



Emergency Fire Evacuation Procedure Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Green Room School Fire Wardens

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Owner: LS/WCB/KLF/6MA

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March 2014	March 2015	April 2015	2	April 2016
		Nov 2016	3	Nov 2017
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	Emergency Coronavirus Review	May 2020	7	May 2021
	GRK Review (LF)	January 2021	8	January 2022
	GRW Review (CB)	January 2021	8	January 2022
	GR6 Review (MA)	January 2021	8	January 2022
	Overall Review (LS)	January 2021	8	January 2022

Introduction

Each site has its own individual evacuation procedure which covers the following basic facts:

- What to do if you discover a fire
- What to do when you hear the fire alarm
- Calling the Fire Brigade
- Evacuation
- Assembly
- Register (Roll Call) Pupils, visitors, volunteers and staff

The Green Room School's fire procedures are available to all staff and included in the induction of all new starters. (Induction is within 2 weeks of employment, temporary or permanent). Refresher training is given to all staff annually or when any significant changes are made to policy and procedures.

A summary of the Fire Evacuation Procedure will also be made available to all volunteers, contractors and visitors to the school. These shall be displayed on Fire Evacuation Notices throughout the premises.

During letting periods, The Green Room will ensure the hirers are briefed on the fire evacuation procedures, that adequate means of escape are available as well as fire safety equipment available on the premises. Where only parts of the premises are in use it must be ensured that all relevant escape routes remain open and that adequate escape signage is available. The hirer (temporary) or permanent should also have their own procedures and are responsible for such acts.

Evacuation Procedures For People With Special Needs

Particular attention will need to be given to pupils and staff who have special needs, including those with a disability, that may hinder their ability to evacuate.

Any staff who feel they or a pupil may require assistance in the event of an evacuation must inform the appropriate member of staff (eg. Fire Warden) in order for suitable arrangements to be put in place. There may be a need to adopt alternative procedures if they cannot be evacuated with the majority. This may be as a result of particular mobility or sensory problems.

A Personal Emergency Evacuation Plan (PEEP) may need to be developed for disabled persons who frequently use the building. This should be developed in discussion with the person concerned (and/or Parents/Carers in the case of pupils).

When formulating a Personal Emergency Evacuation Plan consideration should be given to:

- The problems the individual feels they may encounter during evacuation
- What areas of the premises are most commonly used by the individual
- Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals should be trained, easily identified and accessible.
- Is there a 'buddy' system established for those with impaired sight or hearing to ensure they are alerted and escorted from the building.
- Is the means of raising the alarm appropriate for the disability (eg. hearing impairments)
- The current evacuation procedures (are they familiar to all staff and well practised. Is extra training required in use of specialist equipment etc.)
- Are all staff aware of those individuals requiring specific help

- Details are added to the school's information management system, Arbor.

If You Find A Fire Or One Is Reported To You

Staff discovering a fire (or other emergency for which the buildings should be evacuated) should activate the alarm and call 999.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment. (See Fire file for locations of equipment).
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff have been made aware of the type and location of portable fire fighting equipment and all had fire extinguisher training and fire alarm training.

On Hearing the Fire Alarm

The Green Room School - Windsor (GRW)

1. All staff, pupils, occupants of The Green Room School Windsor (GRW) must respond to alarm activations calmly and efficiently.
2. Upon finding a fire, the following procedure should be followed
 - Shout "**FIRE!**"
 - Sound the alarm
 - Dial 999
 - Make your way quickly & calmly to the Fire Assembly Point (keeping socially distanced if safe to do so)
3. When occupants of GRW hear the Fire Alarm the following will happen at the same time:
 - Office staff will sweep the entire office area to ensure all occupants have left the building, collect the following and exit the building:
 1. First aid kit (with office keys attached)
 2. Pupil's prescribed medication where it is safe to do so
 3. Device with access to Google Chat (i.e. mobile phone) GRW Check In/Out group
 - The first member of staff to the front of the building should take the assembly point sign and put on the fluorescent jacket & hard hat (Fire Warden Kit) located at the entrance to the main school, and safely cross over the road to the assembly point [located in the courtyard on the other side of the road to The Green Room Building]. The pupils/visitors will be safely escorted across the road by staff.
 - Teaching/LSA staff will supervise the evacuation of pupils/visitors in their care by calmly exiting from the nearest fire exit and safely crossing over the road to the assembly point.
 - All staff have responsibility to sweep the building for any persons who may not have heard the alarm (this includes visitors / contractors). Staff must close doors as they go, but leave open the white security gates, then leave the building by the nearest exit and safely cross over the road to the assembly point.
 - The Fire Warden will check that a sweep of the main school and Green Room classrooms has been done. If not he/she will instruct members of staff to perform the sweeps (If it is safe to do so)
6. Once Office Staff are safely across the road they will summon the emergency services (DIAL 999) as necessary. The office is manned during School hours.

7. If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
8. If the building cannot be reoccupied following an evacuation, Green Room School pupils will be escorted to an 'end point of safety' - the transport collection area ('knoll') where a register will be taken.
9. If the fire alarm sounds when the school is not occupied, a list of selected staff will be called on an auto dialler system. The closest member of staff will confirm whether there is a fire before either calling 999 or turning off the fire alarm if it is a false alarm. All staff are trained how to use the fire alarm system and weekly checks are carried out as part of the Fire Log.
10. Staff are trained in how to evacuate through the fire exit door to the rear of the property and make their way round to the fire assembly point on Albert Street. They undergo regular fire drills in this evacuation. In the event of an emergency staff will guide pupils and volunteers/visitors to this escape route. This escape route should only be used if access cannot be gained to the front of the property.

All information relating to taxis, parents/carers and staff/volunteers emergency telephone numbers can be accessed by staff from Arbor if required.

On Hearing the Fire Alarm

The Green Room School - Kingsley (GRK)

1. All staff, pupils, volunteers, visitors and occupants of The Green Room, Kingsley (GRK) must respond to alarm activations calmly and efficiently.
2. Upon finding a fire, the following procedure should be followed:
 - Shout "**FIRE!**"
 - Sound the alarm
 - Dial 999
 - Make your way quickly & calmly to the Fire Assembly Point (keeping socially distanced if safe to do so)

Note: Once this is done staff should also communicate a raise of fire alarm via Google Chat and Two-Way Radios (where appropriate)

- When occupants of GRK hear the Fire Alarm the following will happen at the same time:
- Office staff will collect the following and do a sweep of the Blaber Building before exiting the building:
 - The pupil attendance record
 - The staff attendance record
 - The visitors book
 - A charged mobile phone
 - Fire Warden Kit: first aid kit, hard hat & high vis
 - Pupil's prescribed medication where it is safe to do so
 - The security gate buzzer
- Teaching/LSA staff will supervise the evacuation of pupils/visitors in their care by calmly exiting from the nearest fire exit and safely making their way to the assembly point [located at the bottom of the garden at the rear of the main building (bungalow)].
- All staff have responsibility to sweep the rest of the buildings for any persons who may not have heard the alarm (this includes visitors / contractors). Staff must close doors as they go, then leave the building by the nearest exit and safely make their way to the assembly point.
- The Office Staff will check that a sweep of all the school buildings has been done. If not he/she will instruct members of staff to perform the sweeps. (If it is safe to do so)

4. Once Office Staff are safely at the assembly point they will summon the emergency services (DIAL 999) as necessary. The office is manned during School hours.
5. If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
6. The Fire Warden will wear the fluorescent jacket (provided in the evacuation items) for safety when liaising with the emergency services when they arrive.
7. If the building at risk from fire cannot be reoccupied following an evacuation, Green Room School pupils will be escorted to an 'end point of safety' - another area of the school's out buildings (a safe distance away) and a register will be taken.
8. Any pupils, staff, volunteers or visitors who require wheelchair access will be informed of an alternative assembly point (carpark at the front entrance to School Reception). This will be added to a Personal Emergency Evacuation plan (PEEP) where necessary, or translated to those visiting the school.

All information relating to taxis, parents/carers and staff/volunteers emergency telephone numbers can be accessed by staff from Arbour/Google docs if required.

On Hearing the Fire Alarm

The Swan - Windsor (GR6)

1. All staff, pupils, occupants of The Green Room School / GR6 / The Swan must respond to alarm activations calmly and efficiently.
2. Upon finding a fire, the following procedure should be followed
 - Shout "**FIRE!**"
 - Activate the alarm
 - Dial 999
 - Take pupil's prescribed medication where it is safe to do so
 - Make your way quickly & calmly to the Fire Assembly Point (keeping socially distanced if safe to do so)
3. When occupants of The Swan hear the Fire Alarm the following will happen at the same time:

Green Room staff:

Will sweep the School House, Tech Suite, Coach House and any other areas in which pupils are working to ensure all occupants have left the building. Staff members will sweep the rooms that they are in and any areas they pass through in the process of exiting the building. Staff will check the male and female toilets in the Pub on their way out (if it is safe to do so).

They must also collect the following (if it is safe to do so) and make their way to the Fire assembly point [located on the pavement on the other side of the road to The Swan on Mill Lane]

- Fire Warden Kit: First aid kit, hard hat & fluorescent jacket
- Mobile phone for access to Google Chat Swan Check In/Out group and Site Security whatsapp group for Swan staff/volunteers.

Fire Warden

During school hours, a member of The Green Room School staff will be designated Fire Warden on site, and will be responsible for the evacuation of the site, including Swan CIC patrons, staff and volunteers.

Upon hearing the fire alarm the Fire Warden will make their way to Fire Assembly point located over the road on the public pathway. (They will collect and adorn high viz vest, hard hat and portable Fire Assembly sign in order to be recognisable).

If a pupil is not in a building when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

If the building cannot be reoccupied following an evacuation, Green Room School pupils will be escorted to the transport collection area ('knoll') where a register will be taken.

A Calm Orderly Exit Is Essential

1. Walk quickly – DO NOT RUN or stop to collect belongings
2. On arrival at the assembly point occupants must stand quietly while staff check their registers on Google Chat sign in group.
The result of this check must be reported to the Fire Warden/Senior Member of staff as soon as it is completed. The Fire Warden/Senior Member of staff will liaise with the emergency services on their arrival and inform them of anyone missing.
3. The building must not be re-entered until staff are notified it is safe to do so by the emergency services / Fire Warden / Senior Member of staff.
4. If necessary neighbours will be notified if there is cause to evacuate.

General Evacuation For People With Special Needs

Mobility Impairment:

Any person that requires a small amount of assistance should also evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to the assembly point. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual disability:

Any person with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them. They should be escorted to the assembly point.

Hearing disability:

Any person with a hearing disability should be escorted out of the building by staff. The person will be made aware of the alarm by their helper and escorted to the assembly point.

Gas Leaks

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the Office Administrator / Head of School of the incident.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter if possible
 - At GRW this is located in the tunnel
 - At GRK this is located in the gas cage next to the Bungalow
 - At The Swan this is located under the steel stairs leading to The School House
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid for gas emergencies on 0800 111 999.

Chemical Spills

- If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so. COSHH sheet available from the School Office (and relevant areas where appropriate)
- It may be necessary to evacuate the room and ensure windows are opened.
- If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary
- Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If Severe Spill Is Immediately Outside The Building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are closed and locked.
- Switch off fans or air conditioning.
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.
- Office staff / Head of school will ascertain whether to evacuate the building after consulting with the Emergency Services.

APPENDIX:

[GRW Fire Evacuation Map](#)

[GRK Fire Evacuation Map](#)

[GR6 Fire Evacuation Map](#)

This policy is approved by the Co-CEO of The Green Room Foundation

Date

Co-CEO
