

## **Fire and evacuation plans for the new temporary classrooms and temporary evacuation routes around the school during the 2023-24/25 new extension construction phase.**

### **Evacuation Management**

#### **General**

Upon manual activation, a high pitched siren is sounded in reception. This allows a grace period of 5 minutes for the activation to be investigated. If there is no fire the call point and panel will be reset and no evacuation ensues. If it is a fire the main alarm will sound and evacuation takes place. This is not the case if the alarm is activated by detection in which case the main evacuation siren is activated and evacuation will take place. Fire drills will be undertaken as appropriate once each term to highlight any areas which could be a problem in a real fire. The evacuation procedure should go as follows:

#### **Person discovering the fire**

1. Activate the fire alarm immediately on the discovery of fire.
2. Only try and tackle the fire if it's small and the person has been trained to use the firefighting equipment provided, but without taking personal risk.

#### **General Office Staff / Students**

1. Leave the building immediately and proceed to the school MUGA (pupils, staff and community use) and to Royal Lane Footpath (kitchen staff and visitors from the entrance lobby).
2. Proceed to a protected stairs and evacuate through the stairs.
3. Evacuation lift to be used by wheelchair users.
4. Do not stop to collect personal belongings. **Fire Manager**

1. Co-ordinate actions of fire wardens.
2. Ensure evacuation of floors is carried out and complete by checking all rooms, including toilets.
3. Ensure nobody re-enters the building.

#### **Fire Wardens/Service Staff**

1. Ensure all service users evacuate to outside or through the protected stairs.
2. Coordinate the service users that are able to evacuate independently through the stairs.
3. Start evacuating people with disabilities using the evacuation chair or with procedure for wheelchair users.(evac lift) **Ground Floor Receptions / Security Staff**

1. Notify central switchboard of evacuation.
2. Ensure ground floor areas are evacuated.
3. Ensure nobody re-enters the building until emergency services have declared the building safe.

#### **Evacuation lifts**

The building is provided with an evacuation lift servicing the first floor level (new build wing). The lift is enclosed in 60min fire rated construction and has a lobby with the same level of fire resistance.

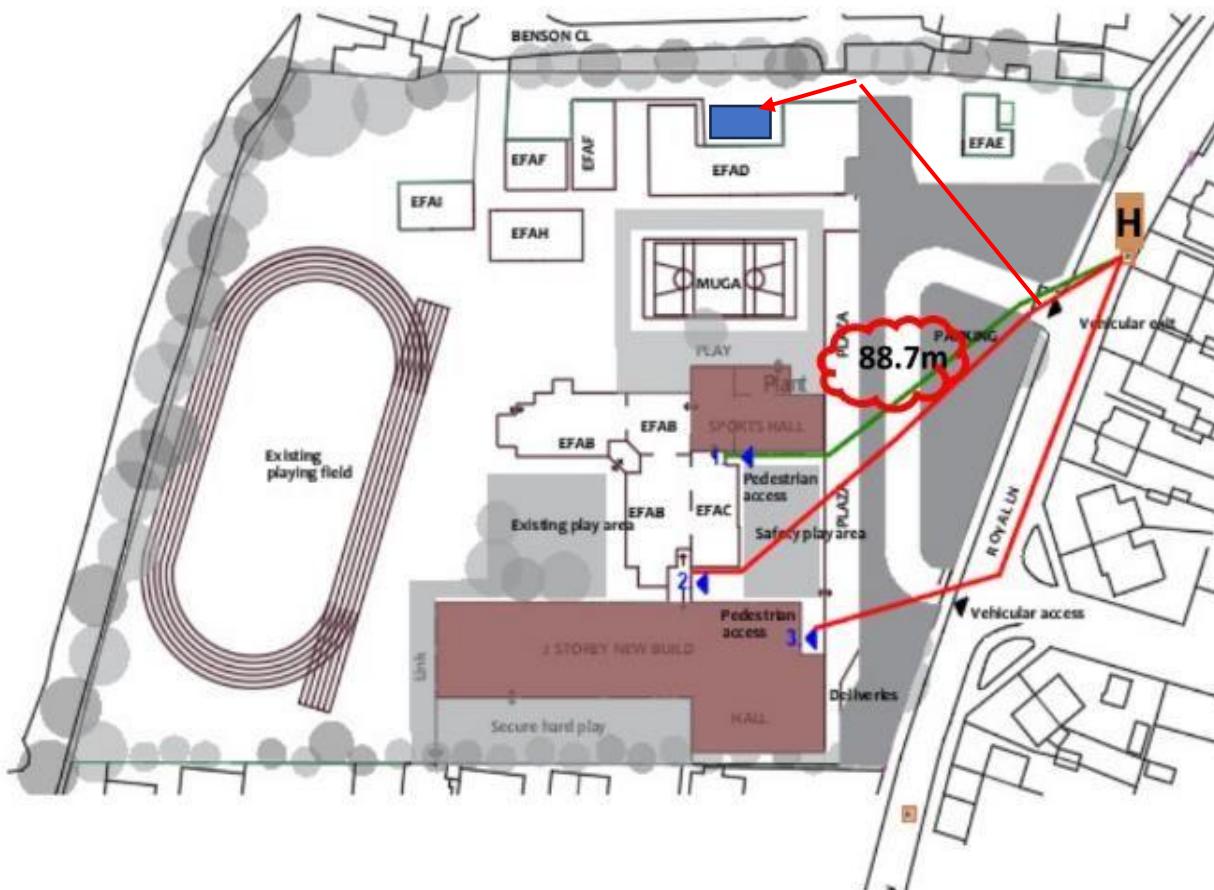
point	where/what?	notes	Reference on map (bottom (i))
1)	Assembly points	All assembly points are in the MUGA	(A)
2)	Evacuation from the field or from the rear (west/field) end of the main building	It is necessary, (because of the build site hoardings) if exiting from the field or the rear (west/field) end of the main building, to evacuate back into the science wing corridor. <b>Important: only if it is safe to do so and there are no signs of a fire.</b> If there are signs of fire/smoke make your way across the science play area and exit through the link going straight ahead and to the MUGA via the temporary classrooms and sports hall exterior*	(B) (D)
3)	Science wing corridor	Once in the corridor go straight ahead to the end and exit on the left through the door adjacent to the sports hall*	(C)
4)	Art and science studios	Exit the classrooms into the art/science corridor and exit via © as described above. <b>Important: only if it is safe to do so and there are no signs of a fire.</b> If there are signs of fire/smoke, exit through the fire exits at the rear of the art/science studios and make your way across the science play area and exit through the link going straight ahead and to the MUGA via the temporary classrooms and sports hall exterior*	(C) (D)
5)	library	Exit through the door into the art corridor turn right and exit through (C) . <b>Important: only if it is safe to do so and there are no signs of a fire.</b> If there are any signs of a fire looking right, turn left and exit through the link turning left and to the MUGA via the temporary classrooms and sports hall exterior*	(C)

6	Therapy suite	Exit through the door into the art corridor turn right and exit through (C) . <b>Important: only if it is safe to do so and there are no signs of a fire.</b> If there are any signs of a fire looking right, turn left and exit through the link turning left and to the MUGA via the temporary classrooms and sports hall exterior*	(C)
7	Main building ground floor	Exit into the corridors, then the building by using the exits at the link or pupil entrance then turn right and via the temporary pathway, created by the temporary fence extension (F) around the carpark side of the temporary classrooms then the sports hall exterior to the MUGA. <b>Important: only if it is safe to do so and there are no signs of a fire.</b> If there are signs of smoke or fire exit the building by the rear (field/west) exit and follow point 2 above*	(E) (F)
8	Main building first floor	Exit into the corridors, then the building via the front and rear stairwells, then using the exits at the link or pupil entrance (E) then turn right and to the MUGA via the temporary classrooms and sports hall exterior. <b>Important: only if it is safe to do so and there are no signs of a fire.</b> If there are signs of smoke or fire exit the building by the rear (field/west) exit and follow point 2 above. Wheelchair users or non-ambulant people can use the lift with assistance from a staff member and designated lift fire manager. If for any reason the lift is not in use you will wait in either of the refuges, in the front or rear first floor stairwells, with a member of staff and will be assisted down the stairs in an evacuation chair*	
9)	Temporary classrooms ground floor	Exit classrooms into the corridor and out of the main entrance, turn right and to the MUGA via the sports hall exterior*	
10	Temporary classrooms first floor	Exit classrooms into the corridor then either the main staircase on the main building side or the emergency staircase on the library/sports hall side, then turn right and to the MUGA via the sports hall exterior* <b>Important: No wheelchair users or non-ambulant people will be using the first floor in the temporary classrooms</b>	

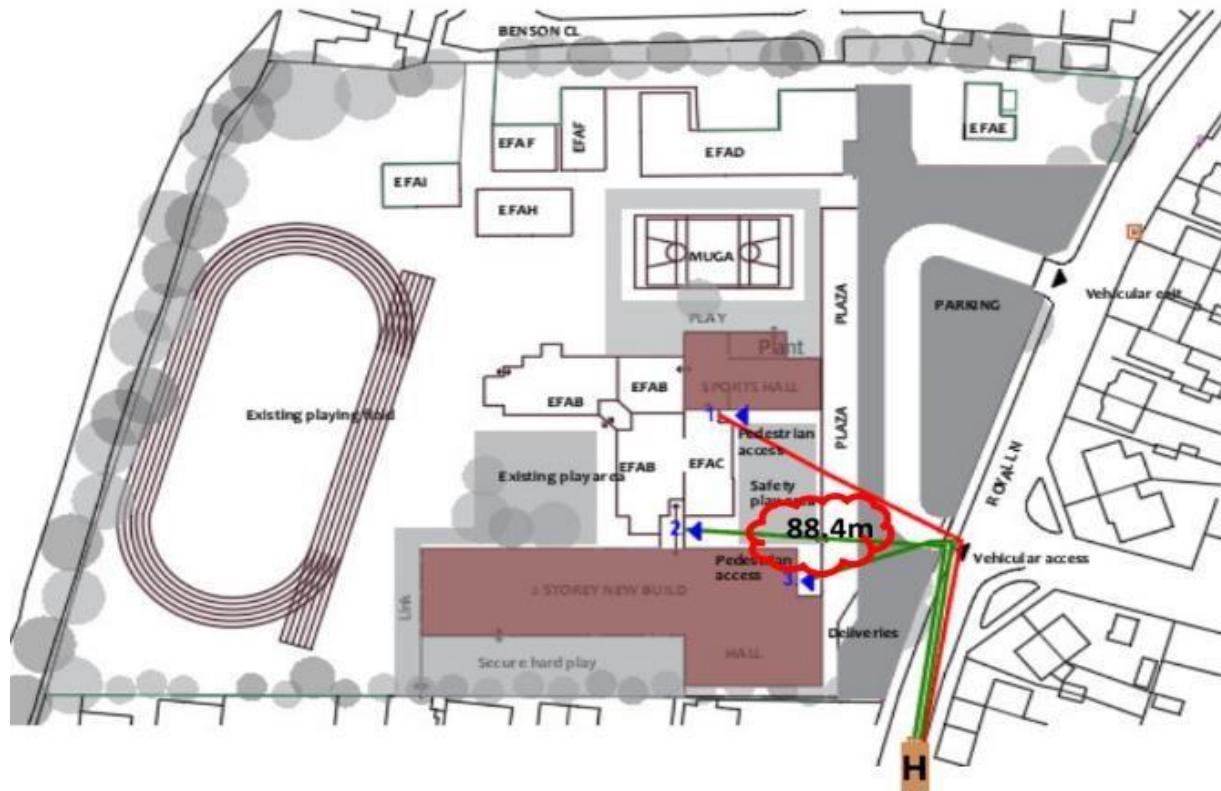
11	Sports hall	<p>Exit into the art corridor, turning right and exiting through the door at the end of the corridor adjacent to the sports hall ©</p> <p><b>Important: only if it is safe to do so and there are no signs of a fire.</b> If there are signs of fire the exits at the back of the sports hall can be used which will lead you directly to the MUGA</p>	(C)
12	Fire Brigade access	<p>There are 3 points along the front of school secure line where the fire brigade can access the school. 1) Main entrance 2) Double gate adj to sports hall (vehicular access) 3) Single gate adj to 6th form</p> <p>There are 2 fire hydrants on royal lane. One on the opposite side of the road to the north and one on the opposite side of the road to the south:</p>	
13	Temporary classroom adjacent to 6 <sup>th</sup> form	Exit the building, turn right and proceed to the MUGA following the signage.	

## EXISTING HYDRANTS

HYDRANT No 1.

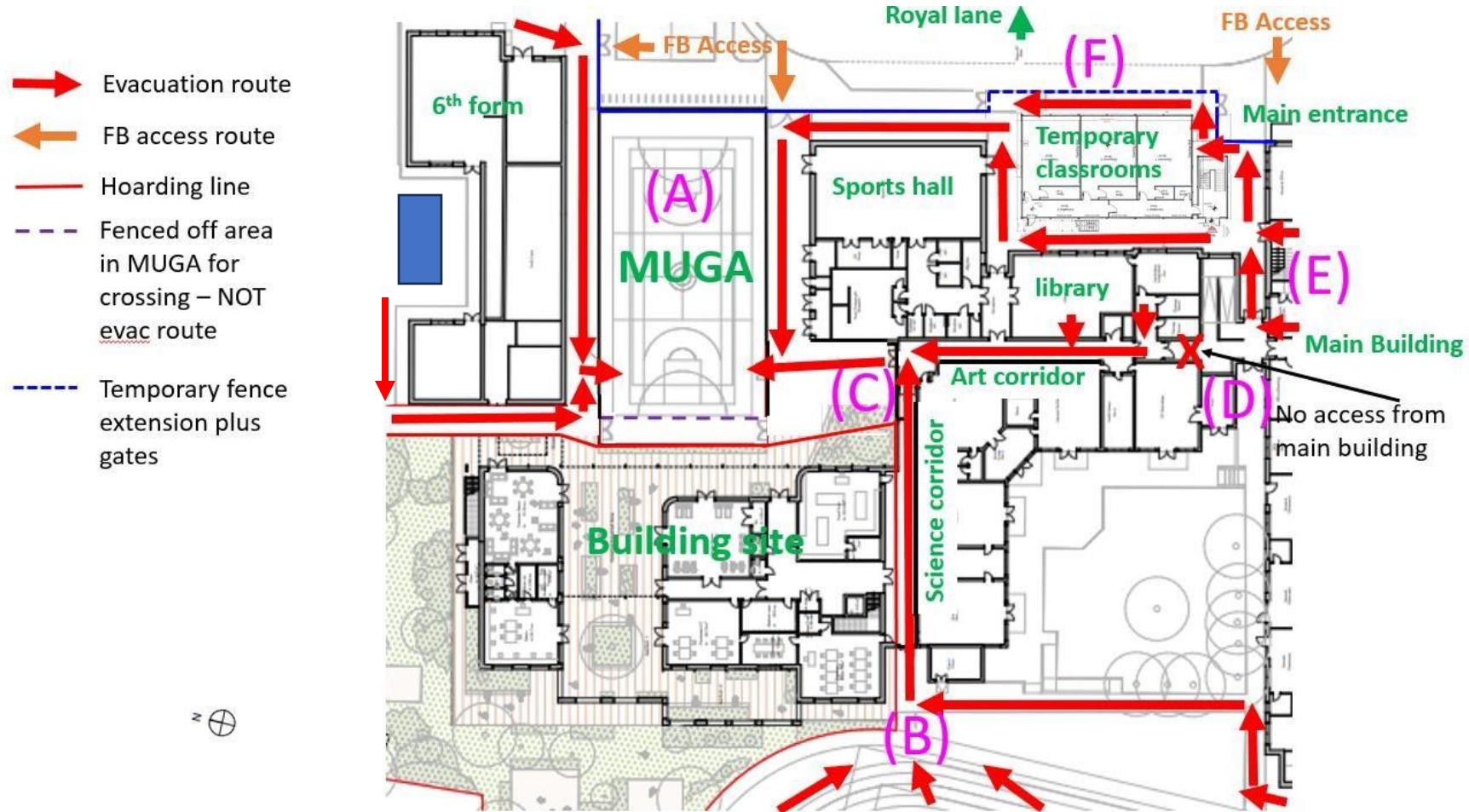


**HYDRANT No 2.**

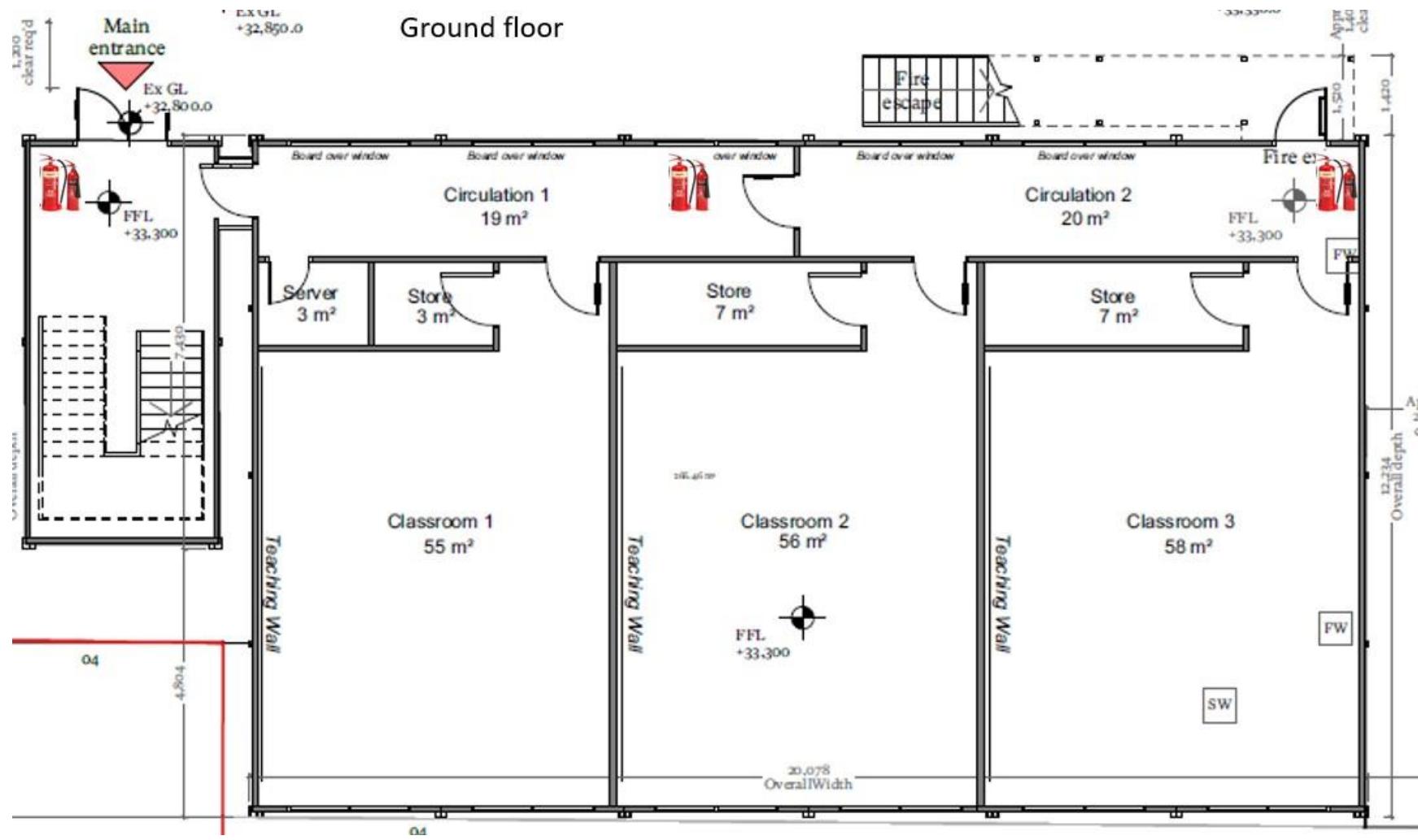


**\*Important: If any of the routes around and between the temporary classrooms, the library and the sportshall are showing signs of smoke/fire it may be necessary to evacuate into the car park through the gates being created at the temporary fence extension position or by the top left corner or the sports hall. This will be directed by the duty manager at the time.**

(i)



Fire extinguisher locations: (ii)  
ground floor



(iii) first floor

First floor

