



## **BROCKHURST & MARLSTON HOUSE SCHOOLS**

Including all of the Pre-Prep Department and Early Years Foundation Stage

### **FIRE POLICY & FIRE SAFETY ARRANGEMENTS**

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

**Reviewed: September 2025**

**Next Review: September 2026**

**TO ALL STAFF**

ON ACTUATION OF FIRE ALARM

EVACUATE CLASSROOM IMMEDIATELY AS PER INSTRUCTION. MAKE SURE CHILDREN ARE ATTENDED.

GO TO NEAREST PHONE (IF SAFE TO DO SO) RING EXT 228/229/207/201(IN THAT ORDER) AND REPORT THAT THE ALARM HAS SOUNDED AND THE LOCATION YOU ARE IN. WHEN THE FIRE SAFETY MANAGER OR FIRE MARSHALL HAVE ARRIVED AND THE ZONE HAS BEEN CHECKED YOU WILL BE GIVEN THE ALL CLEAR AND THE CHILDREN CAN RETURN TO THE CLASSROOMS.

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## FIRE SAFETY POLICY

The Governing Body of Brockhurst & Marlston House Schools is the 'Responsible Person' for fire safety under the Regulatory Reform (Fire Safety) Order 2005

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

The regulations require a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and place on the governing body additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances develop and implement fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the School premises
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative measures (including firefighting and evacuation)
- have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of the escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers; the maintenance should be by a "competent person" (for example, **ISO9001 certified or BAFE approved**)
- provide staff and any others working on the School site with fire safety information

This policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

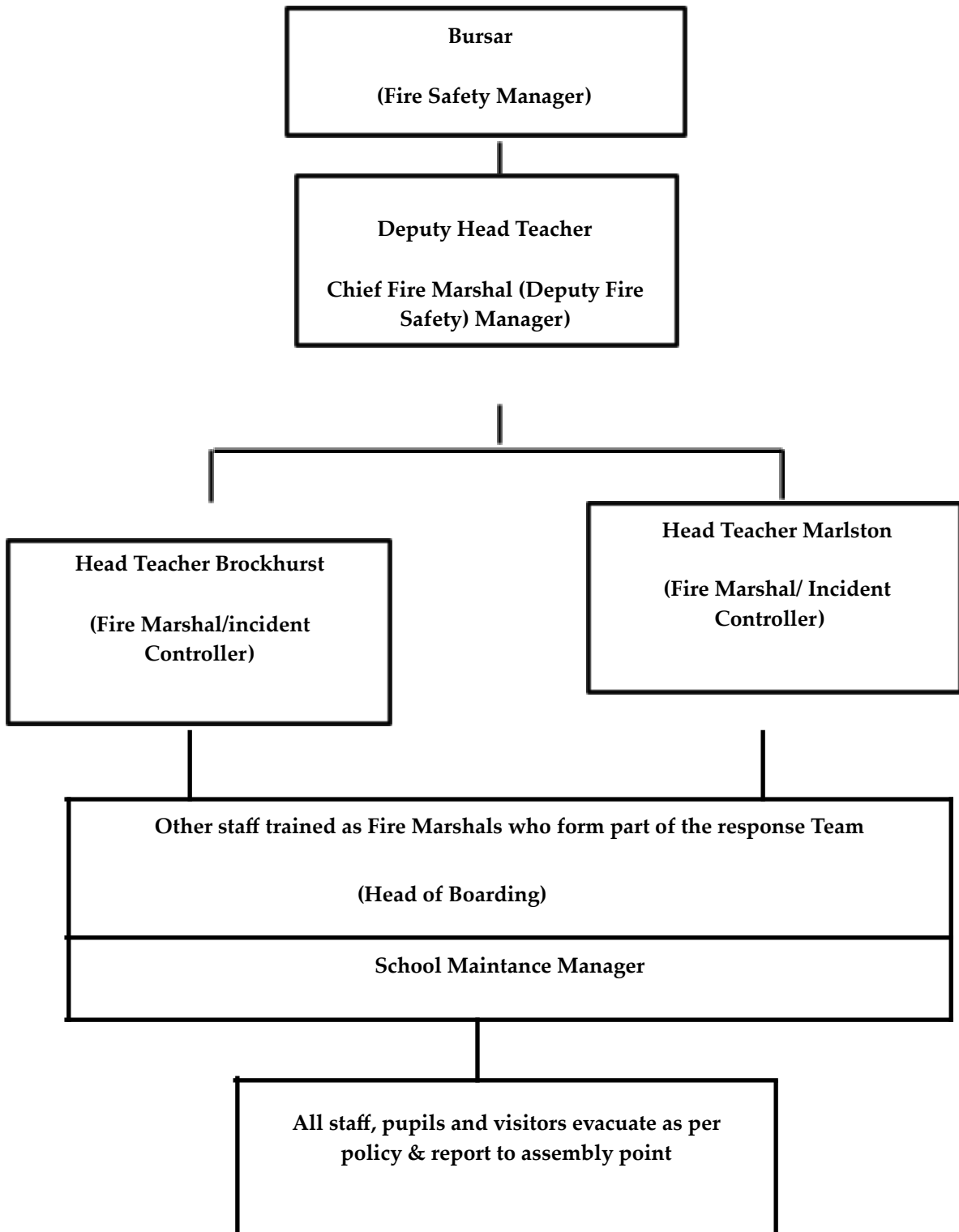
The aim of this policy is to achieve a 'fire safe' environment for all employees and building occupants. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy. Staff are required to take "reasonable care" in carrying out their duties. The school will act promptly on any recommendations made from the Fire and Rescue Services (FRS) or other external fire experts, unless the recommendations suggest a low priority. In order to prove that the duties are properly discharged, the school's "responsible person" keeps records of the following:

- The fire risk assessment and its review
- Fire procedures and arrangements
- Training records
- Records of inspection of escape routes
- Fire practice drills
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment

### FIRE MANAGEMENT RESPONSIBILITY FLOW CHART

The following flow chart highlights who is responsible for which role in our Fire Safety Management of Brockhurst & Marlston House Schools Ltd



## ROLES AND RESPONSIBILITIES

### **Head Teacher / Governing Body (Responsible Person)**

- Overall responsibility to ensure that the Fire Safety Policy is adequate and sufficient
- Responsibility to ensure that the appropriate management support is available to maintain the Fire Safety Policy

### **The Bursar (Fire Safety Manager)**

- Responsible for carrying out or reviewing the Fire Risk Assessment in communication with other relevant personnel on a yearly basis, or sooner if changes occur in legislation, personnel, premises or other circumstance effecting fire safety
- Responsible for ensuring correct writing and implementation of Fire Safety Protocols including the writing of standard and individual "Personal Emergency Evacuation Plans" (PEEPS) for disabled persons and those requiring assistance. Providing support and guidance for those with roles outlined below
- Responsible for the delegation of roles and arrangement of adequate training to ensure total compliance with the fire risk assessment and fire safety policies
- To ensure that induction training to all new staff is carried out in a timely and appropriate manner whether staff are temporary or permanent
- Overseeing that records are kept up to date on the testing and maintenance of relevant fire safety systems, equipment and training of staff as required in the fire safety policy
- Manage the follow up action when contacted by reception on report that the fire alarm has been sounded or is sounding
- Manage any report of potential or actual fire hazardous situations or near misses and make sure reports are completed and logged
- Ensuring that the signing in and out of all relevant guests and other staff policies are adhered to

### **Assistant Head Teacher (Deputy Fire Safety Manager/Chief Fire Marshal)**

- To provide support and deputize, when required for the Bursar, in delivering the requirements of the fire safety policy.
- To assist in the production of fire safety documentation such as procedures, protocols and records as required.
- Responsible for ensuring that all fire procedures are adhered to within the Main School premises and all fire drill records are kept up to date in line with school fire policies
- To organise and manage school fire evacuation drills on a termly programme.
- To review any near miss or fire hazard forms sent to the bursar and to resolve at fire committee meetings.
- To investigate any unwanted fire signals (false alarms) to reduce the amount occurring within the school.
- To don the Chief Fire Marshal jacket and assume control of the incident on the actuation of the fire alarm.
- To assist the Bursar with the production of any Personal Emergency Evacuation Plans (PEEPS).

(Detailed duties are in the Fire and Evacuation Procedures on page 7)

### **Head of Boarding/Deputy Head Brockhurst (Fire Marshal/Incident Controller Assisted by the Boarding Masters (Fire Marshal/Incident Controllers)**

Responsible for ensuring that all fire procedures are adhered to within the boarding house and all boarding house fire inspections and records are kept up to date in line with school fire policies

- To co-ordinate and manage the safe evacuation of the boarding house and other school buildings during any alarm of fire.
- To carry out a role call and ensure all students remain at their assembly point during fire evacuations
- To provide relevant information to attending fire service personnel regarding the location of fire or other hazards within the buildings.
- To be familiar with the location and operation of the fire alarm panels and carryout an investigation of the incident when the fire alarm sounds.
- To act as incident controller during evenings and nights.

### **Deputy Head Marlston (Fire Marshal/Incident Controller) Assisted by the Boarding**

#### **Mistresses (Fire Marshal/Incident Controller)**

- Responsible for ensuring that all fire procedures are adhered to within the boarding house and all boarding house fire inspections and records are kept up to date in line with school fire policies
- To co-ordinate and manage the safe evacuation of the boarding house and other school buildings during any alarm of fire.
- To carry out a role call and ensure all students remain at their assembly point during fire evacuations
- To provide relevant information to attending fire service personnel regarding the location of fire or other hazards within the buildings.
- To be familiar with the location and operation of the fire alarm panels and carryout an investigation of the incident when the fire alarm sounds.
- To act as incident controller during evenings and nights.

#### **Matron/Assistant Matrons (Boarding Houses)**

- To Check and evacuate the boys and girls dormitories and carryout role call and other related duties at the assembly point.

#### **Master or Mistress on Duty (MOD, rota system)**

- To co-ordinate and manage evacuation from common areas of the school including the great hall, Dining room, Mansion house, common rooms and prep areas during evening time
- To assist with the evacuation and investigation of dormitory areas during evening and night time hours

### **Fire and Evacuation Procedures**

#### **On Actuation of Fire Alarm (Boarding Houses)**

##### **The Incident Controller/Fire Marshals**

The Chief Fire Marshal will don the incident controllers yellow coat and assume control of the incident (Incident Controller) and immediately investigate the main Fire Panel with the purpose of establishing the room or zone where the fire alarm detector has activated, to investigate the area, to ascertain if there is an actual fire, or if it is an unwanted fire alarm signal.

- If you detect smoke or fire prior to visiting the fire panel, immediately call the Fire and Rescue Service by dialing 999 giving the school address and location of the fire, if known.
- If you detect signs of fire on investigation of zone call the Fire and Rescue Service as above.

- Only trained staff under the guidance of the incident controller should attempt to tackle the fire and then only if safe to do so.
- Liaise with the other fire marshals at Assembly Point and continue with evacuation procedures until arrival of Fire and Rescue Service who will advise in the event of a fire when personnel can re enter the building.
- If no fire is detected and false alarm established, reset panel and allow persons at assembly point's re-entry to the building, if in any doubt call the Fire & Rescue Service.
- Complete the Fire Incident/Near miss log and feedback any action points required to the operations manager to prevent further false alarm signals or to improve evacuation procedures.
- To carry out Floor Sweep of designated dormitories reporting to the assembly point to inform of all persons clear or any unchecked areas or missing persons within 5 minutes if safe to do so.

**All other staff** to report to the Assembly point and await instructions from Incident controller as to whether you are required to assist anywhere in the evacuation. Once at the assembly point keep persons together and calm until told to re-enter the building.

#### **On Actuation of Fire Alarm (Other School Areas)**

#### **The Incident Controller (Chief Fire Marshal, Fire Safety Manager HoB, HoGB or other FM)**

The CFM or FSM will don the incident controllers yellow coat and assume control of the incident (Incident Controller) and immediately investigate the main Fire Panel with the purpose of establishing the room or zone where the fire alarm detector has activated, to investigate the area, to ascertain if there is an actual fire, or if it is an unwanted fire alarm signal.

If you detect smoke or fire prior to visiting the fire panel, immediately call the Fire and Rescue Service by dialling 999 giving the school address and location of the fire, if known.

If you detect signs of fire on investigation of zone call the Fire and Rescue Service as above.

Only trained staff under the guidance of the incident controller should attempt to tackle the fire and then only if safe to do so.

Liaise with the other fire marshals at Assembly Point and continue with evacuation procedures until arrival of Fire and Rescue Service who will advise in the event of a fire when personnel can re enter the building.

If no fire is detected and false alarm established, reset panel and allow persons at assembly point's re-entry to the building, if in any doubt call the Fire & Rescue Service.

Complete the Fire Incident/Near miss log and feedback any action points required to the operations manager to prevent further false alarm signals or to improve evacuation procedures..

#### **Personal Emergency Evacuation Plans (PEEPs)**

If there in an actual fire, first call the Fire and Rescue Service as per the instructions above. After that, implement the instructions in any personal emergency evacuation plans (PEEPS) with assistance of available Fire Marshals.

#### **Disabled Persons Evacuation Strategy in Place**

We operate a system of assisted escape for disabled visitors. Please tell our reception staff or event organiser of your requirements.

## **FIRE PROCEDURES – ALL STAFF**

Ensure all fire precautions and procedures are adhered to. Inform the Fire Safety Manager or a Fire of any fire hazards or potential fire hazards immediately.

Be aware of the Fire Safety Arrangements, especially in the area of reporting any potential fire hazards, occurrences or near misses. (a copy of the Fire Safety Arrangements are kept in the Staff Room and in the Bursars Office. It can also be read on-line at the [www.brockmarl.org.uk](http://www.brockmarl.org.uk) / Parents and Pupils/Centralised list of policies.

In the event of discovering a fire, or you detect smoke, the following procedure should be adopted:

1. Sound the nearest alarm (if it has not already been activated).
2. Go to the nearest telephone, without endangering life, and dial 999.
3. You should then leave the building via the nearest fire exit:
  - a) Do **NOT** run.
  - b) Do **NOT** stop to pick up personal belongings.
  - c) Report to nearest assembly point (report to science labs or alternatively front lawn)
  - d) Do **NOT** re-enter the building until you are told that it is safe to do so by the incident controller, putting the life of others at risk.

If you have the opportunity as you evacuate the building, please also:

- a) Turn off gas and electrical equipment.
- b) Ensure doors and windows are shut.
- c) Escort any persons who may require help out of the building by the nearest available

### **Emergency Evacuation Notices**

#### **ON DISCOVERING A FIRE:**

- **RAISE THE ALARM BY OPERATING THE NEAREST FIRE ALARM CALL POINT**
- **GO TO THE NEAREST TELEPHONE AND DIAL 999  
IF UNSAFE TO DO SO EXIT IMMEDIATELY BY THE NEAREST ROUTE AND  
USE A MOBILE PHONE OR ALERT ANOTHER PERSON TO RING 999**
- **TACKLE THE FIRE ONLY IF TRAINED AND SAFE TO DO SO, OTHERWISE CLOSE  
THE DOOR AND EXIT BY THE NEAREST ROUTE**
- **IF PASSING THE PERSON IN CHARGE AT THE FIRE ALARM PANEL, INFORM  
THEM OF THE LOCATION OF THE FIRE (IF SAFE TO DO SO)**
- **REPORT TO THE ASSEMBLY POINT FOR ROLL CALL: REMAIN AT ASSEMBLY  
POINT UNTIL TOLD OTHERWISE BY THE FIRE OFFICER OR PERSON IN CHARGE**

## Role-Related Fire Safety Training

### **Essential to the Fire Safety Management of the Premises:**

- **Fire Panel Training** for all Incident controllers & Fire Marshals - to enable the interpretation and resetting of the panel in the event of an alarm activation – annually  
NB the Fire & Rescue Service will not reset the fire alarm panel therefore it will be necessary for these staff to be fully conversant with its operation and resetting.
- **Fire Marshal Training** for all designated fire marshals including Matrons, plus key staff in other departments – every two years
- **Fire Evacuation Training for all Staff** - via the school-wide fire evacuation drills
- **Disability escape etiquette training** – for those required to escort and assist any disabled persons from the building including use of any special evacuation equipment e.g. evacuation chairs
- **Special Evacuation Equipment training** - e.g. evacuation chairs, appropriate staff will be trained in line with the equipment manufacturers' recommendations.

### **General Training of all Staff**

1. Induction Training to include general fire safety responsibilities and tour of premises demonstrating fire precautions and policies in relation to risks, workplace and activities.
2. Staff participation in Evacuation Fire Drills – Each term
3. Annual Fire Awareness, unless attending Fire Marshal course – annually
4. New staff – During induction period and by participation in fire evacuation drills.

## How to Report Fire Hazards and Near Misses

### **How to Report Fire Hazards**

On discovering a potential fire hazard, if at all possible, remove or control the hazard using the appropriate methods, and immediately notify those it affects and your line manager, for immediate action. Remember to ensure your own safety whilst carrying out any remedial actions.

Complete a “Notification of hazard” form, which is essential to the ongoing development of the fire safety policy and existing fire precautions. Forward to your line manager for action (A Copy of the form should be kept in the fire safety log book kept by the Bursar).

### **How to Report Near Misses or Activation of Fire Alarm**

In the event of a near miss or activation of the Fire Alarm panel, immediately render the situation safe where possible, as above and complete near miss form and forward to the Fire Safety Manager, ( A Copy of the form should be kept in the fire safety log book kept in the Bursars office)

## Frequency of Fire Safety Checks Inspections & Audits

Under current legislation and guidance the following times are given for testing, maintenance and carrying out of assessments or audits by internal and professional contractors. These systems are essential to ensure, so far as is reasonably practicable, the compliance of fully working and operational fire safety equipment and practices in the following areas:-

### Equipment

**Fire Extinguishers**

**Fire Alarm Systems, including Sounders, Detectors, Call Points & Panel**

**Emergency Lighting**

### Procedures

**Fire Risk Assessment**

**Fire Safety Drills**

**Fire Marshal Training and other instruction (see page 10) Visual**

**Inspections of fire escape routes**

### Frequency Table

<b>System</b>	<b>Details</b>	<b>Internally</b>	<b>Externally</b>
Fire Extinguishers	Check in correct location, and charged, and for any obvious damage <b>record results</b> <i>(Records kept by Bursar)</i>	<b>Monthly</b>	<b>Annually</b> by a competent person following manufacturers recommendations.
Fire Alarm System (Panel Only)	Visually Check Fire Panel Daily to ensure no faults are indicated	<b>Daily</b>	
Fire Alarm System, Call Points, Panel, Sounders, Detectors, Automatic door releases.	Initiate test from a call point picked on a rotational basis. Record which one tested. Check all sounders working and fire panel operation. <b>record findings</b> <i>(Records kept by Bursar)</i>	<b>Weekly</b>	<b>Quarterly and Annual Inspections and tests to be carried out by a competent and qualified engineer</b>

Smoke and Heat Detectors	Visual check of detectors for fault or obvious damage weekly, Maintenance and cleaning when necessary. <i>(Records kept by Bursar)</i>	<b>Weekly</b>	As part of fire alarm system (see above )
Emergency Lighting System	Inspect system for Cleanliness, particularly luminaires. Check battery and generators (where fitted) in accordance with manufacturers instructions <b>record results</b> <i>(Records kept by Bursar)</i>	<b>Monthly</b> test all luminaires, lamps and change over controls are in working order and indicators and charging apparatus are functioning correctly	<b>Six Monthly</b> test by qualified electrician in accordance with manufacturers instructions and BS 5266
Fire Drills	Full or part evacuation alternating on times and locations <b>record results</b> <i>(Records kept by Bursar)</i>	<b>Termly for students and staff.</b>	

**Full sets of Fire Risk assessments are held by the Bursar.**

**Full sets of Location Plans for all buildings are kept by the Bursar.**

**Fire Panel Zone Locations:**

- **Mansion House: By rear Door to courtyard.**
- **Turner centre & Swimming Pool: In Turner centre corridor.**
- **Art, DT & Gymnasium: In entrance lobby.**
- **Ridge House, LDC: Entrance Lobby to Form 6B (Marlston Courtyard)**
- **Stable Block: Entrance Lobby to Boot Room**

**Fire Safety Arrangements for Wedding/Event Organisers:**

- The Organiser of any event held on school premises will be deemed to be a “Responsible person” jointly with the Head Teacher for fire safety for the duration of that event
- A copy of the school fire safety arrangements document is sent to each organiser prior to the event and a signed copy held on school files

**It is the duty of the responsible person to ensure that:**

- Trained members of staff are present in appropriate numbers, where required, to manage the incident and assist in any evacuation
- The numbers of persons using the venue do not exceed those laid down for the designated room or area (Information sheets provided)

- Notify the school before the event of any delegates or guests who require assistance with evacuation (Personal Emergency Evacuation Plan) giving specific requirements where possible
- To ensure that all escape routes and exits are kept clear
- To notify the school of any issues regarding fire safety immediately
- No naked flames or other ignition sources are to be used by any conference user without prior permission of the Bursar in writing
- Any activity planned by conference / event organisers, outside of normal school parameters, will require a separate process risk assessment countersigned by the Bursar or head teacher

**The following pages contain fire safety information/Instructions for specific venues within the school.**

**Sufficient Fire Marshals should be available at all times when large numbers of people are present in specific areas or events to allow effective co-ordination of evacuation procedures. These fire marshals should be appointed from staff who normally work in these areas or who are on duty for these events and are therefore present during this time.**

**The numbers of fire marshals for each event should be determined by the type, location & numbers attending.**

### **The Great Hall**

- The Great Hall and adjoining rooms are licensed for weddings and private functions.
- The following procedure applies every time the hall is used for performances whether public or private.
- The maximum number of persons permitted to use this area of the building, including the music room and drawing room at any one time is:
- Great Hall seated restaurant style = 80
- Other performances, persons standing assembly style = 140 including drawing and music rooms.
- All exits routes should be kept clear at all times with the bursary exit door remaining unlocked at all times during assemblies, performances or wedding functions. During School assembly, a member of the admin staff will immediately be available at each exit door to make sure that in the event of a fire the doors will be immediately opened.
- The use of naked flames or pyrotechnics within the building is prohibited unless approved by the Bursar or head teacher.
- Clear gangways leading to the exits should be maintained at all times.
- All fire exit doors should be unlocked before each event.
- Trained staff should be present to manage the fire safety arrangements and evacuation at all events.
- In the event of fire or alarm the performance should be stopped and all persons should be evacuated to the designated assembly point.
- The responsible person should liaise with school staff.
- Only trained staff should tackle the fire if it is safe to do so
- School staff will investigate any alarm and manage the incident.
- Do not re-enter the building until authorised to do so by school staff or fire service personnel.

## Appendix 1

### Reporting of Fire Hazards

Person Reporting:	
Date of occurrence:	
Time:	
Contact Number:	
Location the person reporting is based at:	
Fire Hazard Location:	
Remedial Action Taken:	
Reported to: <u>Line Manager &amp; Send this form to the Fire Safety Manager.</u>	
Any other problems caused:	
Suggested Actions to be taken for future:	
Reason for Fire Hazard:	
Signature:	Date:
Any other comments/info:	

## Appendix 2

### Reporting of Fire Incidents, Alarm Activation & Near Misses

Person Reporting:	
Date of occurrence:	
Time:	
Contact Number:	
Location the person reporting is based at:	
Fire Incident and Near Miss Location:	
Remedial Action Taken:	
Reported to: <u>Line Manager &amp; send this form to the Fire Safety Manager.</u>	
Any other problems caused:	
Suggested Actions to be taken for future:	
Reason for Fire Incident or Near Miss:	
Signature:	Date:
Any other comments/info:	

### Appendix 3

#### Gas Cylinder Storage

Location	Contents/Use	Storage
Garden area to the rear of the main building	3 X 2200ltr LPG Tanks	Steel LPG bullets
Kitchen	n/a	n/a
Gardeners' Shed		
Maintenance department		

## Appendix 4

### Personal Emergency Evacuation Plan

For **Wheelchair Users** who use The Great Hall

Their assistant in case of an emergency is the School Maintenance Manager

In the event of an emergency evacuation, Trained staff will assist the user to the lift lobby and await the SMM who will bring an Evac chair with them.

#### **EMERGENCY ALARM**

Occupants are informed about the existence of an emergency situation by:

The Existing Alarm system

#### **ASSISTANCE**

In an emergency School staff are nominated and trained to assist in following this personal evacuation plan. The method of assistance to be given is:

Hall staff to oversee evacuation of wheelchair users from the reception area to the assembly point outside.

Assistance to be given by any one of the people trained in use of the evacuation chair (see list at end of this form).

The following devices are required and supplied to aid their evacuation

Evac Chair, located in basement of the main School

Ramp, located in the entrance foyer of the main School

**Trained users of the evacuation chair are;**

**School Maintenance Manager (SMM)**

**This PEEP refers to evacuation from the ground floor**

**EVACUATION PROCEDURE - (a step by step account from the first alarm)**

1. The SMM will take the Evacuation chair to the front reception area.
2. School staff will assist person into the Evacuation chair.
3. Person will then be evacuated from the Hall with the assistance of the School staff and any one of the following trained people listed at the end of this PEEP.
4. The SMM, with assistance from staff, will evacuate the person from the front reception area of the Main School.
5. The person will then be evacuated from the building via the evacuation chair, to the assembly point.
6. The assembly point is outside the Science Labs.

Please note the following:

SAFE EXIT ROUTES list the shortest route identified as suitable from workplace or accommodation to either a temporary place or to the final place of safety and assembly point.

The most straightforward evacuation route is via the reception lobby, through the two sets of double doors to the outside front courtyard area

If fire has cut off this route, then the alternative exit route is from the reception lobby area via the fire exit door to the outside back courtyard area

## The Performing Arts Centre

The PAC and adjoining rooms are used for concerts, plays and speaking events. The foyer of the PAC is used for sit down functions and small concerts.

The following procedure applies every time the PAC is used for performances whether public or private.

The maximum number of persons permitted to use this area of the building, including the foyer at any one time is:

PAC main hall seated = 280

Foyer area and balcony seated and standing - 80

Other performances, persons standing and children sitting - 360 including the main PAC hall, the foyer and the balcony area

All exits routes should be kept clear at all times. The stairs on either side of the retractable seating should be kept clear of any obstructions and at no time at all should persons be seated on these steps. During any concert, play or event in the main hall of the PAC, a member of staff will be positioned at each exit door to make sure that in the event of a fire the doors will be immediately opened.

The use of naked flames or pyrotechnics within the building is prohibited unless approved by the Fire Safety Manager or Head teacher.

Clear gangways leading to the exits should be maintained at all times.

All fire exit doors should be unlocked before each event.

Trained staff should be present to manage the fire safety arrangements and evacuation at all events.

In the event of fire or alarm the performance should be stopped and all persons should be evacuated to the designated assembly point.

The responsible person should liaise with school staff.

Only trained staff should tackle the fire if it is safe to do so.

A School fire marshal will investigate any alarm and manage the incident.

Do not re-enter the building until authorised to do so by school staff or fire service personnel.

Personal Emergency Evacuation Plan

For **Wheelchair Users** who uses The Performing Arts Centre/Memorial Hall

**This PEEP refers to evacuation from the ground floor memo hall and the first floor foyer**

Their assistant in case of an emergency is the Fire Safety Manager or School Maintenance Manager.

In the event of an emergency evacuation, trained staff will assist the user to foyer area of the DT room or (if in the foyer area) the side entrance door. The SMM will bring an Evac chair to them asap.

### **EMERGENCY ALARM**

Occupants are informed about the existence of an emergency situation by:  
The Existing Alarm system

### **ASSISTANCE**

In an emergency School staff are nominated and trained to assist in following this personal evacuation plan. The method of assistance to be given is:

PAC staff to oversee evacuation of wheelchair users from the hall to DT entrance lobby.

Assistance to be given by any one of the people trained in use of the evacuation chair (see list at end of this form).

The following devices are required and supplied to aid their evacuation:

Ramp, located in the entrance foyer of the main School

**Trained users of the evacuation chair are;**

**School Maintenance Manager (SMM)**

**Head of the PAC**

**EVACUATION PROCEDURE** - (a step by step account from the first alarm)

1. The SMM will take the Evac chair to the foyer side entrance door or the lobby of the DT room.
2. School staff will assist person into the Evacuation chair.
3. Person will then be evacuated from the PAC with the assistance of the School staff and any one of the following trained people listed at the end of this PEEP.
4. The SMM, with assistance from staff, will evacuate the person from the first floor foyer or the lobby area of the DT block.
5. The person will then be evacuated from the building via the evacuation chair, to the assembly point.
6. The assembly point is outside the Science Labs.

Please note the following:

SAFE EXIT ROUTES list the shortest route identified as suitable from workplace or accommodation to either a temporary place or to the final place of safety and assembly point.

The most straightforward evacuation route is via the fire exits on either side of the memo hall into the DT. The other side will be through the lobby into the open air. The evacuation route in the PAC foyer is through either lobby entrance doors down steps to the open air.