

Fire and Emergency Procedures

Keep it SIMPLE

S	Store safely: Keep corridors, stairs and exits clear of hazards
I	Identify how to raise an alarm and warn others
M	Make sure doors are closed to stop fire spreading
P	Put flammables away from anything that can start a fire
L	Let someone know if you spot problems with Health and Safety
E	Ensure everyone knows what to do if a fire alarm sounds

In line with current legislation, the NMBEC premises and work locations occupied by HIS are strictly **NO SMOKING** areas.

Fire Wardens have been appointed, and all staff will be trained in fire and emergency procedures so they can adhere to the emergency procedures quickly and efficiently. HIS relies on NMBEC's premises Fire Risk Assessment (FRA).

The FRA is located: In the H&S Folder in the NMBEC Premises Manager's Office and the Caretakers Office.

Fire and Emergency Evacuation Procedures (EAP):

- Operate the fire alarm and inform the HIS Management. A nominated person will call the Fire Brigade on 999.
- Ask for silence in teaching rooms and evacuate to the fire assembly area. Close windows only if feasible and safe, and ensure doors close behind you as you leave.
- Staff / Volunteers who are not teaching should go straight to the assembly area.
- HIS nominated Attendance Officer will take registers to the assembly area.
- The staff assigned to take a register of all staff will take the Register during evacuations.
- Students must line up in forms in alphabetical order and form tutors check that all students are present.
- Any students missing should be reported immediately to their respective head(s) of year.
- Students will be dismissed from the assembly form-by-form, by the heads of year, co-ordinated by HIS nominated Attendance Officer.
- Remember: Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

If you hear the Fire Alarm:

- Ask for silence in teaching rooms and evacuate to the fire assembly area. Close windows and doors behind you as you leave.
- Staff who are not teaching should go straight to the assembly area.
- HIS nominated Attendance Officer will take registers to the assembly area.
- HIS nominated Attendance Officer will take a register of all staff.
- Students must line up in forms in alphabetical order and form tutors check that all students are present.
- Any students missing should be reported immediately to their respective head(s) of year.
- Students will be dismissed from the assembly form-by-form, by the heads of year, co-ordinated by HIS nominated Attendance Officer.

- Remember: Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

Contractors / Temporary Staff / Consultants / Visitors etc. will be shown or given copies of this procedure. Visitors are the responsibility of the person they are visiting.

Fire and emergency evacuation of the building outside lesson times:

Prayers / Assembly

Students will normally evacuate the Hall through the front and rear fire exit doors and leave the building via the most convenient exit. They should remain seated and silent until directed to leave. The Head or Deputy will direct the dispersal from the stage; Year Leader and the Assistant Headteacher will supervise each exit.

At other times

Staff should make their way to the area of the building in which they normally teach and ensure that students are leaving in a silent and orderly manner. Canteen staff should ensure that students returning to the site are directed to the assembly point.

Contingency plans for temporary relocation away from the site

HIS will rely on the arrangements made by NMBEC with Kensington Avenue Junior/Primary School to use their school playground or hall should it be deemed necessary to completely vacate the site. St. Oswald's Church may also be used to accommodate the students in a crisis. Norbury Park can be considered as an option for assembly.

General fire safety precautions

- The fire check doors in the ground floor corridors must not be fastened back during HIS sessions.
- Care must be taken over the storage of combustible materials. In particular, such material should not be stored at the bottom of stairwells.
- The "walk through" storage cupboards on the upper floors are emergency fire exits, and must **NOT** be locked during HIS sessions. Their doors must **NOT** be blocked by stock or furniture.
- HIS Staff and volunteers must take all reasonable precautions to ensure that dangerous substances are not easily accessible to students. Any solvent based item (e.g. Tippex thinner, certain types of glue) or anything else which could prove hazardous to students, must be securely locked away when a HIS teacher / volunteer is not present.

The Fire Assembly Point is located: Tennis Courts behind the MPH and English Huts opposite the 6th Form Buildings by the fields.

Appointed Fire Wardens: As posted on the Staff Noticeboard and updated list emailed to all staff periodically.