

MULBERRY STEPNEY GREEN MATHS, COMPUTING & SCIENCE COLLEGE

FIRE EVACUATION POLICY

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Fire safety in schools

Under the requirements of the Regulatory Reform Fire Safety order (RRFSO) 2005, the responsible person for the premises must ensure that a fire safety risk assessment is completed for the building and kept under review. The results of the assessment should be made available to staff and others working in the building. It is also the responsibility of the Headteacher and governing body of the premises to ensure that fire evacuation drills are carried out.

Because all buildings are different and risks associated with the building maybe varied, it is not possible to construct a model procedure that will be suitable for use in all premises and situations.

Fire evacuation procedures should be kept as concise and focused as possible, specifically tailored and designed for the premises.

- [Fire evacuation routine](#)
- [Instruction, training and recording](#)
- [Attempting to extinguish fires](#)
-

A Map indicating evacuation routes must be placed in the Reception Area, The Headteacher's Office, the Staff Room and at the Fire Assembly Point.

A log book of staff training and of fire equipment checks must be kept in the General Office

A list of **all the staff on the school site must be kept in the General Office**

http://www.towerhamlets.gov.uk/ignl/community_and_living/community_safety_crime_preve/fire_safety/fire_safety_in_schools/fire_evacuation_routine.aspx

Q: What should I do if the fire alarm goes off?

A: Evacuate to the North Playground



- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner(TH)
- **The person in charge of each class must indicate the exit route to be used and everyone must be directed to a Predetermined Fire Assembly Point which is the NORTH PLAYGROUND by the SPORTS CENTRE**
- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation. People in wheelchairs must not be moved from their locations
- **No running is to be permitted to avoid panic**
-

Q: What should I do if I see a fire?

A: Press the nearest fire alarm button and evacuate

Fire alarm operation(TH)

Anyone discovering an outbreak of fire must, without hesitation, sound the fire alarm by actuating the nearest fire alarm call point. Then Evacuate to NORTH PLAYGROUND



Follow the signs to the meeting point



**Stairs:
Be safe
Keep left**



Calling the Fire Brigade (TH)

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available, by calling 999. This task could well be designated as the responsibility of the school secretary as a telephone will be readily available at that location.

Listen to the Fire Marshals



The list of Fire Marshals is on the next page. They have been trained to make sure the site is safe and secure. If the site has to be evacuated the Fire Marshals will lead the school community through the designated safe gate to the Spider Park in Ben Jonson Road. At the Spider Park the registers will be handed out by the Chief Fire Marshall and retaken.

Stepney Green MCSC Fire Marshals

Please read pages 79 to 83 in Staff Handbook: **Assembly Point by Sports Centre SC01**

See a fire? Press Fire Alarm: Evacuate: Lock no doors: Phone 02077906361

Senior Fire Marshal: Head Teacher, Mr. Paramjit Bhutta

Premises Fire Marshal: Premises Manager, Mr. Luban Choudhury

Floors	7 + Roof zone	H. Amellal/H. Mohan
Floor	6	H. Amellal/A Jalal
Floor	5	R. Gill
Floor	4	Ak. Hussain
Floor	3	Z. Chowdhury
Floor	2	T. Uddin/ K. Ahmed/ D. Tran
Floor	1	R. Ramnarain/A. Ullah/B. Begum

Humanities: G07a G07b G08 G27 G1-G6 + G18: As. Begum

Print Room -Staff Room Zone G21-G26 C. Anderson/

Ground floor zone: G09a to G16 N. Reynolds

General Office + medical room: J. Shepherd/ L. Stanley/Ade Hasan

Office Atrium + buildings near front gate: V. Sparke

New Rooms T1 T2 T3 T4: P. Copson/L. Stanley

New Rooms H1 H2 + Subterranean room rear of Hall L. Specchia

Learning Support: Im. Hussain **To enter via gate near T1 T2** **KEY L. Choudhury**

Front Building Zero Ground Floor: S Abedin/
DT Technicians N004 C. Shepherd
Floor 1: E. Osei/ T. Swift
Floor 2: J. McGeoch /W. Hewitt

Library + L01 S. Stephenson

Kitchen/SDR/ L. Choudhury

L09 L10 L01 NDR Kh. Hussain **Basement:** Luban Choudhury

Sports Centre: M. Smith/M. Jessop /C. Kinnear

Walkabouts: checking pathway between hall G01 G02 G03 H1 H2 L. Specchia

From Office zone to Assembly point: T. Osei/ L. Stanley

From LSC via car park through gate to Tree Zone to Assembly point : Im. Hussain

Year 12/13 Sweep: J. McGeoch

Sports Hall Sweep including roof astro: Mr. M. Smith/ Mr. M Jessop

Spider Park Release: Head Teacher/Fire Brigade(Police)

Assembly Point – locations in Playground by Sports Centre for attendance checks

By North Dining Room	Year 9	Year 8	
By Kitchen	Year 10	Year 7	By Sports Centre
By L10	Year 11	Years 12 +13	

Staff responsible for reporting missing pupils to Senior Fire Marshal after registration

Y12/Y13	R. Gill
Y11	B. Begum
Y10	L. Specchia
Y9	M. Jessopp/ W. Miah
Y8	K. Hussain / W. Hewitt
Y7	F. Patel

School Fire Marshal's duties

1. The School's Fire Marshals are listed at the Reception area in the General Office and on the Headmaster's noticeboard. The **Senior Fire Marshal is the Headteacher.**
2. When the fire alarm goes off the Senior Fire Marshal will check the visitor's book to make a note of their names and last locations.
3. The Senior Fire Marshal will collect from the Reception Area details provided by the **SENCO** for the evacuation of pupils and staff who may have assistance during the evacuation due to mobility, hearing or sight impairment.
4. **The Fire Marshals will make sure the school is evacuated.**
5. **The Senior Fire Marshall will make sure the Premises staff open the gate by T1 so that the pupils and staff in the Learning Support Centre can access the Fire Assembly Point**
6. As the pupils are leaving the school, marshals will check all floors and rooms including the staff/ancillary rooms and the toilets.
7. The Fire Marshals **must not lock any doors but make sure all doors are closed, including the fire doors on the corridors.**
8. The Fire Marshals will assist with the evacuation of all **disabled staff, pupils and visitors as per instructions from the Senior Fire Marshal, or in the case of a fire by the Senior Fire Officer from the Fire Brigade.**
9. If a fire has been recognised and the Fire Brigade are coming, the Fire Marshals will greet the Fire Brigade and inform them of any special risks. (acetylene cylinders, etc.)
10. The Fire Marshals will inform the Fire Brigade of any pupil or member of staff who has not arrived safely in the North Playground.
11. The Fire Marshals will open the major gates on **Whitehorse Road** to facilitate entry of the fire engines. Pupils in Years 9,10,11 will be moved to the area by G15
The School Hall to allow safe access by the fire engines.
12. The Fire Marshals will ensure that the pupils are registered at the Assembly Points in the **North Playground.** The registration must be taken on the paper lists. The registration must not be taken electronically in case the system has 'crashed'
13. If fire engines arrive during a major incident, the Fire Marshals will assist with the evacuation of the school site and escort them to the **Spider Park in Ben Jonson Road where the pupils will be registered on the paper sheets by the Fire Marshals and Tutors. Any pupil or member of the school community is missing must be reported to the Senior Fire Marshal.**
14. **No pupils or staff will be allowed back into the classrooms until the Senior Fire Marshal has given permission.**

Evacuation(TH)

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner



Children go first
You follow them to
the playground



- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the North Playground. Pupils must line up in correct places as outlined by Map on page .
- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation
- No running is to be permitted to avoid panic
- On staircases everyone must descend in single file and keep left. Overtaking of classes or individuals must not be permitted
- Lifts must not be used**
- Anyone who is not in class when the fire alarm sounds must go immediately to the fire assembly point
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.



GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS (TH)

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building. No wheelchairs must be put in to the lift when the fire alarm is going off

If staff or pupils with significant mobility impairments access the upper floors then additional measures such as Evac-chair's may need to be provided for the site. (These are specially designed chairs for bringing a person down a stair.)

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

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Fire Assembly Point (TH)

- An area **outside** the school premises must be designated as a fire assembly point. At Stepney Green the designated fire assembly point is the **North Playground**. On advice from the Fire Brigade, the school community will evacuate to the Spider Park along Ben Jonson Road.
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- **It must be clearly marked** and easily identified by any person who must be expected to be in the school premises
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- The fire assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation at least **10 metres away from any building**
- The fire assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

Playground by Sports Hall



• **Roll call (TH)**

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- **One person (The Head teacher)** should be nominated as the Senior fire marshal who will have overall control and responsibility during the evacuation. The fire marshal will ensure that a roll call is conducted in the event of evacuation of the premises
- Immediately after classes have assembled at the fire assembly point, a roll call or count must be made to ascertain that no one remains unaccounted for. The Senior Marshal will collect the registers after the roll call
- Any visitors or contractors in the premises at that time must be included
-
- **The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building**
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- Attendance registers and visitors book should be held at The General Office and must be brought to the assembly point by a representative from the General Office when the fire alarm sounds
-
- Each teacher must report to the Senior Fire Marshal in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing

Meeting the Fire Brigade (TH)

- The person in charge of the roll call, The Senior Fire Marshal, **must identify him/herself to the Fire Brigade on their arrival.** In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.
- The pupils lining up in Years 9,10 and 11 at the Assembly Point must be moved to the side of G15, the school hall, to allow the fire engines to enter the school site via Whitehorse Lane
-

What information does the Fire Brigade need? (TH)

- Is everyone accounted for?
- Is anyone missing: if so, how many?
- Where are they usually located? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent)
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders)
- Where is the main gas tap located?
- Where are the water units for the Fire Brigade to use?
- Who has the Key to the Spider Park?

Attempting to use extinguish fires

(TH)

Any attempt to fight the fire must always be secondary to life safety.

Circumstances will clearly dictate whether fire-fighting should be attempted.





Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

Regular fire drills will ensure that the evacuation procedure applying to a premise fulfils its aim satisfactorily and will highlight any area of the procedure, which may need to be reviewed.

For general information on conducting fire drills contact the [London Fire Brigade](#).

Download [the Fire Safety Risk Assessment - Educational Premises booklet](#).

Main types of portable extinguishers, their uses and colour coding according to BS EN3:1996

WATER For wood, paper, textile and solid material fires	POWDER For liquid and electrical fires	FOAM For use on liquid fires	CARBON DIOXIDE (CO ₂) For use on liquid and electrical fires
			
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

The contents of an extinguisher is indicated by a zone of colour on the red body.
Halon extinguishers are not shown since no new Halon production is permitted in the UK.

Fire procedures for visitors

Welcome to Stepney Green MCS College

All visitors must sign in and out.

If the fire alarm goes off, please evacuate immediately. Simply follow the green arrows to the playground by the Sports Centre.

Please ask if in doubt.

Do not use the lifts

Keep left on corridors and stairs.

Important: Once you have arrived at the playground by the Sports Centre your name will be checked. Thank you

Senior Fire Marshal:

Head Teacher, Mr. Paramjit Bhutta

Premises Fire Marshal:

Premises Manager,

Mr. Luban Choudhury

0207 790 6361/0780922707

Fire drills and training

1. Fire drills

Fire drills are intended to ensure, by means of training and rehearsal, that in the event of fire:

- People who may be in danger act in a calm and orderly manner
- People who may have designated responsibilities carry out their tasks to ensure the safety of all concerned
- Escape routes are used in accordance with a predetermined and practised plan
- Evacuation of the building is achieved in a speedy and orderly manner
- An attitude is promoted whereby people react rationally when confronted with a fire

Consideration must be given to the age of the pupils attending the school and whether there are any children with special needs or who have disabilities.

Fire evacuation drills should be held at least 6 monthly, preferably at the commencement of each term.

Instruction, training and recording (TH)

During the first week of term, or as soon as possible thereafter, all new entrants being pupils, staff or support staff, should be inducted and shown around the building. This will take place on the first inset day in September and will be an item on the inset's agenda.

The induction training should also include the location of **fire escape routes and fire exits**. **Staff will be asked to refer to page 79 of the Staff Handbook and this policy document which is on the 'o' drive in the resources folder.**

All members of staff, including kitchen, cleaning staff, and other part time workers shall receive a copy of the school's written fire evacuation procedure/fire emergency plan. Refresher training should be given on a regular basis.(once a term)

In the case of **newly appointed staff**, instruction shall be given as soon as possible after appointment. A record of the training and instructions given and fire drills held, shall be entered in the **logbook** and will include the following:

- Date of the instruction or fire drill
- Duration
- Name of person giving the instruction
- Names of persons receiving instruction
- Nature of instruction or fire drill
-

Fire drills, which may be combined with the instruction given above, shall be carried out **at least every 6 months**. The fire drill should simulate that one fire escape route **is not available for escape purposes**. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

(In large premises a specific person shall be made responsible for organising staff training and the name of one other nominated person to co-ordinate the actions of the staff in the event of fire. Effective arrangements shall be made for a deputy or deputies to carry out the above duties in the absence of the nominated persons.)

BOMB THREATS

If a bomb threat is received notify the Headteacher, or in their absence, the most senior member of staff available.

Contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility the school.

The signal for evacuation of the building, should this be necessary, will be:

The Fire Alarm going off.

The school community must evacuate to the Spider Park not The North Playground

*[Please Note: A separate bomb evacuation point **at least 500m** away from the premises should be identified as outlined in LBTH policy].*

GAS LEAK

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Evacuate to the Spider Park
- Notify the head teacher / senior member of staff of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone 999
-

CHEMICAL SPILLS

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, evacuate to the Spider Park, using fire drill procedures if necessary.

Information in Staff Handbook

Evacuation and the Fire Drill Procedures

If you discover a fire the following procedure must be followed.

1. Operate the nearest alarm by breaking the glass at the call point.
2. Inform the **Office (do not send a pupil)** of the location of the fire. The Office must telephone the Fire Brigade.
3. Follow the evacuation procedures. Copies may be found on the 'o' drive in the Whole School Resources Folder.

Evacuation procedures:

1. Once the fire alarm goes off, the bells will ring continuously.
2. All pupils must be told to leave immediately using the **nearest escape route**.
3. Fire evacuation procedures must be displayed in each room by the exit doors and followed exactly.
4. The **Assembly Points** must be displayed in the rooms and corridors and followed exactly. **The Fire Assembly Point is the North Playground.**
5. All staff must find out where the nearest exits are in all rooms and also where the fire alarms and extinguishers are located.
6. All visitors/supply teachers to the school site must be made aware of the fire evacuation procedures.
7. Fire drills will be held termly.
8. The guidance notes have been prepared with the Statutory requirements contained in the Fire Precautions (Workplace) Regulations 1997(as amended) and The Management of Health and Safety at Work Regulations 1999.
9. Staff and the school's appointed contractors **must** familiarise themselves with the contents of the Evacuation and guidance procedures.
10. The Head of Faculty/Department must provide all staff, including supply teachers, paper copies of all class lists to be used by staff for registration in the North playground after evacuation

When the fire alarm goes off...

All pupils must leave the classrooms under the supervision of their teachers and assemble in the north playground. If applicable the member of staff should shut down any apparatus/ equipment **and shut all windows if there is time.**

All pupils must leave quickly and quietly using the **nearest escape route. Do not stop to collect personal belongings or return to the building until instructed that it is safe to do so. Do not use fire extinguishers unless safety is an immediate issue,**

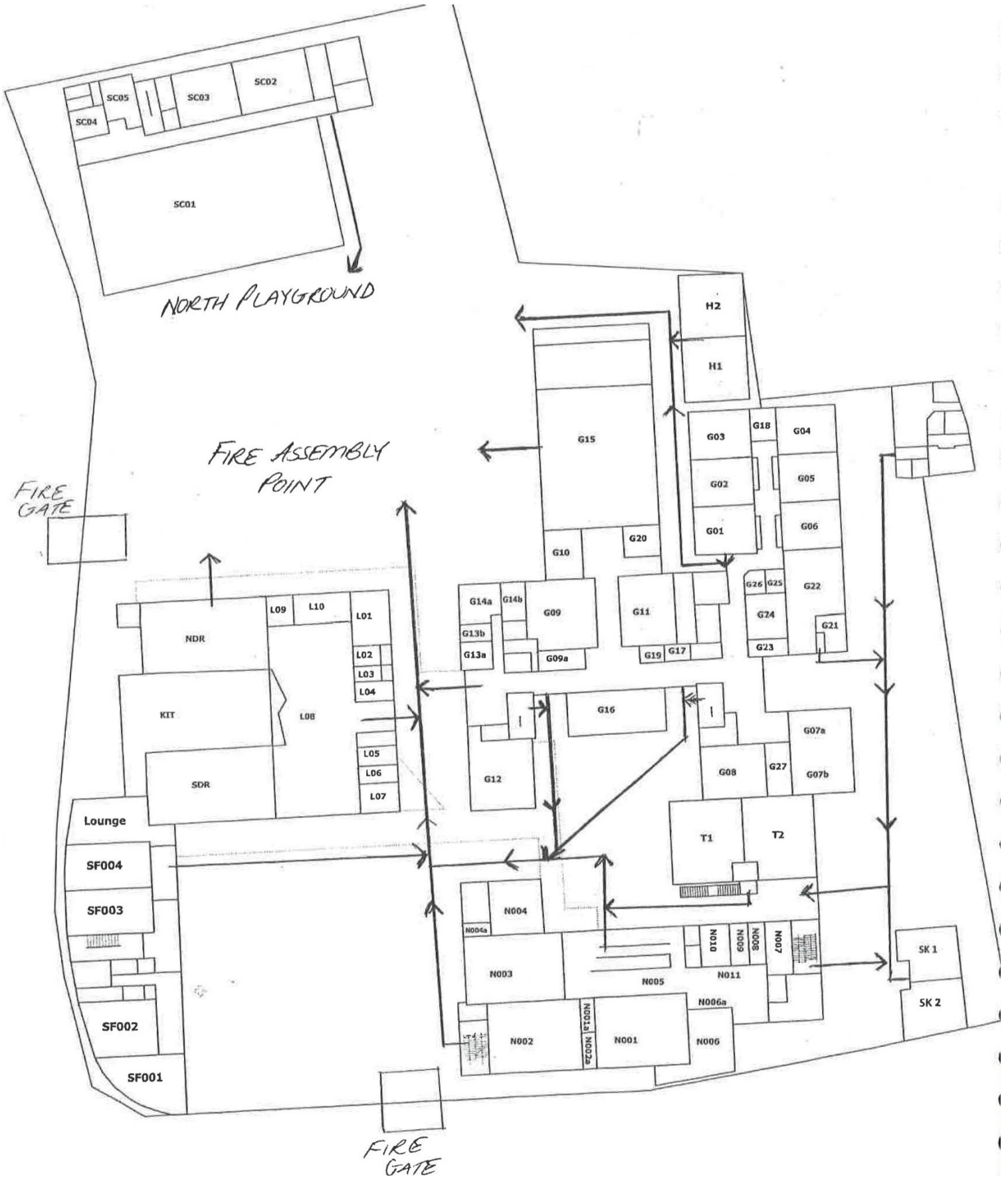
The school's **FIRE MARSHALS** will check the building. **The Senior Fire Marshal is the Headteacher.**

12. All bags and books must be left in the room as bags take up volume on the staircases. Keep Left at all locations.
13. **The door must be closed and left unlocked, after which the FIRE MARSHALS will beginning checking the building.**
14. In Lesson time the pupils must line up in Tutor groups in the **North Playground** and registered using 'Paper copies'. **The lining up procedure is outlined on page 83 in the Staff Handbook.**
15. Fire alarm registers will be issued in the North Playground.
16. All class lists must be returned to the designated members of the Leadership Team. If any pupil or member of staff is **missing** it must be reported immediately to the Leadership Team and the **Fire Marshals.**
17. The pupils must remain quiet.
18. ***It is the Headteacher's decision, and in his absence the decision of the Deputy Headteachers as to when it is safe or acceptable for staff and pupils to return to the building***
19. In the case of a site evacuation all pupils will be escorted by the staff and the **Fire Marshals** to the **Spider Park** in **Ben Jonson Road**. They will leave by the rear exit as fire engines may want to use the emergency gates in **Whitehorse Lane**. The pupils will be lined up in class or Tutor Groups in Spider Park and the registration procedure will be repeated.
20. The school will appoint **Fire Marshals** who will inspect all toilets and ancillary rooms to establish the building has been safely evacuated. Once the school buildings have been inspected the Fire Marshals must report the situation to the Headteacher/Deputy Headteachers. The Fire Marshals must not put themselves at risk.
21. **The list of Fire Marshals is in the Office by the Reception window and on the Headteacher's noticeboard.**
22. On receiving information about a fire in the building the **Office** must telephone the Fire Brigade, using 999. The Fire Brigade must be told '**Fire...Stepney Green Maths, Computing & Science College, Ben Jonson Road, London, E.1 4SD.**' The telephone **must not be put down** until the fire brigade has **repeated** the address and has received any other information.

Evacuation Map

**To be placed in the Staff Handbook,
the staff room, in the General
Office, the Headteacher's room
and at the Fire Assembly Point.**

Fire Route + Fire Evacuation Plan





FIRE ALARM!



**If the Fire goes off go to
the playground by the
main hall and the Sports
Centre**

Do not LOCK any doors