



Fire Emergency Evacuation Plan

Building: The Angmering School, Station Road, Angmering, West Sussex, BN16 4HH

Signed by: Tim Laker

Effective From: 09/10/2024

Next Review Date: 09/10/2025

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (FSO) to ensure the safety from fire of all persons within the establishment by putting in place a procedure for serious and imminent danger from fire.

Designated Person Responsible for Fire Safety:

Tim Laker (Premises Manager)
tlaker@theangmeringschool.co.uk

Person Responsible for Assisting the Designated Person with Fire Safety Duties:

Emma Rigby (Premises Administration Assistant)
erigby@theangmeringschool.co.uk

Persons Responsible for Contacting West Sussex Fire and Rescue Service:

In the absence of the first name on this list the responsibility will filter down the list.

Tim Laker (Premises Manager)
tlaker@theangmeringschool.co.uk

Cathy Wilson (Operations Manager)

Chris Wadsworth (Premises Assistant)
cwadsworth@theangmeringschool.co.uk

Adrian Potts (Premises Assistant) apotts@theangmeringschool.co.uk

Martin Smith (Deputy Head Teacher) msmith.dht@theangmeringschool.co.uk

Action to Take on Sounding of the Fire Alarm

The FIRE BELL is a loud continuous buzzer sound, quite distinct from the lesson change bell. When this occurs, the main objective is to clear the interior of the building and assemble all students and staff on to the fields. All students on the front field) Each Tutor Group has a numbered space in KS3 & 4. Students are expected to behave sensibly throughout.

- All staff without a specific fire emergency role must stop all activities safely and evacuate the premises immediately by the nearest fire exit, encouraging others to evacuate calmly as they leave
- When rooms are vacated ensure all windows are closed
- The last person out of the room must be the teacher, who should close the door
- All customers, clients, members of the public are to stop all activities and leave immediately by the nearest fire exit, following instructions from staff
- On exiting the building all occupants are to make their way to the designated assembly point, and await further instructions
- Students need to stand in alphabetical order and the attendance checked (a list will be provided)
- Any absentees report immediately to the Year Team Leader
- The Year Team Leader and tutors monitor the behaviour of the year until HST give the all clear
- The person in charge (or named delegate) must proceed to the fire alarm panel in the Main Admin office and determine which area of the premises the fire alarm has been triggered in
- The person in charge is to receive reports from staff on the status of the evacuation, location and nature of fire, and gather information to pass to the Fire and Rescue Services when they arrive

AN EVACUATION OF THE BUILDING DURING NON-LESSON TIME

- All students must move immediately AND QUIETLY out of the building via the nearest exit to the Tutor Group assembly points near the layby.
- Staff should supervise the evacuation from the area of the building that they find themselves in then move to be with their tutor group and proceed as above.

There must be NO re-entry to buildings.

STUDENTS IN WHEELCHAIRS ~ FIRST FLOOR OF BLOCK B, C AND F.

- Students should move immediately to the stairs nearest to their room, keeping well back
- When other students have evacuated the building, they should move onto the landing, close the door, and then wait quietly until joined by a member of staff.
- A member of LNC staff will assess the situation and supervise the students' descent either in the lift if it is safe, or by carrying down in the evac-chair.
- No-one is to be brought down before the arrival of a member of the LNC staff unless there is apparent danger when teachers should remove the students from danger by whatever means appears appropriate.
- LNC staff will make a final check on the stairwells.

Non-teaching staff collect on the roundabout at the front of school.

Action to Take on Discovering a Fire

If you discover a fire:

- Alert those nearby to the fire by shouting 'fire, fire'
- Operate the nearest Fire Alarm call point; remember that there is a delay on the alarm to facilitate checking of unauthorised activation
- Attempt to fight the fire if safe and you are competent to do so
- Evacuate the building by the nearest fire exit
- Proceed immediately to the Assembly Point, and inform the Designated Person responsible for Fire Safety or their deputy of the location and nature of the fire
- Designated Person to contact the West Sussex Fire and Rescue Service by dialling 999 (9 999 on internal phones)
- If there is any evidence that the remains of a fire might still be burning, sound the Fire Alarm. If the fire is out report it immediately to the Headship Team

The Assembly Point

Key Stage 3 and 4 Students – Front field

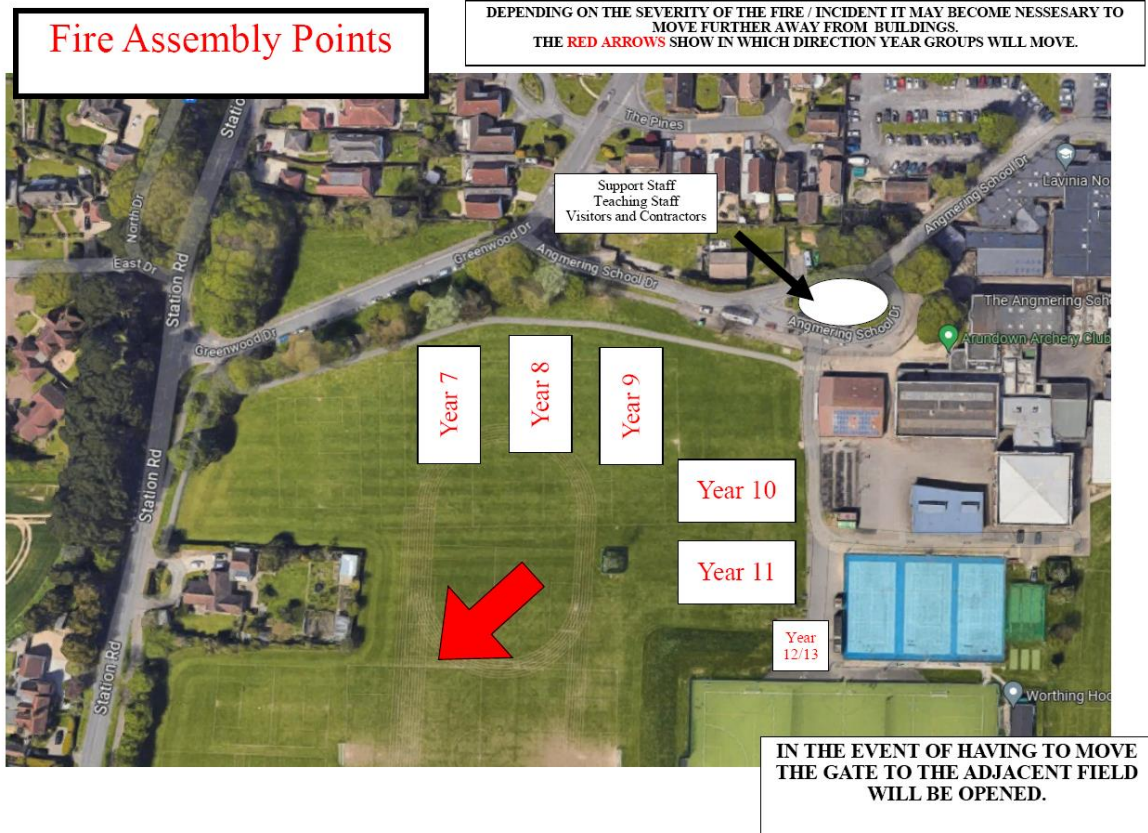
Year 12/13 – Astro Hardstanding

Form Tutor staff – With their respective tutor group

All other teaching staff – On the roundabout at front of school

Support Staff – On the roundabout at front of school

Visitors and contractors – On the roundabout at the front of school



Contacting and Meeting the Fire and Rescue Service

On confirmation that it is not a false alarm, the Fire Service will be contacted by the designated person by ringing 999 (9 999 from an internal phone line). Information about the size of school and the approximate location of fire will be given to the handling dispatcher and also information about the access arrangements for the oncoming emergency service vehicles.

The school will be evacuated and a roll call will be taken of all students, staff and visitors. If the designated person is confident that all persons are accounted for, this can be reported to the oncoming emergency services.

The designated person will meet the emergency services at the school gate and escort them to the affected area. They will then stay with them to assist with information needed about the site and the area.

Investigation of Fire Alarm Activations

- On sounding of the fire alarm, responsible person (or named deputy, site supervisor, duty manager etc.) to investigate the fire alarm panel
- Responsible person (or named deputy) to instruct premises team to investigate location of activation for fire or smoke
- If fire or smoke identified at any time, or other information provided from building occupants that confirms a fire has occurred, then immediately evacuate the building, and contact the fire and rescue service on (9) 999
- If no evidence of fire identified, then situation to be resolved. Fire Alarm Panel then to be silenced and reset, and careful re-occupation of building to take place

If at any point after the alarm has been silenced and reset it begins to sound again, the building evacuation plan to be carried out as normal and the above repeated.

Any staff reading the fire alarm panel and interacting with it (e.g., silencing and resetting) must be trained in how to use the fire alarm panel to ensure continued operation of the fire detection and alarm system.

Staff investigating the source of the activation must always have a means of communication on them and be immediately informed if a fire is confirmed by other means (second detector activation, information provided by occupants/fire wardens). Staff investigating the source of an activation should ideally do so in pairs and must always have regard for their own safety.

If at any point they detect fire or evidence of fire (smoke, significant increase in temperature), they should assume the fire is real and proceed as above for Action to Take on Discovering a Fire. Investigating staff should ensure that any rooms they enter they can check before entry, either by looking through glass panels in doors or testing the door for heat with the back of their hand.

Specific Evacuation Duties and Roles

Job Title	Specific Responsibility	Muster Point	Report to
HEAD TEACHER	Overall responsibility for the evacuations and primary point of reference.	Front Field	None
DEPUTY HEAD TEACHERS	Responsible for overseeing the allocated KS3 and KS4 Groups	Front Field	Head Teacher
ADMIN STAFF	When fire signal is heard on the alarm panel, check location and inform Premises team via Radio (channel 1)	Front of school, roundabout	Report to Head Teacher
STUDENTS AND ACCOMPANYING STAFF	When a fire bell is heard, evacuate the building by the nearest fire exit and make your way to your muster point.	All Students on the front field.	Report to Form Tutor
GROUP TUTORS	Line the Tutor Group in alphabetical order then move to check their Attendance register.	All Students on the front field.	Report to YTL
NON GROUP TUTORS	Non Group Tutors to maintain order at back of own Year Group lines on pathway.	All Students on the front field.	Report to YTL
YTLs	Supervise Year Group and student dismissal Check all staff present Report any missing staff or students	All Students on the front field.	Report to Head Teacher
SUPPLY TEACHERS	Take students to the nearest suitable exit and then to relevant Tutor Group Assembly points.	Front of school, roundabout	Report to Admin Team Leader
STUDENT SUPPORT TEAM	Ensure assigned year group has cover for all tutors cover any absence.	All Students on the front field.	Report to YTL

RECEPTIONIST	Take out print out of visitors on site Check off visitors Staff signing out sheet	Front of school, roundabout	Report to Admin Team Leader
ASSOCIATE ASSISTANT HEAD WITH CPD RESPONSABILITIES	Check PGCE student list	Front of school, roundabout	Report to Admin Team Leader
LEAD COVER SUPERVISOR	Take out cover sheets and check off supply teachers Take out lists of casual GSAs & check	Front of school, roundabout	Report to Admin Team Leader
LNC ADMIN STAFF	Take out list of LNC staff + visitors Take register of students not with their tutor groups, LSA will then report to tutor groups to get them registered.	Front of school, roundabout	Report to Admin Team Leader
ADMIN TEAM LEADER	Take out list of Admin/Technician/Cleaning List 6th Form Staff	Front of school, roundabout	Report to Head Teacher
6th FORM ADMIN TEAM	Take disabled students to lift and await arrival of LSA. Take paper register files to Y12/13 Group Tutors		Report to YTL
KS3 ADMIN	Take paper register files to KS3 Tutors and inform YTLs of any students signed in/out	All Students on the front field.	Report to YTL

KS4 ADMIN	Take paper register files to KS4 Tutors and inform YTLs of any students signed in/out	All Students on the front field.	Report to YTL
HR ADMIN	Take out megaphone	Front of school, roundabout	Report to Admin Team Leader
FINANCE MANAGER	Secure Money and place it in the safe.	Front of school, roundabout	Report to Admin Team Leader
PREMISES TEAM	One member of the team to attend the front gate to close access and egress for all. The rest of the team undertake duties of investigation. All in contact with the Premises Manager via Radio channel 1.	Front of school, roundabout	Report to Premises Manager
PREMISES MANAGER	To attend the main Fire panel in Admin and coordinate the Premises Team investigation via radio channel 1.	Front of school, roundabout	Report to Head Teacher

Persons Requiring Assistance to Evacuate (Personal Emergency Evacuation Plans)

Detailed information on disabled or sensory impaired customers are recorded within their individual Personal Emergency Evacuation Plans – PEEP. The building has a range of measures in place to assist with the evacuation of persons requiring assistance, such as places of relative safety (refuges), refuge communication systems, evacuation chairs, and trained staff.

Responsibilities

It is the responsibility of individual staff to read and adhere to all the fire procedures for this building, including any Personal Emergency Evacuation Plans relevant to them or including them. All visitors (including customers, contractors etc.) are also required to read and adhere to all the fire procedures for this building. The person responsible for inviting them to site must make visitors (such as contractors) aware of these plans.