


Fire Evacuation Procedures Policy



St Aloysius' College

Hornsey Lane,
Highgate,
London
N6 5LY

Last Reviewed	December 2023
Next Review Date:	December 2024
This policy is communicated by the following means:	School Website and Staff Shared Area
Governor's Signature	



St Aloysius' College: Fire Evacuation Procedures Policy 2022-23

Contents	Page Number
Introduction	2
Staff Responsibilities and Training	2
Admin Staff Duties	3
Protective Equipment – Fire Extinguishers	4
Inspection Procedures/Good Housekeeping practices	4
Unexpected Explosions	5
The Evacuation Procedure for St Aloysius	5
Evacuation of disabled persons – student, staff or visitor	6
Out of hours use	7
Monitoring, Evaluation and Review	7
Appendices	
Appendix 1 – False Evacuation and Alarm Log	8
Appendix 2 – Monthly Fire Extinguishers Check	9
Appendix 3 – Weekly Emergency Light Test Record	10
Appendix 4 – Weekly Fire Alarm Test Record	11
Appendix 5 – Weekly Sprinkler Test Record	12
Appendix 6 – General Evacuation Procedure	13
Appendix 7 – Staff Evacuation Procedure	14
Appendix 8 – School Maps	16



St Aloysius' College: Fire Evacuation Procedures Policy 2022-23

Introduction

Responsibility for fire safety in St Aloysius' College is with the College. They must ensure that fire precautions at the College comply with all relevant health and safety legislation.

The safety of all children, visitors and staff at St Aloysius' is paramount. The Headteacher and nominated member of staff will ensure procedures are in place for the safe evacuation from the school of children, visitors and staff, including those who may be disabled.

Note: The Safe Evacuation of The School Is Not the Responsibility Of The Fire Service.

Staff Responsibilities and Training

Information and training will be provided by the school Health and Safety Officer and Site Manager to all members of staff on the action necessary when a fire is discovered (new staff will receive online training as part of the induction process):

- Raising the alarm;
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

The following Staff have specific responsibilities as Fire Marshalls

Qualified Fire Wardens

Surname	Forename
Doorly	Elaine
Krenc	Agnes
Ruggee	Sonali
Mauris-Blanc	Celine
McDermott	Brendan
Hussain	Naim
Kitchen Manager	
Mesfin	Yohannes
Tempest Rowe	Conor



St Aloysius' College: Fire Evacuation Procedures Policy 2022-23

All Fire Marshalls **must** ensure:

- Their fluorescent jacket is worn
- They sweep their designated areas, including any offices and toilets to ensure everyone has left and congregated in the assembly area
- Report the outcomes of the building sweep to the H & S Officer
- That all students who may find it difficult to leave the building, including anyone disabled or injured and unaided are assisted

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force

Administrative Staff

In the case of a real fire, and not a fire drill, the nominated person will, on hearing the alarm contact the Fire Brigade immediately on the emergency number 999.

- The school registers will immediately be distributed to the two assembly points on the rear playground and outside the PE block
- The visitors, staff and volunteer signing in report must also be taken out and checked. Any persons missing must be reported to the Senior Fire Marshall (**Haseena Bhapotra, and in her absence Sophia Kisten**) at the respective assembly point in the playground.

Duties of Staff are as follows:

Andre Charlemagne – Data Manager

If the main evacuation alarm goes off:

- ✓ In the case of a genuine fire, call 999.
- ✓ If the alarm is a false alarm call **ICTS** to inform them (01614980343 (9am-5pm, 01618041437 5pm to 9am) of that.
- ✓ At the fire assembly point in the playground to assist in checking staff present against the Fire Check List.

If Andre Charlemagne is absent, then **Lorna Jones** will take responsibility

Andre Charlemagne

- ✓ At the fire assembly point to assist in checking staff presence against the Fire Check List.

If Andre Charlemagne is absent, then **Andre Charlemagne** will take responsibility

Lorna Jones

- ✓ On the sounding of the Alarm in Reception, to pick up folders of class registers, take to assembly point and distribute to Heads of Year.



St Aloysius' College: Fire Evacuation Procedures Policy 2022-23

- ✓ Monitor the Fire Panel in the Reception Area
- ✓ Contact the duty Premises Manager and inform him of where the alarm has been triggered.
- ✓ To collect:
 - Visitors Register
 - The Cover Sheet for that day
 - Red Fire Folder
 - And take to the fire assembly point.
- ✓ To check staff against the Fire List.

If Lorna Jones is absent then **Zayn Maharaj** will take responsibility.

Sophie Wilfin

- ✓ Stay in the reception to ensure no visitors enter the building
- ✓ Support other team members in their role when required to do so

Protective Equipment: Fire Extinguishers

Firefighting equipment is provided throughout the building. Only those who have received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by trained staff if the fire is minor such that it can be tackled without putting those members of staff at risk.

Inspection Procedures/Good Housekeeping practices

Monthly inspections of fire safety equipment, exit routes etc. will be carried out in accordance with the details in the Health and Safety / Fire Precautions logbook ([See Appendices 1 to 5](#)). Any defects or shortcomings should be brought to the attention of the Health & Safety Officer who will ensure the arrangements for replacement or replenishment.

The H & S Officer and Premises Manager will complete a Fire Risk Assessment for approval by the Governors and Head Teacher, **Fire alarm tests will take place weekly**. An evacuation exercise will take place at least **once a term** and as soon as possible after any new intake of students is admitted to the school. A record must be kept of the results of these tests and which members of staff attended them. Members of the School Management Team and the Health & Safety Coordinator will be told beforehand of the drill and will act as observers.

The Premises Manager will undertake a **monthly** visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the **Premises Manager** or a nominated person as follows:–

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Health & Safety Officer or other nominated persons who will ensure that any remedial action is taken.



St Aloysius' College: Fire Evacuation Procedures Policy 2022-23

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier e.g. Engie, and will be recorded on each extinguisher.

Unexpected Explosions

In the event of an unexpected explosion the SLT and Fire Marshalls, or nominated members of staff, will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Service will be summoned and the Ambulance Service alerted, by the School Premises Manager. In addition, the scene of the explosion will be cordoned off. The School has a separate emergency plan in place to manage unexpected situations including explosions whether on site or nearby.

The Evacuation Procedure for St Aloysius College

See attached at [Appendix 6 and 7](#) Evacuation Procedure Notices for staff and general display. Every occupied room will have a fire action notice. A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed. The following sequence of actions should take place when a fire is detected and during Fire Drills:

- The alarm will sound
- Evacuation of premises, with the Fire Marshalls carrying out their designated responsibilities.
- Call the fire brigade (to ensure that they have been called automatically)
- Report to the assembly point
- Tackle the fire, (if it is safe to do so) and only by trained persons
- Duties and identities of employees with specific responsibilities
- Kitchen Staff/ Cleaning Staff
- Procedures for liaising with the fire brigade

Alarm

Anyone discovering a fire should, without hesitation, activate the nearest fire alarm by breaking the glass at a call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the designated Premises Manager or a representative who will activate a different call point each week and log any faults, reporting any defects to the Health & Safety Officer.

Evacuation of Premises

On hearing the alarm students will stand behind their chairs and when instructed by the teacher in charge, exit the building following the route indicated on the fire drill procedure (see attached notice). Bags and coats are **NOT** to be collected on the way out. The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises, doors **MUST NOT** be locked.

Designated Fire Marshalls are to make sure toilets are checked before vacating the premises and move directly to the assembly point.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.



St Aloysius' College: Fire Evacuation Procedures Policy 2022-23

Calling the Fire Brigade

All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Health & Safety Coordinator (if absent – the Premises Manager) to make the call before vacating the premises, and to meet the fire services on their arrival.

Report to Assembly Point

The designated assembly point for the main building is the playground behind the sixth form block. The Sixth form students are to line up by the PE block. classes will line up in form group order at the assembly point. The Officer Manager will distribute the registers to the Heads of Year. The School Office Manager will also check the visitors present against the visitors' register and the designated Office Administrator will check the staff register.

Call the Roll

The members of staff in charge of the form groups will call the register immediately and show that '**all are present**' by raising the register in the air.

Tackling the Fire

The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled by trained staff after sounding the alarm using the method appropriate to the type of fire. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

Health & Safety Officer

At the assembly point, the Health and Safety Officer will liaise with the class teachers, teaching assistants, administrators and fire marshals to confirm that a roll call has taken place and establish if any persons are missing. The Health & Safety Officer will be provided with communications equipment, (a walkie-talkie), in order to establish two-way communication with those members of staff responsible for escorting disabled students, staff or visitors to refuge areas on the first and second floor prior to their evacuation from the building.

Kitchen Staff/ Caretaker/Cleaning Staff

All Kitchen Staff/ Caretaker/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point in the playground or outside the PE block
- The Kitchen Manager will take a register of those on duty
- Report to the Health & Safety Coordinator with the result of the roll call

Procedures for Liaising with the Fire Brigade

The Health & Safety Officer and the Premises Manager will meet the fire brigade on their arrival. They will provide the fire brigades with a list of any persons missing; disabled staff, students and visitors in refuge areas; the location of the fire (if known) and access points into the building.

Evacuation of disabled persons - student, staff or visitor

The Health & Safety Officer will ensure plans have been made so that any disabled person(s) experiencing difficulty evacuating the building are properly escorted by the fire marshall located to



St Aloysius' College: Fire Evacuation Procedures Policy 2022-23

the designates safe are initially and then to the nearest assembly point. Safe areas, located near the lifts or the staircases on each floor, are clearly indicated on the attached map. See [Appendix 8](#).

It is not intended that a disabled person should be merely escorted to the safe area, which affords thirty minute fire resistance, and left alone. Identified staff will remain with disabled persons until they can be safely evacuated from the building, or return to the classroom once the Fire Officer has determined it is safe to do so.

Disabled Fire Procedure and evacuation Procedure for Disabled People, but only by a suitably trained Fire Marshal.

Personal Emergency Evacuation Plans will be developed by the Health & Safety Officer in consultation with individual disabled students and staff. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person e.g. ability to reach the safety of a protected escape route or exit independently or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the student or staff member to the safe area or assembly point.

The identified staff/escorts will be provided with communications equipment, (walkie-talkies), in order to establish two-way communications with the Health & Safety Officer during the course of an evacuation.

In the case of less disabled persons once the initial surge of evacuating persons has passed its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower pace but without causing undue delay to other evacuees. The Health & Safety Officer should be made aware of any difficulty being encountered.

Out of Hours Use

In the event of activities taking place outside school hours eg. open evenings and evening and weekend lettings etc. school staff or designated personnel will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors must be made aware at the beginning of a session of the evacuation procedure and the means of escape from the building in cases of emergency.

Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout St Aloysius' College.



St Aloysius' College: Fire Evacuation Procedures Policy 2022-2023



Appendix 1: False Alarm/Evacuation Log

Date	Time	Description on Panel (Device Activated, Description of Fault, Reason for Activation)	Action Taken	Signature



St Aloysius' College: Fire Evacuation Procedures Policy 2022-2023

Appendix 2: Monthly Fire Extinguishers Check Record



Date	_____
------	-------

Area	Floor	Extinguisher Weight is Correct? (✓)	Safety Clips in place? (✓)	Correct Signage in Place? (✓)	Positioned Correctly? (✓)	Clean and free from debris? (✓)	Comments	Initial

List Failed Extinguishers and Action Taken

Sign	_____
Date	_____



St Aloysius' College: Fire Evacuation Procedures Policy 2022-2023

Appendix 3: Weekly Emergency Light Test Record



Date of Test	
--------------	--

Area	Floor	Result (Pass/Fail/N/A)	Comments	Initial	Signature

List Failed Emergency Lights and Action Taken

Name	
Sign	



St Aloysius' College: Fire Evacuation Procedures Policy 2022-2023

Appendix 4: Weekly Fire Alarm Test Record



Date	Company	Engineer	Call Point Tested (1)	Call Point Tested (2)	Smoke Extracts (✓)	Fire Panel (✓)	Maglock Doors (✓)	Reset Gas? (✓)	Reset Boilers ? (✓)	Reset GSHP ? (✓)	Check For BMS Alarms (✓)	Comments/Remedial Actions Required	Signature



St Aloysius' College: Fire Evacuation Procedures Policy 2022-2023

Appendix 5: Weekly Sprinkler Test Record



Date (Week Ending)	At Installation Control Valves					At Water Supplies						Comments
	Is main stop valve (beneath alarm valve) strapped open?	Pressure on gauge above valve		Time to ring bell after opening 15mm valve	Has installation valve or water supply been turned off for any reason? Is so why?	Pressure Tank		Stored Water	Electric Pump	Are all remote warnings operating satisfactorily ?	Tested By	
		Before 15mm test	After 15mm test			Pressure in tank	Is tank full to water line?	Is/are tank(s) full and ball valve(s) in order?	Pressure at which pump starts			



General Fire Procedure



The Person Discovering a Fire will activate the nearest fire alarm call point

On Hearing the Fire Alarm Siren:



When in class: the order to evacuate will be given by your teacher, who will indicate the route to be followed.



When not in class: form single file and move by the most direct route to the place of assembly.



At all times act quietly



Do not stop to collect your personal belongings.



Do not attempt to pass others on your way to the place of assembly.



Do not re-enter the building until you're told to do so.

The area to assemble when hearing the fire alarm is the **Muga/playground** next to the sports hall.

On vacating the building, you must make your way to this area in a quiet and orderly manner and await further instructions.

On arrival at the fire assembly point you must line up on the area that has been marked up for your **Form group** and register that you are present with your **Form Tutor**

Staff Fire Drill Procedure



**WARNING: CONTINUOUS SOUND OF THE
SCHOOL FIRE ALARM SIRENS**



**EVACUATION OF
PREMISES IN A QUIET AND
ORDERLY MANNER**

All students, staff and visitors to follow the pre-arranged route to assemble onto the **MUGA** assembly point via the nearest fire door

Kitchen, Office and Community Rooms: via the nearest fire door and directly around the perimeter of the school to the assembly exit point.



ASSEMBLY POINT: MUGA



REGISTERS will be

provided by the Office Manager

at the assembly point.



call the roll and report any missing children

to the HEALTH AND SAFETY OFFICER

Check the register and raise it in the air to confirm full class present.

N.B. Children in the Sports hall doing PE, must **NOT** put their clothes or shoes on before leaving the Sports Hall, but they must assemble at the fire assembly point

TEACHING STAFF LOCATED NEXT TO TOILETS OR UNUSED ROOMS

MUST CHECK THEM BEFORE LEAVING THE BUILDING.

Appendix 8: School Maps showing Evacuation Routes and Fires Safety Equipment

