

FIRE PROCEDURES

1. Upon discovering a fire you should sound the alarm by triggering the nearest red call point.
2. If the fire is of a minor nature (smaller than the size of a bin), the fire may be tackled with a fire extinguisher if staff are confident to do so.
3. Staff members with students in their care should lead them out of their buildings using the safest available route and take them to the Assembly Point (MUGA pitch). Personnel possessions should be left behind and where possible, all classroom windows and doors should be closed.
4. All other staff members should assist with the evacuation and follow behind the students as they exit the building and proceed to the Assembly Point.
5. Staff members with visitors should ensure that they and their guests safely exit the buildings and make their way to the Assembly Point.
6. Staff should line up their students in tutor group.
7. Staff members with responsibility for less able students/staff/visitors should ensure that they proceed to a designated Refuge Point and alert reception. Where it is unsafe to remain at the Refuge Point, an evacuation should be attempted.
8. The **Site Manager** (or their representative) will check the main fire panel behind reception to identify the location/zone of the fire. Where it is safe to do so, they will investigate the affected zone. They will also check the Refuge Point panel and make contact with a Refugee if the alert has been pressed.
9. **Sweep Marshalls** (designated staff who work on School and Support offices) will, if safe to do so, each sweep a designated building wing as they evacuate the building. They will wear a yellow high vis vest and record their findings by marking on a site map all rooms they know to be clear. They will report their finding to the **Sweep Co-ordinator**
10. The **Sweep Co-ordinator** will be the first member of the executive team to reach the MUGA pitch. They will ensure that the results of the **Sweep Marshall** sweeps are correctly co-ordinated.
11. The **Sweep Co-ordinator** will advise the **Site Manager** what areas have not been swept. The **Site Manager** will also feedback information on location of the potential fire
12. The **Site Manager** will liaise with the Emergency Services and pass on information that may assist any rescue efforts.