

The Sir Robert Woodard Academy

FIRE EVACUATION PROCEDURES

Fire Warning System

The fire warning system at Sir Robert Woodard Academy consists of smoke and heat detectors. When activated an audible loud alarm is sounded, which is a prolonged high-pitched siren.

Action to be taken by person discovering a fire:

1. Raise the alarm at the nearest 'fire break glass point'
2. Dial the emergency services 999
3. Evacuate the building and report to the assembly point (MUGA)

Actions to be taken by a person upon hearing the fire alarm:

1. Upon hearing the fire alarm, all persons must evacuate the building immediately
2. Do not stop to collect personal belongings
3. Close the door upon departure, but do not lock
4. Leave the building by the nearest exit shown overleaf
5. Supervise the orderly and prompt exit of students from the academy, in silence
6. Report to the assembly point (MUGA)
7. Line up students in silence and take register
8. Immediately notify Chapter Head if any person is not accounted for
9. Await clearance from the Principal

Wheelchair Users:

1. Persons in wheelchairs should be assisted by a member of staff to the nearest Disabled Refuge Point, located at the top of stairwells.
2. Wheelchair user to contact reception via the Refuge Button and wait for assistance.

How the emergency services are called and who is responsible:

1. The Site Manager, or delegated deputy, will call the emergency services upon hearing the fire alarm, if not alerted automatically by the Red Care automated system.
2. Should anyone else call 999 then they should give specific details of the location of building, including address, and wait for control room staff/nominated staff to confirm message.

Roles and Responsibilities:

Fire Marshals

Fire Marshal 1 Ian Tombs, Deputy Sit Manager	Deputy FM2
Fire Marshal 2 Josh Blencowe, Site Officer	Deputy FM3
Fire Marshal 3 Tracy Smart, Receptionist	Deputy FM4
Fire Marshal 4 Stacey Bull, Head of Operations	

Fire Marshals to attend fire panel located in reception and identify location of fire alarm. Fire Marshals to liaise using radio communication to attend location and investigate cause of alarm. If there is a real fire, then all fire marshals must evacuate the building immediately. If there is not a real fire, then fire marshals to liaise with Fire Brigade upon attendance. Fire Marshal 1 will alert the Principal when it is safe to re-enter the academy.

Receptionist

Receptionist to push all three switches to open gates for emergency services, and check whether any disabled refuge points (DRP) have been activated. If a DRP has been activated then details must be given to the Site Team before evacuating the building. Fire Marshals will ensure the safe evacuation of persons at disabled refuge points.

Other Key Staff

Job Role	Responsibility	Deputy
HR Manager [CBL]	Take out current staff lists and register support staff	Senior Administrator [LBR]
Vice Principal [SPI]	Collect teaching staff list from HR Manager and register Teachers	Vice Principal [CUR]
Careers Leader [AMO]	Register Sixth Form	Assistant Principal W6 [MMO]
Attendance Officer [HMC]	Make available paper registers for Tutors	PSOs [All]
PSOs [All]	Make available details of students that have signed out	Chapter Leaders [All]
Finance Manager [GEM]	Report to north gates and ensure no persons enter/exit until all clear	Head of Operations [SBL]
** PA to Principal [ROF]	** Cover during lockdowns in absence of Finance Manager	
IT Manager [GCH]	Report to south gates and ensure no persons enter/exit until all clear	Head of Operations [SBL]

Evacuation Routes

All emergency evacuation points are located on the ground floor



All emergency exits can be located by following the green directional signs

The quickest and safest evacuation route should be determined by the member of supervising staff, ensuring that all available evacuation routes are used, to ease congestion

Lifts must not be used in the event of an emergency evacuation

Key Escape Routes

Second floor Art department must use the fire escape stairs (not to use the lift) which is sign posted in the direction of the escape route.

First floor chapters to use stair wells which are situated at the end of the corridors and signage directing persons to the escape route, upon exiting the building on the ground floor any fire escape door can be used.

Theatre and Drama departments need to be evacuated in an orderly and controlled way towards any of the escape routes and assemble at the MUGA.

Canteen staff evacuates and assemble at the MUGA. The gas and electrical supplies will be isolated separately.

Emergency Exits

Chapters – Exits at each end leading outside the academy

Stairwells – Exits beneath every stairwell

Sports Hall – Exits on both sides

Changing Rooms – Exits at the back, leading outside the academy

LRC – Exit at the back, leading outside the academy

Plaza – Exit leading straight to the Playground

Aspire Courtyard – Exits next to Mandela Chapter Base and Lapper Chapter Base

Front of Academy – Exit between Reception and Stationery Store

Management Services – Exit next to Site Office

Canteen – Exits at the back leading outside the academy

Reception – Main Entrance

Please familiarise yourself with your usual nearest emergency evacuation exit