

Chelsea Independent College

Fire Escape and Evacuation Procedures 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 Aidan Law (Broadway House)
- **Deputy Fire Marshals** are Andrew Miller (Science Building) and Luis Martins (Broadway House) and **Sally Faulding (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.
- **Fire Marshals** must also take extra responsibility during an evacuation.
- **It is the duty of the Principal, Student Services Manager or any member of the administrative team to send an email out to all staff on days that any Lead Fire Marshal or Deputy is off from College.**
- **All teachers will become Fire Wardens once they have completed the Fire Wardens Safety Media Training course.**
- **ALL teachers (Fire Wardens) 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 in accordance with the procedures in this document.**

When the FIRE ALARM sounds, staff do the following as quickly and safely as possible:

- You **must** put on your **yellow** 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 door on the particular floor** you are on. If you are in BH do NOT go down the main stairs, unless your route to the fire exit on your floor is blocked by the fire.
- **No one is to use the lift.**
- If a student requires the use of the **Evac Chair**, then the chair can be found at the stairs end of the corridor. Most staff are trained with the use of the Evac Chair, and two staff members should assist with the use of the Evac Chair. One of these staff members can be the card holder if there are not enough other staff members to assist.
- If any student has a PEEP (Personal Emergency Evacuation Plan) then that will come into force as soon as the alarm sounds.
- **Never hold open any fire door** using an object. All fire doors must be closed once the evacuation has finished.
- Then, you must (regardless of whether you are a fire marshal or not) proceed to the **Fire Card** on your floor to check whether it has been collected. If it has not, **YOU** must be the card holder. You must check that the card has been collected even if you have to use the Evac Chair with a student. You can check the floor first and then assist with the Evac Chair if there are not enough other staff members on the floor.
- If you are sure that the card has been collected on your floor, then remaining staff 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.
- **As already stated, 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 **very quickly** finish and wait for them. Once the floor is cleared, the Card Holder will **PROCEED OUTSIDE VIA THE FIRE EXIT ON THAT FLOOR AND WALK ROUND 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 (or a Deputy if the Lead Fire Marshal is away). The Lead Fire Marshal, and **one of the card holders, REMAINS AT THE ENTRANCE throughout the evacuation.** They will also have to tell the fire brigade on arrival that the building is empty.
- If the Lead Fire Marshal is **not** at the reception area collecting cards (despite being present at the college on the day of the evacuation), one of the other card holders or a Deputy Lead Fire Marshal will wait at reception to make **sure all 4 cards are handed in. Two staff** must always be at reception.
- Card holders and the Lead Fire Marshal must also **check that the reception Card has been collected.** If not, they must collect that card as well and check that area.
- At the reception area, ALL card holders should also check that **the visitors' and staff sign in sheets** for that day have been collected, if not they themselves must take them to the rendez-vous point to confirm all are accounted for.
- A pair of **radio transceivers** is available at the reception in BH and SB, this is to enable communication between the rendez-vous point and the lead fire marshal at reception to take place faster.
- Remaining card holders proceed to the rendezvous point, but, as previously stated, **TWO people** must remain at reception.
- If any cards are **not** handed in, then the Lead Fire Marshal (or staff member who is collecting the cards) will go back and clear that area and collect the missing card. This should be done with another member of staff if possible.
- At the **rendez-vous point**, one of the **Deputy Fire Marshals** will take charge, or a **fire marshal** if no deputies are available. Along with the person holding the sign in sheets, they will confirm that all staff and students (who were in classes) are accounted for. Each **teacher who had a class** must notify the **Deputy Fire Marshal and/or staff member holding the sign in sheet**, whether they have all their students with them. Then a message will get back to the two staff members at the reception either by **radio (preferably)** or walking back to reception.

- It is very important that **teachers stand with their classes in lines** and do not huddle together.
- 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.
- The Lead Fire Marshal, with the remaining member of staff at reception, 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.
- If the fire alarm cannot be turned off (ie if there is an actual fire or Whole Foods have not reset theirs) then personnel at the rendez-vous point will proceed to the other part of the college. So BH personnel will go to SB and vice versa.
- If any staff member needs help understanding these evacuation procedures, they must see Stuart Humphreys or Jason Drake immediately.

Date reviewed: 08.05.19

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