	<b>Name of School</b>	<b>Corbets Tey @ The Avelon</b>
	<b>Policy Adopted Date</b>	<b>17/04/2018 &amp; reviewed 11/06/2018 assembly point changes</b>
	<b>Next Review Date</b>	<b>17/04/2019</b>
	<b>Reviewed by</b>	<b>Governor Name:</b> Julie Lamb <b>Governor Signature:</b> 

## Fire Action Plan

### Aim:

- To ensure the safety of all students, staff and visitors should a fire evacuation take place.
- To ensure that staff and students are aware of their roles and responsibilities on discovering a fire or when the fire bell sounds.

### Objectives:

- To evacuate the buildings safely and quickly in the event of an alarm activation.

### Actions:

- The Head Teacher/Teacher in Charge is responsible for ensuring that the procedures within this policy are followed and for ensuring that staff are trained and aware of their individual responsibilities detailed below.
- All employees will be trained periodically in fire awareness including fire extinguisher familiarisation.
- All employees will be briefed on the evacuation plan and their responsibilities.
- Unannounced fire drills will be carried out once per term across the whole CT@TA Site at various times during the day.
- Visitors will be briefed on the fire plan and accompanied as appropriate.
- Medication (emergency or vital) will be taken out by staff with students.
- Employees will be designated specific roles that are outlined as follows:

If a fire or emergency situation occurs immediately activate the fire alarm and proceed with the evacuation. The fire assembly point is located on the allotment area just outside of our main green gate and has a GREEN assembly point sign

Evacuation instructions are posted at the main entrance, provided during induction and provided as an appendix to this document.

**CT@TA staff** must check the fire alarm panel to identify the zone where there is an issue. Then ensure that they and all occupants proceed to the nearest exit and take a safe route to the assembly point.

**One member of CT@TA staff** must sweep the rooms within the Corbets Tey @ The Avelon areas of the site including toilet areas for both staff and students and any other areas in the site where students or visitors may remain. Should ideally be a member of the Admin Staff to sweep toilets and a member of staff based in the rooms to sweep and confirm that their room is clear.

**CT @ TA staff** are responsible for:

- Evacuating the building via the nearest fire exit to their assigned assembly point
- Taking the staff signing in sheets
- Taking the visitors signing in book
- Taking the general exeat forms
- Taking student registers
- Taking a walkie-talkie or mobile phone
- Taking asthma pumps or other vital medication out to the assembly point
- If possible and safe to do so the teaching staff should close the doors and windows upon exiting the room
- Taking the grab pack including:
  - pupil registers
  - pupil/staff address/telephone numbers
  - first aid kit

Staff also need to ensure that they take one mobile phone

**The Head Teacher/Teacher in charge, or deputy**, are responsible for ensuring that the above is carried out and reporting to the Head or Deputy at the assembly points of any issues/all clear and to record the evacuation times and any issues in the fire log book.

**The Head Teacher/Teacher in charge, or deputy, (in consultation with The Avelon Centre Staff) is responsible for:**

- Overseeing the evacuation (in terms of the CT@TA staff, students and visitors)
- Contacting the fire brigade (in consultation with The Avelon Centre Staff)
- Reporting to the Fire Brigade if there are any unaccounted persons (in consultation with The Avelon Centre Staff)
- Providing direction on how the evacuation should progress (in consultation with The Avelon Centre Staff)
- Giving the all clear to re-enter the building upon advice that it is safe to do so (and in consultation with The Avelon Centre Staff)

### **Break time Procedures**

- Staff responsible for supervising pupils are responsible for evacuating the building ensuring that all pupils in their care/group leave the building and proceed to the designated assembly point
- Office staff are responsible for following normal procedures
- Sweep and Search Duties would be conducted by non-teaching staff
- All other staff to evacuate the building using the nearest fire exit door

### **Lunchtime Procedures**

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- Teaching Staff and Teaching Assistants on duty are responsible for evacuating the building ensuring that all pupils in their care/group leave the building and proceed to the designated assembly point
- Office staff are responsible for following normal procedures
- Sweep and Search Duties would be conducted by non-teaching staff on site
- All other staff to evacuate the building using the nearest fire exit door

### **Before School**

- Pupils are not allowed access to the school building prior to the start of the school day except in exceptional circumstances at the discretion of the Head Teacher/Teacher In charge who will be aware of numbers and identity of pupils on site.
- All staff to evacuate the building using the nearest fire exit door
- Head Teacher/Deputy to contact the fire brigade, manage the evacuating, if appropriate notifying parents
- Office Staff present will be responsible for taking out the visitors book and staff signing in sheets

### **Hazardous Chemicals/Materials**

- Cleaning products are kept in a separate locked cleaning cupboard.

### **Isolation Points**

- Refer to The Avelon Staff Fire Evacuation Plan

### **After the evacuation**

- The Head Teacher/Teacher in Charge, or deputy, in consultation with the Avelon Centre staff, will establish the circumstances of the evacuation and if the building is safe to re-enter (possibly upon the advice of the fire brigade if in attendance)
- The Head Teacher/Teacher in charge, or deputy, in consultation with the Avelon Centre staff, will decide if an external evacuation is necessary (see below) or if staff and students can re-enter the building.
- The Head Teacher/Teacher in charge, or deputy, will report to the Head Teacher/Teacher in Charge/ Deputy Head Teacher of any issues.
- The Head Teacher/Teacher in charge, or deputy, will record the evacuation times and any issues in the fire log book.
- Staff will wait for an all clear message, from the Head Teacher/Teacher in Charge, or deputy, before taking any further action.
- The site manager/Admin Staff will ensure that used break glass units or fire extinguishers are replaced immediately.

### **External Evacuation**

- In the event that following evacuation reoccupation of the site is not possible the following procedure will be actioned as follows:
    - The Head Teacher/Teacher in Charge, or deputy, in consultation with The Avelon Centre Staff will make the decision to evacuate the site;
    - Students, Staff and Visitors will move out of the site towards the front entrance to a safe location;
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- Parents/carers will be contacted as soon as possible to arrange for collection of their young people
- Parents would be contacted to collect students in order of age/medical need/behavioural challenge. This would be decided at the time of the evacuation once everyone is assembled at the final assembly point.

### **Training Required**

- All staff to be trained in fire safety awareness (see training plan attached) as training is arranged.

### **Attached Items:**

- Fire Plan marked with fire exits, extinguishers, etc.
- Training plan
- Isolation points

UNCONTROLLED

# **CORBETS TEY @ THE AVELON** **FIRE INSTRUCTIONS**

## **On discovering a fire**

- ◆ Operate the nearest fire alarm call point by breaking the glass
- ◆ All persons to make their way to the **GREEN** assembly point at the front of the site (using the nearest fire exit) and report to the marshal at their assembly point.
- ◆ **Class Teachers and Assistants** must escort all children out of the building and proceed to the **GREEN** assembly point at the front of the site (using the nearest external fire exit door)

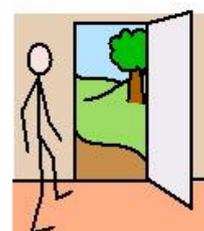
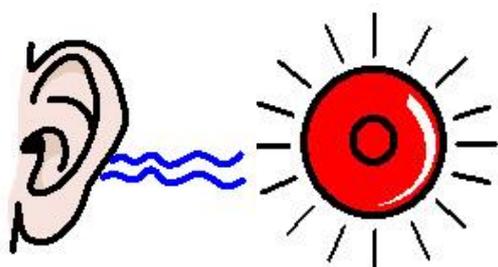


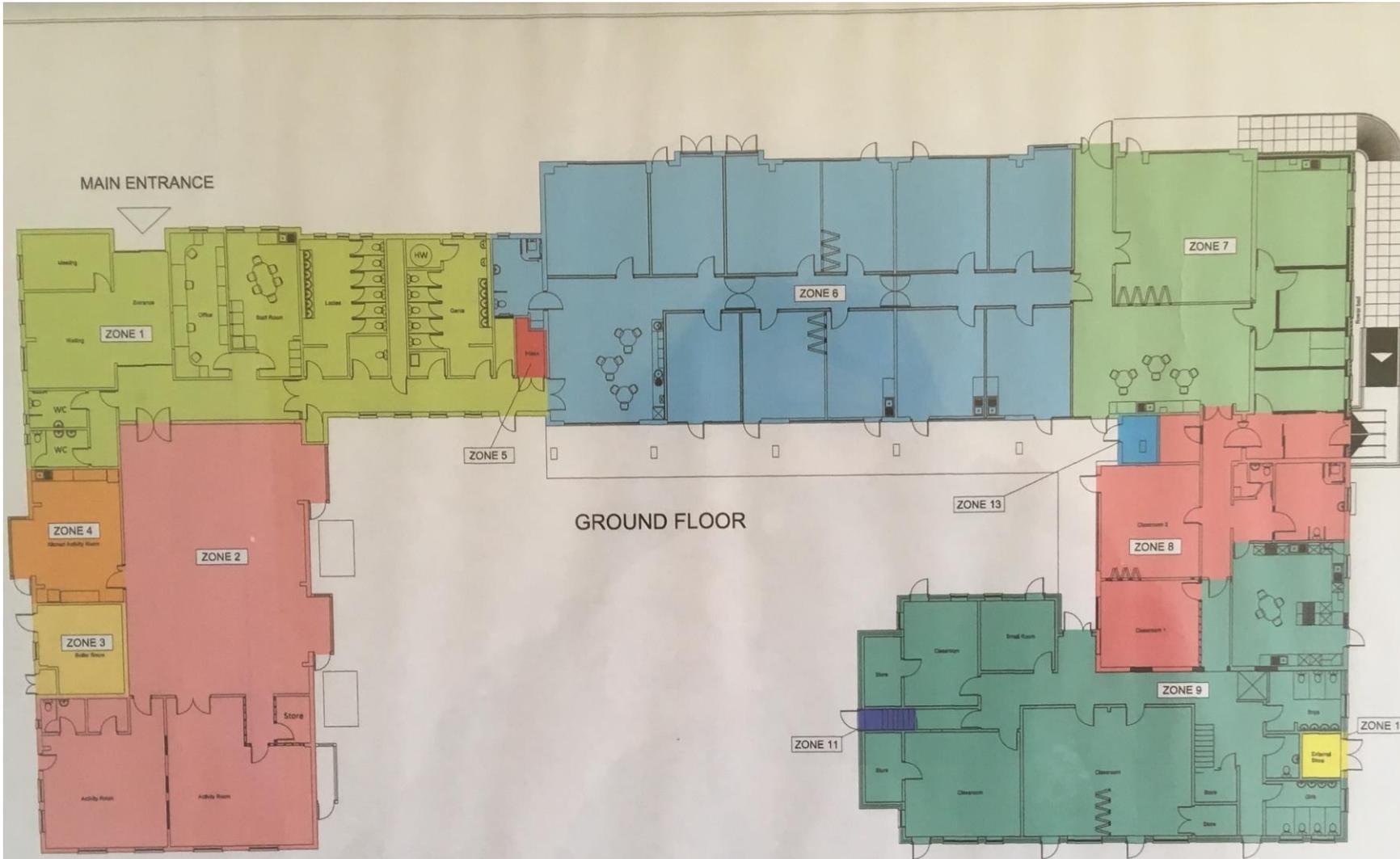
## **Assembly Points**

- ◆ Located in at the front of the site

## **Do not**

- ◆ Do not run - walk
- ◆ Do not go back for your belongings
- ◆ Do not tackle the fire unless you have been trained to do so





GROUND FLOOR

- ZONE 1  
Reception & Toilets
- ZONE 2  
Hall & Activity Rooms
- ZONE 3  
Boiler Room
- ZONE 4  
Breakout / Kitchen Activity Room
- ZONE 5  
Electrical Intake
- ZONE 6  
Green Breakout & Classrooms
- ZONE 7  
Yellow Breakout Area
- ZONE 8  
Classrooms & Toilet Area
- ZONE 9  
Kitchen Classroom & Extension
- ZONE 10  
Stairwell
- ZONE 11  
First Floor
- ZONE 12  
External Store
- ZONE 13  
Garden Store

**B** BLAKE FIRE & SECURITY  
 403 Sutton Road  
 Southend - On - Sea  
 Essex  
 01702 613641

REV	DATE	REVISION NOTES
A	11/04/18	Zone Chart

**PROJECT DETAILS**

Avelon Centre

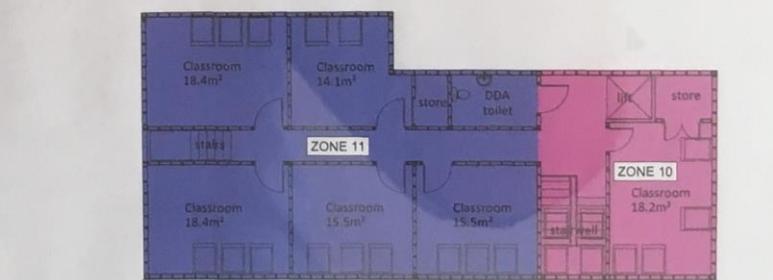
**DRAWING DETAILS**

Fire Alarm  
 Zone Chart

DRAWING REF

AVELON/FIR/ZONE

DRAWN BY: R.F      CHECKED BY: R.F



FIRST FLOOR

**Record of Fire Training**

**Fire Awareness and Live Fire Training 7<sup>th</sup> May 2015**

<b>Legal Forename</b>	<b>Preferred Surname</b>	<b>Training Course Title</b>
Pauline	Burgin	
Cerys	Hillier	
Jackie	Jones	
Diane	Mansfield	
Jackie	Bird	
Debbie	Dow	
Adam	Rivers	
Sue	Martin	
Lynne	Wade	

UNCONTROLLED