
	Name of College	Corbets Tey @ The Avelon / Routes 4 Life
	Last Review Date	06/02/2019
	Next Review Date	06/02/2020
	Reviewed by	Governor Name: Jeff Stafford Governor Signature: 

Fire Action Plan

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

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 most senior member of staff on site (not including the Routes 4 Life Provision on the Upper Floor) will be the **Fire Lead**.
- The Assistant Head Teacher at the Avelon site is responsible 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 arrival on the fire plan and accompanied as appropriate.
- Medication (emergency or vital) will be taken out by class staff with students.
- If possible and safe to do so the teaching staff should close the doors and windows upon exiting the room

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 the reception green gate and has a GREEN assembly point sign.

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

Ground Floor

When the fire alarm sounds or a fire is discovered, the Fire Lead and admin staff on site should congregate at the fire alarm panel with walkie talkies (channel 1) Reception staff should bring all registers, sign-in sheets, exeat forms and grab pack.

Key roles that must be carried out are:

- One lead person in charge at the Assembly Point
- One person to take the registers to the Assembly Point
- Two sweepers for the ground floor building

Depending on the numbers of available admin staff, the Fire Lead will allocate roles accordingly, using class staff if necessary.

The Fire Lead must check the fire alarm panel to identify the zone where there is an issue. Once the location of a fire is known this should be communicated immediately to all class leads including the Routes 4 Life provision on the upper floor by walkie talkie (channel 1) If there is a fire then the Fire Lead must immediately ring the fire brigade.

First Floor (Routes 4 Life Provision)

At the first opportunity, the location of any fire should be established and reported by walkie talkie (channel 1) between the Fire Lead on the ground floor and Routes 4 Life staff. One member of staff should bring the emergency medication and grab packout with the group to the assembly point.

Key roles that must then be carried out are:

- One person to take the registers at the Assembly Point
- Evacuation of any students using the Evac Sledge (where required)
- One sweeper for the first floor building

Fire Lead Responsibilities

The Fire Lead is responsible for ensuring that the above procedures are carried out and reporting to the Head Teacher or Deputy Head Teacher at CTS from the assembly points of any issues / all clear and to record the evacuation times and any issues in the fire log book.

The Fire Lead (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 Routes 4 Life Provision Leader and the Avelon Centre Staff)
 - Providing direction on how the evacuation should progress (in consultation with the Routes 4 Life Provision Leader and 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)
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Break time and Lunchtime Procedures

- Staff responsible for supervising students are responsible for evacuating the building ensuring that all students in their care/group leave the building and proceed to the designated assembly point.

Before College

- Students are not allowed access to the college building prior to the start of the college day except in exceptional circumstances. If they are on site then the member of staff supervising them will ensure they leave the building and proceed to the assembly point.

After College

- A member of staff must take the Bus lists and Drop off/Pick up lists to identify if any students are still on site.

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 Fire Lead 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 Fire Lead in consultation with the Avelon Centre staff, will decide if an external evacuation is necessary (to Hornchurch Country Park or a local school) or if staff and students can re-enter the building.
- The Fire Lead will report to the Head Teacher / Deputy Head Teacher at CTS of any issues.
- The Fire Lead will record the evacuation times and any issues in the fire log book.
- Staff will wait for an all clear message from the Fire Lead before taking any further action.
- The site administrator 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 Fire Lead in consultation with The Avelon Centre Staff will make the decision to evacuate the site (to Hornchurch Country Park or a local school)
 - The Head Teacher, or her Deputy, at the main school would be informed immediately.
 - Students, Staff and Visitors will move out of the site towards the front entrance to the nominated safe location
 - 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 attached) as training is arranged.

Attached Items:

- Fire Plan marked with fire exits, extinguishers, etc.
 - Training plan
 - Isolation points
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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 located on the allotment area (using the nearest fire exit) and report to the marshal at their assembly point.
- ◆ **Class Teachers and Assistants** must escort all students out of the building and proceed to the **GREEN** assembly point on the allotment area (using the nearest external fire exit door)

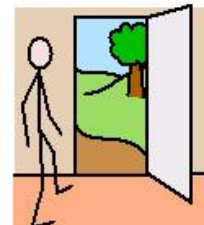
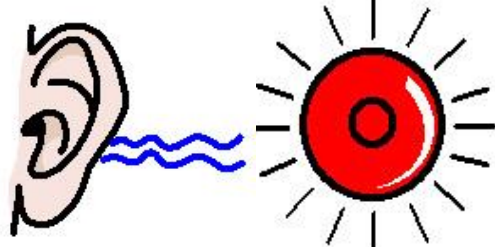


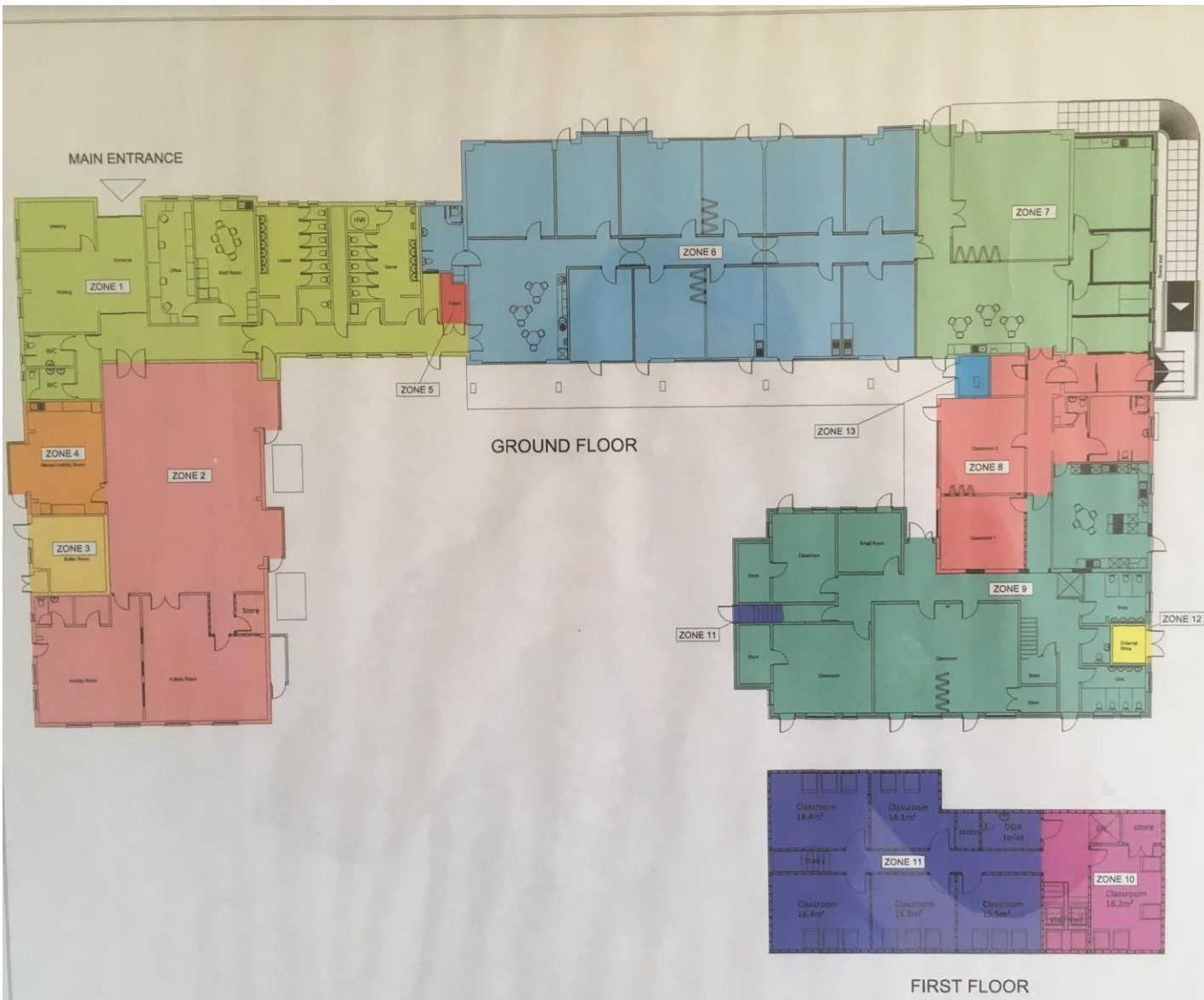
Assembly Points

- ◆ Located on the allotment area outside of reception green gates

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





- 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
DATE: 11/04/18	REVISION: A

Record of Fire Training

Fire Awareness and Live Fire Training October 2018

Name	Area	Date of Training
Pauline Burgin	Site Administrator	Oct-18
Debbie Dow	Ass Head	Oct-18
Steve Allen	Park Lane	Oct-18
Faye Howlett	Park Lane	Oct-18
Sue Martin	Park Lane	Oct-18
Lisa O'Sullivan	Park Lane	Oct-18
Sarah-Jane Foss	Vine Street	Oct-18
Cerys Hillier	Vine Street	Oct-18
Katie Burwood	Oxford Street	Oct-18
Bernie Darby	Oxford Street	Oct-18
Chris Lucas	Oxford Street	Oct-18
Emily Lucke	Oxford Street	Oct-18
Diane Mansfield	Oxford Street	Oct-18
Karen Robinson	Oxford Street	Oct-18
Natalie Cook	Bond Street	Oct-18
Sarah Potter	Bond Street	Oct-18
Emma Spiers	Bond Street	Oct-18
Jemma Abernethy	Oxford Street	Oct-18
Nick Wellard	Routes 4 Life	Oct-18
Angela Spicer	Routes 4 Life	Oct-18
Lorraine Burr	Routes 4 Life	Oct-18
Florence Bello-Osagie	Routes 4 Life	Oct-18
Ian Constable	Routes 4 Life	Oct-18
Lesley Stevens	Routes 4 Life	Oct-18