

# Notre Dame Catholic College

180 Great Homer St,  
Liverpool L5 5AF



## Fire Evacuation Procedure and Fire Safety Policy

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S Holden	FPS Committee	11/5/2023	Annual	4	

*Opening Hearts, Minds and Doors***Fire Safety Policy****Contents**

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## 1. Assembly Points

The Fire alarm will be given a weekly audible test which will normally take on a Monday / Saturday morning. A notice will be posted on all entrance doors each week indicating the time of the test

The assembly point is located on the netball/tennis courts outside the first-floor dining area.

Students will line up in their designated location in alphabetical order in their class and year places.

## 2. If you are teaching when the Alarm is set off

1. Ask students to stand in silence and remind them of the route to follow to the assembly area.
2. File students out of class in order as quickly as possible.
3. At the assembly point, make sure that your teaching group lines up in alphabetical order, in correct class and year group. There are designated places for each year group.
4. Staff should go directly to the assembly point to check their tutor group. Registers will be brought to the assembly point by administrative staff. If there is a query, inform the Head of Year or Assistant Head of Year. Administrative staff must also bring out the Visitors' Book for checking and signing in books for Support Staff and Supply Staff.
5. When exiting through the fire doors staff should ensure both doors are open.
6. All registers must be brought out to the fire assembly point.
7. Lifts are **not** to be used during evacuation
8. If time, make sure windows and doors are closed to prevent possible spread of fire.
9. Accompany the class to the assembly area as quickly as possible. Students must be in line, in a quiet and orderly manner.
10. Students with mobility needs or any other identified need which are highlighted on their personal emergency evacuation plan (PEEP) and require assistance to evacuate should make their way to the refuge points
11. Each student identified is given an evacuation card and the procedure is set out in appendix A. Each PEEP will identify a member of staff who will meet them at the relevant refuge point. Students are then brought to the front of the building and checked against the register held by reception (this is updated each week).

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12. Fire marshals may assist students with a PEEP as they carry out their sweep of the building.
13. The tannoy system may be used to assist in the sweep of the building to ensure all occupants in the building vacate as a matter of urgency.
14. Teachers who are not form tutors must report to the Heads of Year for instruction.
15. If there are any problems during the evacuation, staff should inform their line managers, who will include the information in their evacuation reports.
16. SLT staff will remain in key locations around the site to ensure that the building remains secure :
  - Front reception
  - Resonate entrance
  - Student entrance
  - Fire exit adjacent to Sixth Form and Flourish Suite

### 3. Teaching in the Sports Centre

- When the college fire alarm sounds Staff teaching in the sports centre are required to evacuate students from the Sports Centre and assemble as above.
- Staff teaching in the sports centre will be alerted via an individual pager that is linked in to the fire alarm. Staff can also be contacted on mobile phones and walkie talkies.
- Staff evacuating students from the sports centre must follow the same procedures outlined in the above guidance.
- Staff using the Sports Centre must also make themselves aware of the sports centre fire evacuation procedures and follow the appropriate instructions in the event of the alarm being set off.

### 4. Sports Centre Activity

- All staff working in the Sports centre are aware of the fire procedures and will retain a copy of the procedure and ensure that it is followed in the event of the fire alarm being activated.

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## **5. If you are not teaching when the Fire Alarm rings**

Make your way to the assembly point immediately, assisting with the general movement of students along the route. This also applies if the fire alarm rings at Break or lunch time.

## **6. Technicians and Practical Departments**

Ensure all equipment is made safe before proceeding to the assembly point.

## **7. Catering Department**

Staff must ensure that all equipment is shut off immediately and made safe.

All non-teaching staff, including contractors working on site, must follow the above procedures and await instruction.

## **8. Visitors**

Members of staff meeting with a visitor has the responsibility for making sure that all visitors are aware of the above procedures.

## **9. Teaching Practice**

The subject teacher should always be in the vicinity of the classroom where the trainee teacher is teaching. If the fire alarm rings, the subject teacher should go to the trainee teacher's lesson and take over the fire drill procedure. The trainee teacher should assist the subject teacher.

## **10. General**

Instructions to ring the Fire Brigade or Police will be given by the Headteacher or a Deputy Head or the person who discovers a fire.

## **11. Leaving the Building**

If you leave the site during the day please ensure you sign out or inform your Line Manager.

**It is important to remember that fire-fighting must always be secondary to life safety.**

**No student, member of staff or visitor must re-enter the building before the Headteacher informs then that it is safe to do so.**

If the fire brigade attend, the Headteacher (or Senior Teacher present) will give the order to re-enter the buildings once clearance has been received from the Senior Fire Officer attending.

Staff must report any evacuation/availability problems to the Curriculum Leader. Curriculum Leaders and Pastoral Leaders must provide evacuation reports to the Facilities Manager (Mr Foy) who will liaise with the Headteacher.

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## 12. Fire Safety Checks

1. Staff must regularly check working areas for any possible fire hazards and report to the Facilities Manager, Mr Foy who will liaise with Headteacher.
2. Staff must ensure that fire doors are kept closed at all times.
3. Curriculum Leaders must carry out weekly checks of evacuation routes/doors etc and report any problems to the Facilities Manager (Mr K Foy). A record of these checks must be kept in the Fire Safety Book.
4. Premises Staff must carry out weekly checks on the alarm system to ensure that all alarms and automatic doors are working properly. Faults must be reported to the Business Director. A record of these checks must be kept in the Fire Safety Book.
5. Premises staff should check that all Mag Locks are functioning correctly on a weekly basis.
6. During fire alarm tests staff should report any concerns/issues to the Business Director.
7. Premises Staff will record details of all evacuations in the Fire Safety Book kept in the caretakers' office. The Headteacher or a member of the SLT will sign the record after each evacuation.
8. Fire Risk Assessment to be carried out for all areas of the college using LA Guidelines. Risk Assessment to be reviewed and revised as necessary.

## 13. Fire Drill

9. There will be a fire drill held at least once per term.

## 14. When the alarm sounds

1. ORDER ABSOLUTE SILENCE UNTIL THE END OF THE ALARM
2. INSTRUCT STUDENTS TO WALK OUT IN A SINGLE FILE
3. SEE THE LAST STUDENT OUT OF THE ROOM
4. SWITCH OFF LIGHTS AND ALL COOKERS OR POTENTIAL ELECTRICAL FIRE HAZARDS
5. CLOSE DOOR
6. DO NOT RE ENTER THE BUILDING UNLESS INTRUCTED TO DO SO

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**15. When you arrive outside**

1. DIRECT STUDENTS TO THEIR FORM GROUP PLACES LOCATED ON THE NETBALL/TENNIS COURTS OUTSIDE THE FIRST FLOOR DINING AREA.
2. LISTEN FOR THE FIRE MARSHALL'S INSTRUCTIONS
3. GO TO YOUR OWN FORM GROUP AND REGISTER STUDENTS BY WALKING DOWN THE FORM LINE
4. ENSURE THAT STUDENTS ARE SILENT
5. BE VIGILANT!

PASTORAL LEADERS REPORT COMPLETED ATTENDANCE CHECK TO FIRE MARSHALL WHO WILL TAKE APPROPRIATE ACTION.

STUDENTS AND STAFF MUST REMAIN ON THE DESIGNATED ASSEMBLY POINT UNTIL THEY ARE DISMISSED BY THE FIRE MARSHALL.

AFTER THE FIRE DRILL, THE FACILITIES MANAGER WILL CIRCULATE A QUESTIONNAIRE TO ALL STAFF FOR FEEDBACK ON THE PROCEDURE. THE FEEDBACK WILL BE USED TO DEVELOP/IMPROVE FIRE SAFETY WITHIN THE COLLEGE.

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## Appendix A

### Student Evacuation Card

Upon hearing the Fire Alarm you should take the following steps:

#### **IF YOU ARE ON THE GROUND FLOOR**

If you are on the ground floor, evacuate the building by the nearest fire exit and assemble with a Fire Marshall outside the front reception of the school.

#### **IF YOU ARE ON THE FIRST (MIDDLE) FLOOR**

If you are on the first floor you should make your way to the nearest stairwell and press the **green Refuge Call button**. You should then tell whoever answers where you are located and they will come to you and you will be evacuated brought down the stairs using the nearest Evac Chair if required. You should then assemble with the Fire Marshall outside the front reception of the school.

The exception to this is if you are in the upper dining room or along the main English classrooms (rooms 66, 68, 69, 70 or 73), in which case you should exit onto the first floor yard and assemble at the front of your form class.

#### **IF YOU ARE ON THE SECOND (TOP) FLOOR**

If you are on the second floor you should make your way to the nearest stairwell and press the **green Refuge Call button**. You should then tell whoever answers where you are located and they will come to you and you will be brought down the stairs using the nearest Evac Chair. You should then assemble with the Fire Marshal outside the front reception of the school.

**NB IF IT IS SAFER AND QUICKER STUDENTS MAY EVACUATE WITHOUT MAKING THEIR WAY TO THE MAIN RECEPTION**

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