



Motivate, Develop, Inspire

Victoria College

Fire and Emergency Evacuation Procedure

This information should be read in conjunction with “Emergency Evacuation Maps and Diagrams and Individual PEEPS”

If you see a fire:

1. Upon noticing a fire, the staff member should activate a “break glass” alarm to set off the fire alarms.
2. **Call 999** and begin to evacuate the building.

Emergency Evacuation:

All staff in class:

- Evacuate all students, staff and visitors by the nearest, safe exit.
 - Note that the nearest **SAFE** exit may involve choosing the widest, most accessible exit point.
 - Always check for heat, smoke and flame before moving through a door or to a new area. Be careful touching metal handles, they could be hot, feel for heat first.
 - There are smoke detectors throughout the college
 - If you cannot see flame, feel heat or smell smoke, you have time to hoist students into their wheelchairs before evacuating, do not put your life at risk, move students in physio equipment carefully if lives are at risk.
 - Go to the nearest evacuation point and await instruction from a member of SLT or Site Staff
 - Do not take your personal belongings with you.
 - Collect grab bag of fire blankets and registers on the way out
 - Do shut doors behind you as you leave
 - **SET 2 -way radios to channel 5**

Other staff:

- Help class staff to safely evacuate young people if you are nearby and have read and understand their PEEP
 - Exit the building quickly by the nearest safe exit.
 - Go to the nearest evacuation point and await instruction from a member of SLT or Site Staff
 - Ensure you observe the students carefully and inform the class teacher or nurse of any concerns, wrap in their fire blanket if they appear cold or in shock.

- Nurses collect “grab bag” of emergency medication for students.

Fire Marshalls, SLT and Site Staff:

All Fire Marshalls, SLT and Site staff should take 2-way radios (on channel 5) and wear high-visibility vests.

- **Fire marshals meet at the fire panel to identify areas and contact emergency services as required. Allocate areas for sweeping and take radios.**
- **One person allocated to contact site staff on channel 6 of the fire alarm being activated**
- Receptionist – take attendance records/signing in book/ipad, class and staff lists and 2-way radios to emergency Evacuation Point A (outside main entrance.)
- The receptionist will inform any visitors in the car park that an emergency evacuation is taking place, and ask them to remain at Evacuation Point 1.
- Fire Marshals –Take a 2-way radio. Sweep building and communicate areas as clear or not.
- One fire marshall/Hof C to remain at fire panel (if safe to do so and coordinate evacuation) if not safe from front of college.
- Fire Marshall/Receptionist to radio in any missing staff/students to check with staff students at the meeting point in front of the building.
- The fire brigade must be informed that oxygen tanks are stored on site in the medical room. One to the left of the door as they enter and one to the right, behind the door. An oxygen compressor is on site too.

When the building is clear:

- The Head of College will liaise with the Site Manager as to whether it is safe to re-enter the building.
- If safe, the Head of College or Site Manager will radio Evacuation Points and advise it is safe to return to college.

If there is a fire or other danger:

- If there is a fire or any other incident that renders it unsafe to return, Head of College/Receptionist/Site Manager will call the fire brigade if not already contacted.
- Head of College will ask each member of SLT and Fire Marshall, to carry out a full roll call of staff and students at each Evacuation point so that anyone missing can be identified
- The H of C will liaise with Site Manager to determine whether people need to move to secondary marshalling points (location depends on nature and severity of danger) and will convey this information via 2-way radio.
- Students may need to start to move over to Victoria School in the event of a serious incident and the Serious incident Contingency plan will need to be followed.

When the danger has passed:

- The H of C or Site Manager will announce to each evacuation point that it is safe to return
- Members of SLT and Fire Marshals will be dispatched to physically check that all evacuees know it is safe to return.
- SLT, Fire Marshals and Site Staff will de-brief after the incident and identify any areas needing improvement.
- Reports will be written and shared with unions, SLT and Trustees

