evacuation of the building unless told to do so by the Incident Controller or emergency services.**

In the event of the alarm sounding during break or lunchtime all normal procedures still occur. If the alarm sounds before or after school, all those inside should evacuate to the assembly point.

Responsibilities

Incident Controller

- **In an emergency, the incident controller is Gemma Murphy or Jason White. If neither is on site, then the Senior Leader present will assume this responsibility**
- Determines the nature of the emergency and in the case of “other emergencies” decides on a need to evacuate.
- Convenes the Emergency Planning Team where appropriate.
- Liaises with the Engie site team.
- Determines whether to contact the emergency services / NCC / DAT
- Directs staff to assist.
- Ensures that all staff, students and visitors have been accounted for.
- Liaises with Emergency Services where required.
- Deals with media as necessary.
- Decides on re-entry/relocation as necessary.
- Maintains the “Action Log”.

Office Manager

- Collects signing in folders and direct seven adults to take tutor group registers.
- Informs Incident Controller once all tutor lists have been checked and identifies any students who are unaccounted for.
- Supports the Incident Controller and deputise for him/her in case of absence.

Staff

- Follow the directions of the evacuation plan unless overridden by the Incident Controller.
- Ensure that windows and doors are closed – **not locked**.
- Escort their class to the arranged assembly point leaving belongings behind.
- Complete a register if requested at the assembly point and return it to the Office Manager
- Supervise students during period of evacuation.

Fire Marshalls

- Follow the directions of the evacuation plan unless overridden by the Incident Controller.
- Conduct a sweep of the area allocated to them and where possible lock doors once rooms have been checked
- Report that the allocated area has been swept to the Incident Controller
- Assist with the supervision of students
- **In some areas, there are no designated Fire Marshalls and a member of staff teaching in this area should assume this responsibility**

Fire Evacuation – Incident Log

Time of alarm:

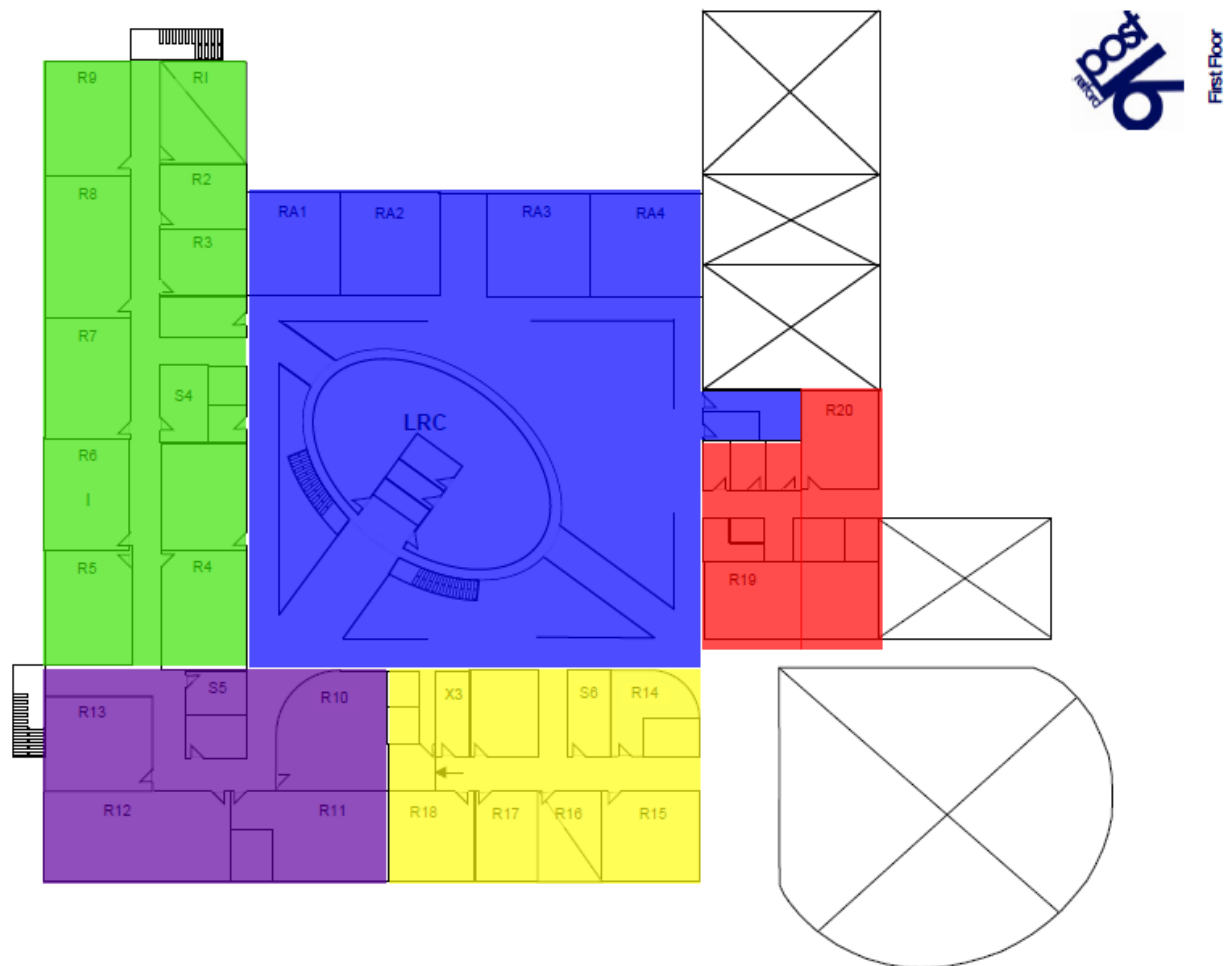
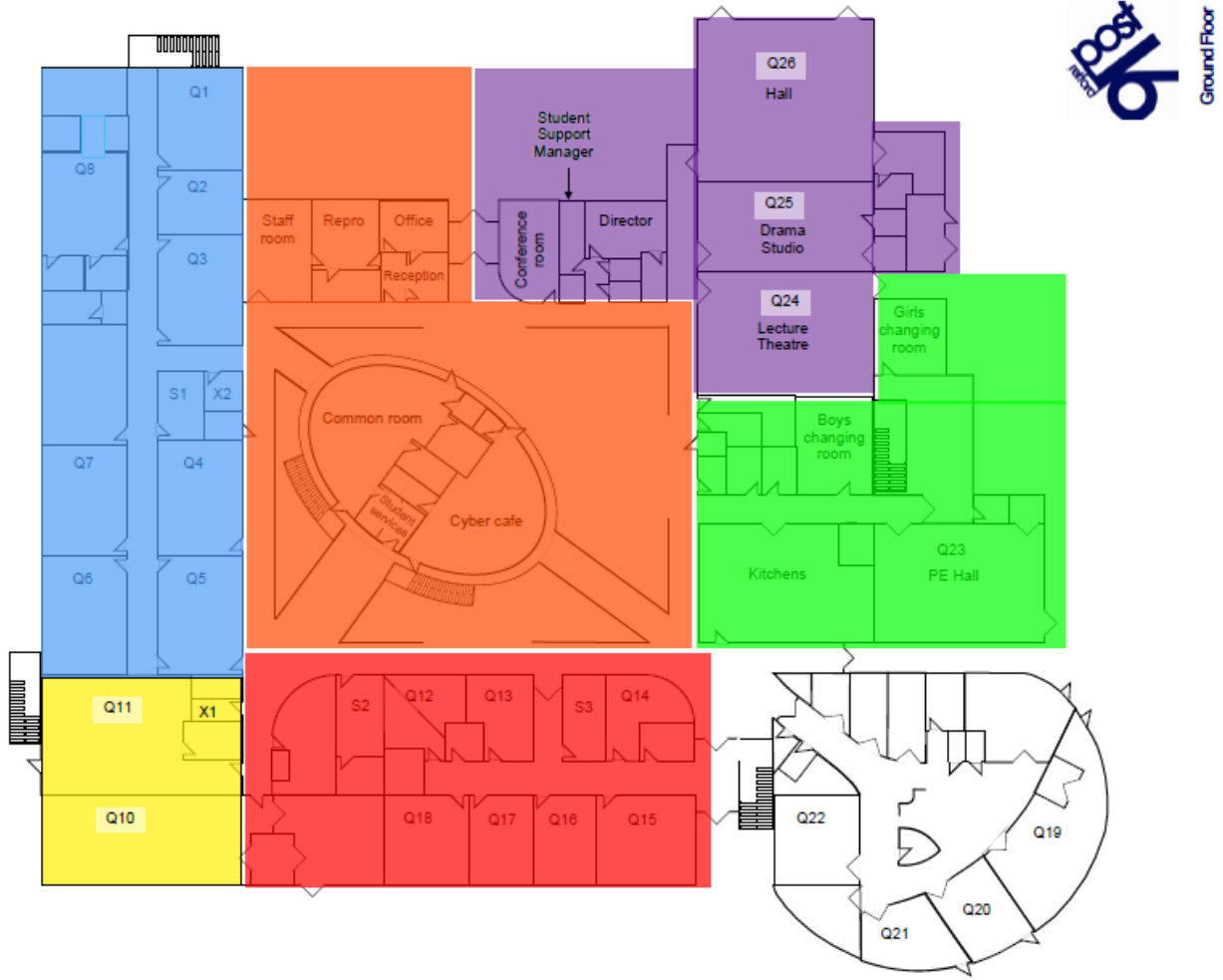
	Area		Staff	Time
DOWNSTAIRS	Purple	Conference Room, Offices, Hall, Drama Studio, Lecture Theatre	P Fox	
	Orange	Main Office, Staff Room, Common Room, Cyber Café, Atrium plus toilets	J Hall	
	Blue	Science	Teaching staff	
	Yellow	Technology	Teaching staff	
	Red	English	Teaching staff	
	Green	Kitchens, PE Hall, Changing Rooms	Kitchen staff	
	White	College – Hair and Beauty	K Annable	
UPSTAIRS	Blue	RA1 – 4, LRC plus girls' toilets	R Gillon	
	Red	Music	Teaching staff	
	Green	Maths, Media and ICT	Teaching staff	
	Purple	Art	Teaching staff	
	Yellow	MFL and History	Teaching staff	

Tutor Group folders	K Burgess	
---------------------	-----------	--

Notes:

Completed by:

Fire Evacuation – Areas to be “swept”



DATE OF REVIEW:	September 2016
SIGNED ON BEHALF OF SENIOR LEADERSHIP TEAM:	
DATE:	
SIGNED ON BEHALF OF THE POST 16 GOVERNING BODY:	
DATE:	
DATE OF NEXT REVIEW:	September 2017