

BEBINGTON HIGH SPORTS COLLEGE



FIRE REGULATION PROCEDURES & EVACUATION PLAN

2009 - 2010

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FIRE REGULATIONS

In the event of a fire the following procedures must take place:

1. The adult discovering the fire should sound the fire alarm. A student discovering the fire should inform the nearest adult who will sound the fire alarm. This will activate the continuous ringing of the evacuation bell and alert the fire services through the “redcare” line.
2. The Office staff to inform the emergency services if it is a false alarm by dialling Fire & Rescue Services on 0151 296 4000.
3. The Office staff to open the gates at the front of the school to allow fire service access to the building.
4. Classes should leave their rooms - immediately under the direction of their teacher. They should leave all bags and other equipment in the rooms.
5. Students must **WALK** (not run) in single file.
6. The teacher or member of staff in charge should shut the door but not lock it and follow behind group.
7. Classes should follow the exit route indicated for that particular room.
8. No-one must return to the building to collect anything.
9. Students should assemble in the designated areas on the “hard play area” inside the MUGA
10. Each form must line up in register order in silence.
11. All teaching staff to assemble with their dedicated Year Group and make themselves known to the Year Manager.

Staff Procedure at Assembly Area

12. All Non-teaching staff to assemble outside the MUGA on right-hand side.
13. All non-teaching staff to report to LCH
14. Supply staff to report to LCH
15. Year Managers to collect registers from Office Staff (at the assembly point in the MUGA) and hand to Form Tutors.
16. Form Tutors to register Form and complete Evacuation Attendance form and hand to Year Manager
17. Year Manager to collect Evacuation Attendance form and hand to NM
18. Teaching staff should report to Year Manager

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19. Year Manager to report presence of teaching staff to RS
20. DJN to report evacuation of all disabled students to NM and complete Evacuation Attendance form and hand to Year Managers
21. NM to report details of students to AA
RS to report details of staff to AA
LCH to report non-teaching staff to AA
LCH to report supply staff to AA
22. Staff and Students must only return to the building when it is safe to do so and instructed to do so by the senior member of staff in charge

Examinations

22. All students sitting public examinations to remain in School – coordinated by examinations co-ordinator unless obvious danger exists

FIRE ESCAPE ROUTES

EXIT VIA ADMINISTRATION CORRIDOR

Rooms - Head Teacher's Office, Assistant Heads Teachers Office, Assistant Head Teacher/Work Related Co-ordinator's Office, Main Office, Medical room

Leave the building by fire door leading to Quad. Go down steps, turn left, walk between the Music Block & Sports Hall, and go around the back of the school. Proceed to assembly point.

Rooms - G5, G6, G7

Turn right out of door, left into Administration Corridor. Leave the building by fire exit door leading to Quad. Go down steps, turn left, walk between the Music Block & Sports Hall, turn right, go around the back of the school. Proceed to assembly point.

Rooms - G8, G9, G10

Turn left out of door, left into Administration Corridor. Leave the building by fire exit door leading to Quad. Go down steps, turn left, walk between the Music Block & Sports Hall, turn right, go around the back of the school. Proceed to assembly point.

EXIT VIA Library

Rooms – Library, Deputy Head, Reprographics, Meeting Room

Leave the building by fire exit door at back of staff room. Turn right, go around the back of the school. Proceed to assembly point.

EXIT VIA STUDENT ENTRANCE

Rooms - G1, Business Manager, Finance Department

Turn right out of door, through Student Entrance door. Turn left and continue around the building alongside Dining Hall to assembly point.

Rooms - G2, G3, G4

Turn left out of door, through Student Entrance door. Turn left and continue around the building alongside Dining Hall to assembly point.

Room - Staffroom

Turn left, down staircase, turn right, through doors and leave the building by Student Entrance door. Continue around the building alongside Dining Hall to assembly point.

Rooms - F1, F2, F3, Year Managers

Turn right, down staircase, turn right through doors and leave the building by Student Entrance door. Continue around the building alongside Dining Hall to assembly point.

Rooms - F4, F5, F6, F10

Turn right, follow staircase to ground floor, turn right, through doors and leave the building by Student Entrance door. Continue around the building alongside Dining Hall to assembly point.

Rooms - F7, F8, F9

Turn left, follow staircase to ground floor, turn right, through doors and leave the building by Student Entrance door. Continue around the building alongside Dining Hall to Assembly point.

Room - F20

Turn left. Follow staircase to ground floor, turn right, through door and leave the building by Student Entrance door. Continue around the building alongside Dining Hall to Assembly point.

Room - F11

Turn right, through double doors, follow staircase to ground floor, turn right, through door and leave the building by Student Entrance door. Continue around the building alongside Dining Hall to Assembly Point.

Room - F19

Turn left, left again, through double doors, follow staircase to ground floor, turn right, through door and leave the building by Student Entrance door. Continue around the building alongside Dining Hall to Assembly Point.

EXIT BY FIRE DOORS ADJACENT TO L8 & LIFT

Rooms - L3, L6, L7

Turn right; go down the stairs and leave the building by fire door adjacent to L8 & lift. Proceed to assembly point.

Rooms - L4, L5

Turn left; go down the stairs and leave the building by fire door adjacent to L8 & lift. Proceed to assembly point.

L8

Turn left; and leave the building by door adjacent to L8 & lift. Proceed to assembly point.

L9

Turn right; and leave the building by door adjacent to L8 & lift. Proceed to assembly point.

Rooms- RE Stockroom, Exam Officer's Room, Company Secretary's Office, Embedded Police Officer, Connexions Office.

Turn right, through double doors, turn right, down staircase. Leave the building by fire door adjacent to L8 & lift.

Rooms - T5, T6

Turn left out of door, through double doors. Leave the building by door adjacent to L8 & lift.

SPORTS COMPLEX

PE Lessons

Student will use the nearest convenient doors – under the direction of the staff.

Rooms - SP1, SP5,

Turn left out of door, through fire exit door, turn right, walk between the Music Block & Sports Hall, turn right, go around the back of the school. Proceed to assembly point.

Rooms - SP2, P.E. Offices

Turn right out of door. Leave the building by door leading to Quad. Turn right, walk between Music Block & Sports Hall, and go around the back of the school. Proceed to assembly point.

Rooms - SP3, SP4, Director of Specialism

Turn left out of door. Leave the Building by single fire door adjacent to lift. Proceed to assembly point.

Room - SP6

Turn right out of door through double fire door. Proceed to assembly point.

Rooms - SP7, SP8

Turn left out of door, through double fire door. Proceed to assembly point.

Room - SP9

Turn right out of door, through fire door, turn right. Walk around the back of the school. Proceed to assembly point.

EXIT BY FIRE DOOR ADJACENT TO G22

Rooms - G22 & L10

Turn left out of door. Leave the building by fire exit door adjacent to G22 & SSP. Proceed to assembly point.

Room - G23 & G24

Turn right out of door, right again, through double doors. Leave the building by fire exit door adjacent to G22 & SSP Office. Proceed to assembly point.

Rooms - T1, T2, SSP Office

Turn right out of door. Leave the building by fire exit door adjacent to G22 & SSP Office. Proceed to assembly point.

EXIT BY FIRE DOOR ADJACENT TO T4

Room - L1

Turn right out of door, down staircase, turn right. Leave the building by fire door adjacent to T4. Proceed to assembly point.

Room - L2

Turn left out of door, down staircase, turn right. Leave the building by fire door adjacent to T4. Proceed to assembly point.

Room - T3

Turn right out of door. Leave the building by fire door adjacent to T4. Proceed to assembly point.

Room - T4

Leave by door at back of room, turn right. Leave the building by fire door. Proceed to assembly point.

EXIT BY DOUBLE DOORS ADJACENT TO SP2 (6TH FORM COMMON ROOM)

Rooms - G14, Learning Support,

Turn left, through double doors, downstairs, turn left. Leave the building by double fire doors, walk between the Music Block & Sports Hall, turn right, go around the back of the school. Proceed to Assembly Point.

Rooms - G19, G20, G21

Turn right, through double doors, downstairs, turn left. Leave the Building by double fire doors, walk between the Music Block & Sports Hall, turn right, go around the back of the school. Proceed to Assembly Point.

Rooms - F12, F13, ICT/6TH Form

Turn left, continue down staircase to ground floor, turn right. Leave the building by double fire doors, walk between the Music Block & Sports Hall, turn right. Proceed to assembly point.

EXIT BY SINGLE FIRE DOOR ADJACENT TO LIFT

Rooms - G15, G16

Turn right, through double doors, downstairs, turn right. Leave the building by single fire door adjacent to lift. Proceed to Assembly Point.

Rooms - G17, G18

Turn left, through double doors, downstairs, turn right. Leave the building by single fire door adjacent to lift. Proceed to Assembly Point.

Rooms - F14, F16, F17, F18

Turn right, continue down staircase to ground floor, turn left. Leave the building by single fire door adjacent to lift. Proceed to Assembly Point.

Room - F15

Turn left, continue down staircase to ground floor, turn right. Leave the building by single fire door adjacent to lift. Proceed to Assembly Point.

Room - Server Room

Follow staircase to ground floor, turn right. Leave the building by single fire door adjacent to lift. Proceed to Assembly Point.

OTHER EXITS FROM THE BUILDING

Rooms - G11, G12, G13,

Leave the building by double doors leading to Quad, go downstairs, turn left, walk between Music Block & Sports Hall, turn right, go around the back of the school. Proceed to assembly point.

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Room - M1

Leave the building by fire exit at back of room, turn right. Walk around the back of the school. Proceed to assembly point.

Rooms - M2, Practice Rooms

Turn left out of door, left, downstairs, through double doors, turn left, walk between Music Block & Sports Hall, turn right, go around the back of the school. Proceed to assembly point.

Girls Gym

Leave the building by fire exit door at back of room, turn right. Walk around the back of the school. Proceed to assembly point.

Main Hall

Leave the building by the fire exit door leading to Quad. Walk between the Music Block & Sports Hall, turn right, go around the back of the school. Proceed to Assembly Point.

Dining Hall

Leave the building by fire exit doors, turn left. Proceed to assembly point.

All other areas

Leave the building by your nearest emergency exit. Proceed to assembly point.

DISABLED PUPILS EMERGENCY EVACUATION PROCEDURE

Procedure to be followed by Subject Teachers during an emergency evacuation.

From the ground floor

Subject teacher should instruct his / her class to proceed to the assembly point but remain with the disabled student until the corridor is clear and then accompany the disabled student to the assembly point. If there is a Teaching Assistant present they should accompany the disabled student.

From the first floor

Subject teacher should instruct his/her class to proceed to the assembly point but remain with the disabled student until a Teaching Assistant arrives to take charge of the disabled student and then proceed to the evacuation area. **THE LIFT MUST NOT BE USED!**

At the beginning of the academic year Mrs D Jones will identify occasions when disabled students have lessons on the 1st floor and will produce a timetable. A Teaching Assistant will be allocated to each disabled student for these occasions and named in the timetable.

Procedure to be followed by Teaching Assistants identified to assist disabled students during an emergency evacuation

When the alarm bell sounds, check timetable to see if any disabled pupils are on the 1st floor at that time.

If you are not identified to assist at that time, proceed to the assembly point.

If you are identified to assist follow the procedure listed below:

- 1) Proceed to an identified 'safe area' (the top of the nearest stairwell) and remain with the student.
- 2) Transfer the disabled student to the evacuation chair, descend by the nearest safe staircase and proceed to the assembly point.
- 3) Following the all clear signal, the Teaching Assistant will bring the pupil's own wheelchair from the 'safe area' to the assembly point and transfer the pupil from the evacuation chair. The caretaker will return the evacuation chair to its original location.