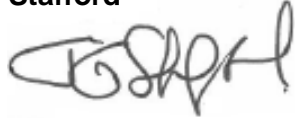
	<b>Name of School</b>	<b>Corbets Tey @The Avelon / Routes4Life</b>
	<b>Last Review Date</b>	<b>10/01/2020</b>
	<b>Next Review Date</b>	<b>February 2021</b>
	<b>Reviewed by</b>	<b>Governor Name: Jeff Stafford</b> <b>Governor Signature:</b> 

**Fire Action Plan**

**Equality Impact Assessment**

The college 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 Routes4Life Provision on the Upper Floor) will be the **Fire Lead**.
- The Assistant Head Teacher at the Avelon 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 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 at 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, exact 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 Routes4Life 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 (Routes4Life 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 Routes4Life staff. One member of staff should bring the emergency medication and grab pack out with the group to the assembly point.

Key roles that must then be carried out are:

- One person to take the registers to 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 Routes4Life provision leader and the Avelon Centre staff)
- Providing direction on how the evacuation should progress (in consultation with the Routes4Life 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)

## 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

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

## **On discovering a fire**

- ◆ Operate the nearest fire alarm call point by breaking the glass
- ◆ **Class Teachers and Assistants** must escort all students out of the building and proceed to the **GREEN** assembly point on the allotment area to the side of the building near the car park (using the nearest external fire exit door)
- ◆ **All other persons** to make their way to the **GREEN** assembly point at the allotment area to the side of the building near the car park (using the nearest fire exit) and report to the marshal at their assembly point.

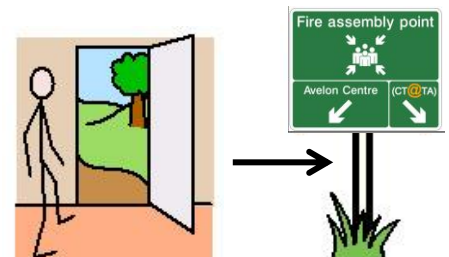
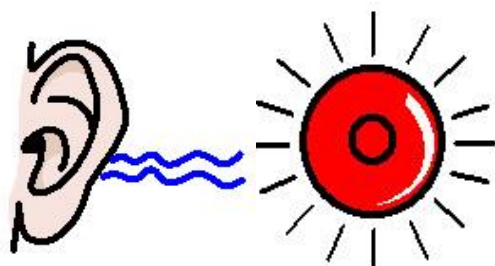


## **Assembly Points**

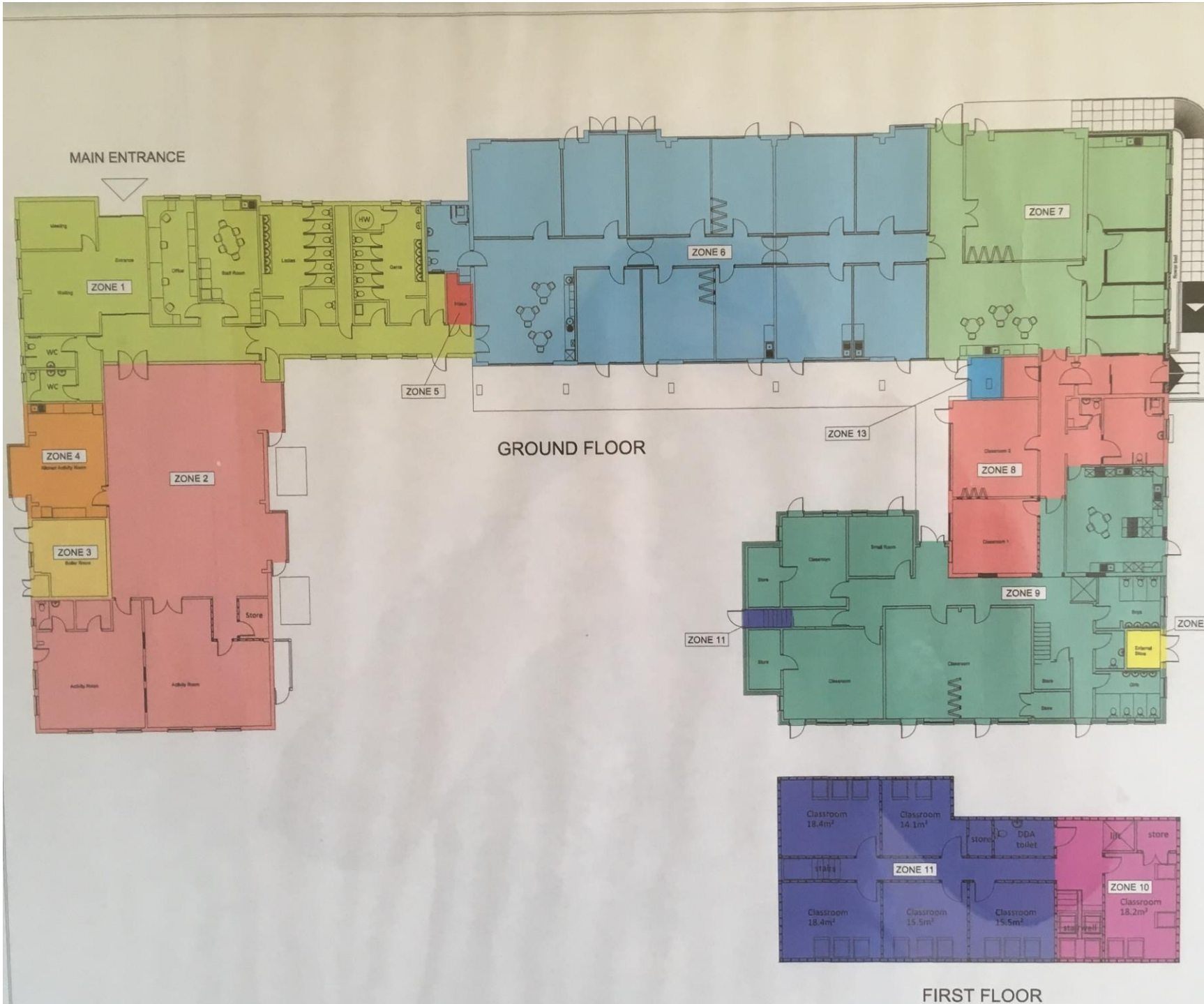
- ◆ Located on the allotment area to the side of the building near the car park

## **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



# AVELON FIRE ACTION PLAN



- 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

**Record of Fire Awareness training**

<b>Name</b>	<b>Class</b>	<b>Training Received</b>	<b>Date of Training</b>
Pauline Burgin	Avelon Reception	In house	October 2018
Pauline Burgin	Avelon Reception	Fire Marshal Training at One Source	18 <sup>th</sup> March 2019
Debbie Dow	Assistant Head Teacher	In house	October 2018
Jackie Bird	Work Experience Lead	In house	January 2019
<b>PARK LANE</b>			
Steve Allen	Park Lane	In house	November 2018
Sonya Langhelt	Park Lane	In house	September 2019
Rachel Salisbury	Park Lane	In house	January 2019
Lynne Wade	Park Lane	In house	September 2019
<b>VINE STREET</b>			
Sarah-Jane Foss	Vine Street	In house	October 2018
Cerys Hillier	Vine Street	In house	January 2019
<b>OXFORD STREET</b>			
Charlotte Hayes	Oxford Street	In house	September 2019
Diane Mansfield	Oxford Street	In house	October 2018
Karen Robinson	Oxford Street	In house	January 2019
Lesley Stevens	Oxford Street	In house	October 2018
<b>BOND STREET</b>			
Natalie Cook	Bond Street	In house	January 2019
Faye Howlett	Bond Street	In house	October 2018
Emily Lucke	Bond Street	In house	October 2018
Sarah Potter	Bond Street	In house	October 2018
<b>ROUTES4LIFE</b>			
Nick Wellard	Routes4Life	In house	October 2018
Angela Spicer	Routes4Life	In house	October 2018
Lorraine Burr	Routes4Life	In house	October 2018
Florence Bello-Osagie	Routes4Life	In house	October 2018

**Record of First Aiders**

<b>Name</b>	<b>Training course</b>	<b>Class</b>	<b>Renewal Date</b>
Pauline Burgin	First Aid at Work Level 3 + AED	Avelon Reception	25 April 2020
Pauline Burgin	Paediatric First Aid	Avelon Reception	01 April 2021
Jackie Bird	First Aid at Work Level 2 + AED	Work Experience Lead	10 October 2021
<b>PARK LANE</b>			
Sonya Langhelt	Emergency First Aid at Work	Park Lane	04 September 2022
Lynne Wade	Emergency First Aid at Work	Park Lane	04 September 2022
<b>VINE STREET</b>			
Sarah-Jane Foss	Paediatric First Aid	Vine Street	21 March 2020
Sarah-Jane Foss	Emergency First Aid	Vine Street	04 September 2020
Claire Sealey	Emergency First Aid at Work	Vine Street	04 September 2022
<b>OXFORD STREET</b>			
Charlotte Hayes	First Aid at Work Level 3 + AED	Oxford Street	02 April 2022
Karen Robinson	First Aid at Work Level 2 + AED	Oxford Street	28 January 2022
Lesley Stevens	Emergency First Aid at Work	Oxford Street	06 September 2021
<b>BOND STREET</b>			
Natalie Cook	Emergency First Aid at Work	Bond Street	06 September 2021
Sarah Hough	Emergency First Aid at Work	Bond Street	04 September 2022
Faye Howlett	Emergency First Aid at Work	Bond Street	06 September 2021
Emily Lucke	Emergency First Aid at Work	Bond Street	04 September 2022
<b>Outside qualification</b>			
<b>ROUTES4LIFE</b>			
Nick Wellard	Emergency First Aid at Work	Routes4Life	06 October 2021
Angela Spicer	Emergency First Aid at Work	Routes4Life	06 October 2021
Lorraine Burr	Emergency First Aid at Work	Routes4Life	06 October 2021
Sarah Attawia	First Aid at Work	Routes4Life	04 September 2022
Florence Bello-Osagie	Emergency First Aid at Work	Routes4Life	06 October 2021
Jessica Charlwood	First Aid at Work	Routes4Life	04 September 2022
Jade Hickey	First Aid at Work	Routes4Life	04 September 2022
Sarah Kaye	First Aid at Work	Routes4Life	04 September 2022