



Fire (Emergency) Evacuation Prodecure Document

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Approved By:	Trustees
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Impact Assessed	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Document Control

This document is issued, controlled and impact assessed by the Senior Leadership Team.

The latest version of the procedure will be maintained on the School Website.

Fire (Emergency) Evacuation Procedure Document

Scope

All Endeavour Academy property and operations.

Purpose

To ensure safe and timely evacuation of Endeavour Academy in the event of an emergency.

Procedure

Person discovering fire (staff) to:

- Sound alarm by breaking one of the alarm glasses situated in the corridors
- Attack the fire, if this can be done safely, using the appliances provided, otherwise vacate premises immediately.

DO NOT TAKE RISKS

On hearing the fire alarm:

- The College switchboard operator (or Duty Manager after hours) will call the fire brigade.
- Instruct students to leave in an orderly manner by the nearest exit and proceed to the Assembly Area, which is located by the Sports Centre. They should not stop to collect personal belongings.
- Switch off any gas or electrical equipment in use.
- Shut doors and corridor fire doors on leaving.
- Check the register when the class is assembled outside. If anyone is missing notify the Fire Officer in Charge.
- All staff not directly involved with students will leave the premises by the nearest exit.
- Do not return to the building until the Fire Officer in Charge gives permission, the signal to return being the sounding of whistles.

Staff with special roles: (EDC Services Teams)

- Members of the Services Team will quickly proceed to the site of the activation as indicated by the main alarm panel. Upon determining the nature of the activation, the Services Team will radio Reception as to whether to call the Fire and Rescue Service. If in any doubt, instruct reception to call Fire and Rescue.
- First aiders will proceed to the main Fire Panel and monitor the disabled refuge indicator panel. Should any wheelchair user notify via the intercom that they are at a disabled refuge then one or more (depending on numbers available) first aiders will collect an evacuation chair and proceed to the indicated refuge to provide reassurance to the wheelchair user. When the nature of the activation is known an informed decision can be made as to whether or not to evacuate the wheelchair user.
- Staff in charge of, or working in, areas such as Learner Services, the Kitchens, Student Services etc. Should ensure that no persons are left behind during the evacuation.

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- In the event of a fire, Endeavour Academy and EDC Managers, Directors, Technicians and Learner Services staff will act as Fire Marshals to ensure safe and rapid evacuation of the College buildings.
- Endeavour Academy staff will ensure no students are left behind during the evacuation.
- Endeavour Academy staff to wear hi vis jackets located in each classroom / office.

Assembly Areas

- Willerby Grove Centre
- Paved area in front of Sports Hall
 - Students meet Learning Mentor to carry out a register (supplied by reception)

Bomb Threat

In the event of a bomb threat, staff will be notified by EDC Services staff. Staff and students to be instructed to assemble at the furthest end of the running track. In the event of a bomb threat, staff and students must take all personal bags and briefcases with them.

Fire Drills

- A fire drill will be carried out at least once per term.
- Any issues arising from fire drills will be reported to the Principal.

Supporting Documents

- Endeavour Academy Health & Safety Policy.
- Bomb Threat and Evacuation Procedure