



FIRE & EMERGENCY PROCEDURES POLICY

2023-2024 ACADEMIC YEAR

Introduction

It is the overall aim of Central Film School to minimise the risks to pupils, staff, and visitors which may arise from fire. This will be achieved by working to ensure precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Responsibility of all Staff

All School staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Staff must familiarise themselves with the following arrangements:

- A practice fire drill/evacuation will be held every term
- The Fire Panel and Call Points are checked weekly
- On discovering a fire, activate the nearest fire alarm
- Do not tackle a fire unless it is small and you have been trained to do so. Your first duty is to ensure that the School is alerted and that the students in your charge are evacuated safely
- The **Designated Fire Marshals** will evacuate the buildings on hearing the fire alarms
- The **Designated Fire Marshal** will call the Fire Brigade once it has been established that there is a fire. All false alarms will be logged
- The **Designated Fire Marshals** will check their area, ensuring that the building is completely evacuated
- If possible and without anyone being put at risk, all windows should be shut on exiting. Doors should be closed by the last person vacating a room, corridor or lobby and leaving the building
- Students will be expected to exit the building quietly and calmly (see Rules below) and to line up in the Assembly area - (This is Wellington Road side of the building, opposite side of the road to the school.)
- Staff and students should follow the instructions on the Fire Action Notice in each room/area and the Evacuation Signs for the route of exit, unless circumstances dictate otherwise. Evacuation Routes and an example Fire Action Notice shown in Appendix 1.

Classes will line up at the following Assembly Point as indicated on the Evacuation Notice:

72 Landor Road	Open area on Wellington Road, the opposite side of the road to the School
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The **Fire Officer**, or in his/her absence a **Designated Fire Marshal** is the Controller of the assembled school.

The following procedures for checking for safe evacuation will apply:

Responsible Person	Duty
Designated Fire Marshals	See Below
Designated Office Staff Class Tutors	Bring out class registers and distribute to appropriate teachers Call register and report any missing pupil to Fire Officer immediately
Office Coordinator	Brings out Visitors' signing-in book, check visitors' presence and report anyone missing to the Fire Officer immediately.

- All staff without a specific duty have to report to the Fire Officer or designated person to be available to provide support
- Contractors and visitors will be told about Fire Safety and shown the Assembly Point where they will be checked by the **Office Coordinator**
- The **Fire Officer/Designated Fire Marshal** will direct the Fire Brigade to the site of the fire
- No one will re-enter the building until instructed to do so
- After each drill or real emergency the **Fire Officer** will review the effectiveness of the procedures
- Other staff will be asked to comment if they think that the system could be improved

**Instructions on what to do in an emergency are displayed in every room/area
It should not take more than four minutes to evacuate the building**

In the event of a real fire, which makes at least some of the building unusable for a while, students (and parents where appropriate) will be notified at the earliest possible moment of new arrangements and of the future plan of action

Fire Marshal Role

Fire Marshals will familiarise themselves with the Fire Safety arrangements in the Supplementary Safety Procedures which relate to the main Health and Safety Policy

Fire Marshals will familiarise themselves in their designated areas of:

- Call Points locations
- Escape routes (main and alternative)
- Fire Extinguisher placements
- Types of extinguishers and their use
- Refuge Point (if one has been allocated)

It has to be noted that:

- No one is required to put themselves at unnecessary risk in the event of a fire
- Only a trained person should ever use a fire extinguisher and only on a small fire (e.g. a waste bin) and only once the alarm has been sounded and the room is clear
- The advice is to evacuate the buildings on hearing the fire alarms
- The Fire Brigade will be called when it has been established

On hearing the alarm the Fire Marshal will:

- Be available to direct students to the nearest escape route
- Check to ensure that assistance is available at Refuge points for those who need it
- Call for assistance, if not
- Check that their area is clear of all people

In checking Fire Marshals will:

- Look in all rooms, toilets, walk-in cupboards and any other area known to be used by staff or students e.g. common room, where students spend study breaks
- Ensure corridor doors and the final exit door are closed behind her/him as s/he leaves

Fire Marshals have full authority to instruct people to evacuate the premises and should report anyone who refuses to leave immediately to the person in charge (this is a disciplinary matter).

Fire Marshals have to be aware of the plan for the safe evacuation of anyone with special needs in their designated area. (See PEEPs below)

Once they have checked their designated area, the Fire Marshals will:

- Report that this has been done and what the status of that area is (clear/ someone refusing to leave/ someone trapped, etc) to the person in charge
- In the event of a person being trapped this should be communicated by the quickest possible, practical means to the Fire Officer

Fire Marshals are then requested to be available in order to further aid the **Fire Officer**, if necessary.

They are advised not to enter a room where there is sign of fire as the opening of the door may increase the intensity of the fire or spread it, so further endangering life.

Fire Marshals will receive training in the use of Fire Extinguishers, which will enable them to tackle small fires.

Fire Marshals have to be aware of the procedures for False Alarms.

Fire Safety Rules for Students

These should be read at the start of each term

Make sure you are familiar with the Evacuation Procedures displayed in all main rooms and areas. You will practise a Fire Drill each term to help you be better prepared to get out in the event of a real fire:

- 1) Under the directions of your teacher during Evacuation of the building
- 2) Keep noise to a minimum
- 3) Shut doors on the way out, if you are instructed to do so or you are the last person through them
- 4) Leave immediately by the designated escape route, if safe to do so, otherwise take the alternative escape route
- 5) Keep in single file
- 6) Move quickly but do not run
- 7) Assemble with your Subject Tutor at the designated assembly point
- 8) You are not allowed to go back into the building for anything

Personalised Emergency Evacuation Plans (PEEPs)

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

Bomb Threat

There is in principle, no difference between a bomb threat and any other need to evacuate the School. On evacuation, bags and possessions should be left, and mobile phones must be switched off, radio communication devices should not be used. The assembly point may be moved subject to the specific nature and location of the threat.

Appendix 1: Fire Action Notice & Evacuation Routes



Fire action



Sound the alarm



**Leave building by
nearest available exit**



Report to assembly point

Willington Road

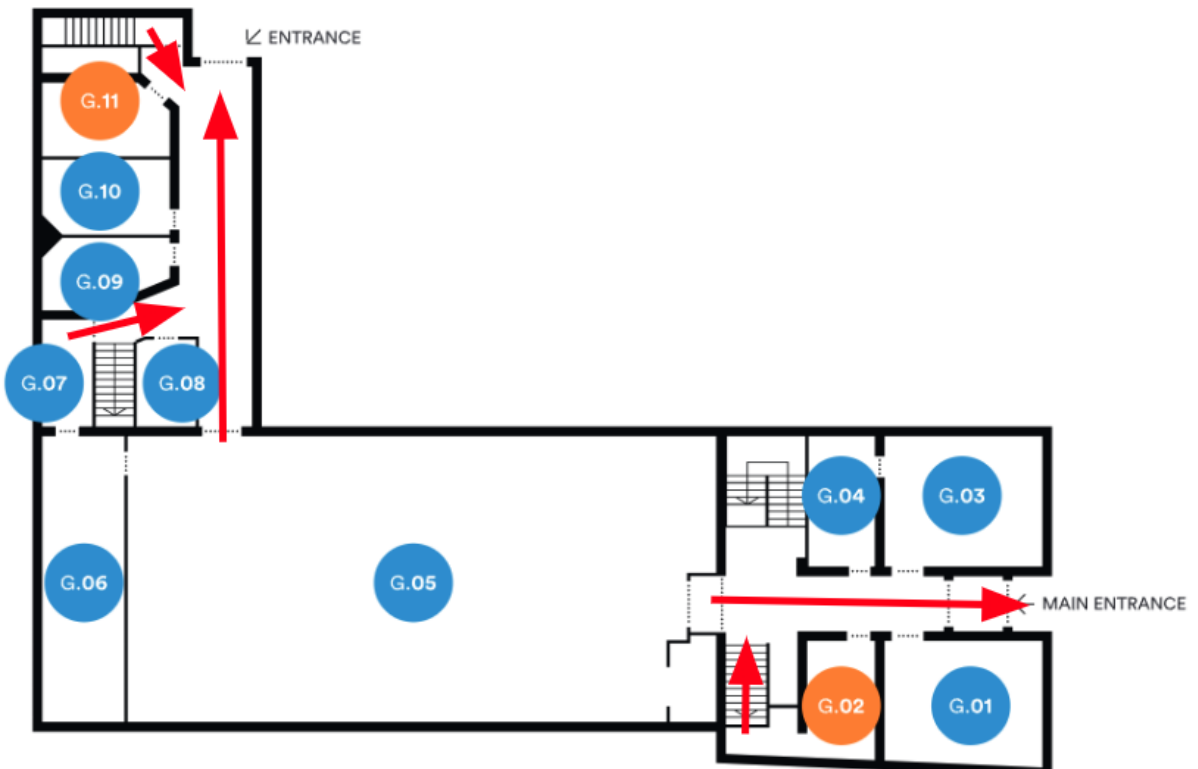


**Do not return to the building
until authorised to do so**

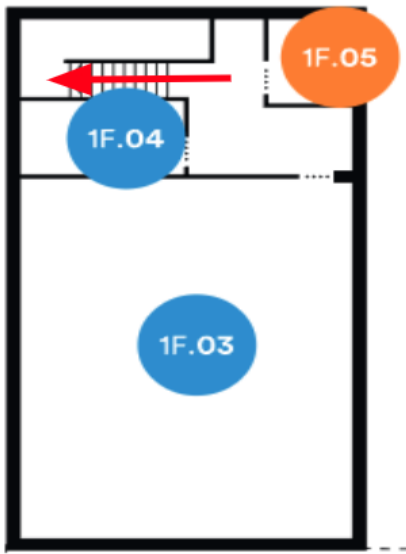
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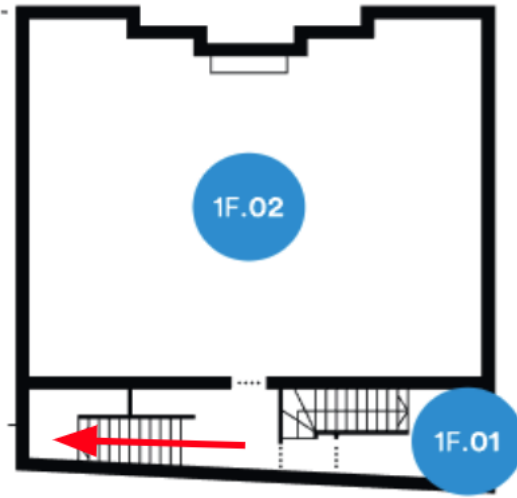
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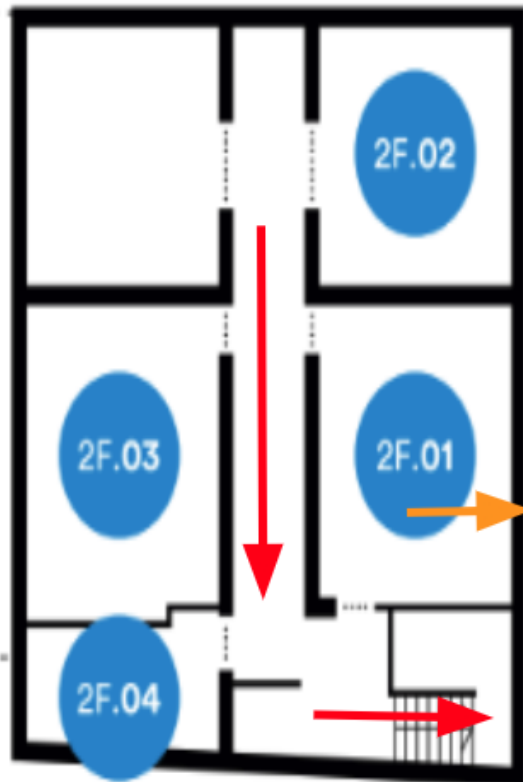
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