

Policy	Fire Escape and Evacuation for Teachers and Learning Support Staff
Applies to	All academic staff
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Approved by	I certify that I have reviewed this policy and verify that to the best of my knowledge it reflects best practice and is in accordance with my wishes and the wishes of the Governors Martin Meenagh, Principal
Annual Review	August 2018

Chelsea Independent College

Fire Escape and Evacuation Policy For Teachers

If you see a fire anywhere in the college, however small, always activate the nearest fire alarm, and begin an evacuation. Even if the fire can be put out safely with an extinguisher, it is always better to be safe. If the fire cannot be put out, the fire brigade will be called by the Lead Fire Marshal during or once the building is evacuated.

- The Lead Fire Marshals are Stuart Humphreys (Science Building) and Steve Flannery (Broadway House)
- Deputy Fire Marshals are Andrew Miller (Science Building) and Luis Martins (Broadway House)
- Lead Fire Marshals are in charge during an evacuation.
- Deputy Fire Marshals stand in for Lead Fire Marshals if the Lead Fire Marshal is not present.
- ALL teachers and fire marshals are responsible for clearing the building, BUT LISTED FIRE MARSHALS MUST TAKE A LEAD ROLE IN ENSURING THE WHOLE PROCESS TAKES PLACE SMOOTHLY, QUICKLY and SAFELY.

When the fire alarm sounds, staff do the following as quickly and safely as possible:

- You **must** put on your green fire marshal vest, which you should have in your classroom, if you are one of the listed fire marshals.
- Ensure everyone has vacated your classroom. Students must leave bags (or drinks) etc.. in the classroom. A coat can be put on if it is **quick and convenient** to do so.
- Doors and windows must be closed.
- Direct your students to the nearest fire exit, follow the green emergency escape signs.
- One fire marshal or teacher on each floor will lead/accompany the students out of the fire exit, down the stairs and towards the rendezvous point in Erin Close (for BH) and Britannia Road (for SB). Another marshal/teacher can assist with this, if there are **more than two marshals/teachers** on a particular floor.

- **One remaining fire marshal or teacher will act as Card Holder.** The Card is found on the wall at the stairs end of each floor. Every room listed on the card must be checked to ensure that the entire floor is empty. If a student is locked in a toilet, just ask them to finish quickly and wait for them. Once the floor is cleared, the Card Holder will **PROCEED OUTSIDE TO THE BUILDING'S MAIN ENTRANCE.** (If there is only one marshal on the floor at the time of the alarm, then that person must be the Card Holder after the students have exited the through the fire escape.)
All of this can only happen effectively if there is good communication between fire marshals and staff.
- At the main entrance, the Card Holders hand their cards to the Lead Fire Marshal. The Lead Fire Marshal **REMAINS AT THE ENTRANCE** to potentially tell the fire brigade on arrival that the building is empty. The remaining marshals proceed to the rendezvous point.
- At the rendezvous point, teachers who had classes running **must** assemble their students and do a roll call. Students must form a neat line and all personnel must wait on the pavement and not stray into the road. A Fire Marshal or member of staff must notify the Lead Fire Marshal if anyone is deemed missing at the rendezvous point.
- The Lead Fire Marshal, with the receptionist (or another member of staff), will analyse the Fire Panel to find out what triggered the alarm. If it is safe, they will proceed carefully to the location specified by the Fire Panel to assess the situation. If a fire cannot be safely put out, then the fire brigade (if they have not been called already) will be called immediately by the Lead Fire Marshal. If the situation is deemed safe, the Lead Fire Marshal will turn off the alarm and invite people back in when ready.
- **NO TEACHERS OR MARSHALS SHOULD HAVE A DRINK OR CIGARETTE IN THEIR HAND AT ANYTIME DURING THE DRILL. STUDENTS ALSO MUST NOT USE THIS OPPORTUNITY FOR A QUICK SMOKE.**
- **Teachers and students must not huddle in one big group at the rendezvous point. Instead they must form clear groups according to the class they were in. Students who were not in classes must stand together. Teachers and fire marshals must assist with this.**

Last Reviewed: 5/12/17

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