



# **Evacuation Plan 2019/20 Under COVID-19 Regulations**



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## Purpose of Plan

This Document is to communicate the fire and evacuation procedure for Castle View Enterprise Academy to all staff working in the building

This Plan will be developed, maintained and distributed by Gareth Barwell – Facilities and Centre Manager

The Fire and Evacuation Plan and a Fire Notice will be used to ensure all employees in the building are informed of:-

- The Fire Evacuation Plan's Purpose
- The means of raising an alarm
- The action to take if a fire is discovered
- The action to take if the alarm is activated
- The arrangement in place to ensure the building is evacuated
- The location of the assembly points
- Return to building procedure

Gareth Barwell – Facilities and Centre Manager must ensure all staff under their control and working in the academy are briefed on the fire evacuation procedure for the building

It is also the responsibility of Senior Leaders to monitor fire safety awareness of employees in line including E-Learning, face to face training, local induction. All employees and building occupants(not including pupils) must be aware of local procedures in respect of the below questions with records of instructions and training held accordingly.

- What is the first thing I would do if I discovered a fire?
- Do I know what the fire alarm sounds like?
- What would I do if I heard the fire alarm?
- How is the fire service alerted?
- What is the route to the nearest fire exit?
- What is the alternative route?
- Where is my place of evacuation assembly?
- Do I know what extinguisher to use on each type of fire?
- Do I know how to use the extinguishers provided?
- Who would I report a defective or missing piece of fire equipment to?

Where any additional support or advice is required when training staff please contact the Health and Safety Team. You can also view the Fire Safety code of practice on the Schools hub:-

<http://thehub/documents/resource-centre/Health-safety-and-wellbeing/Fire-Safety--Code-of-Practice-3.41.pdf>

## **Duties of Key Employees**

### **Evacuation Co-ordinator**

Janet Bridges & Gareth Barwell will be in overall control of the emergency evacuation until the fire service arrives on site. On hearing the alarm, the evacuation co-ordinator will go to the fire control panel located in main reception. Action will then be taken dependent upon the circumstances presented.

The Evacuation Co-Ordinator or deputy will ensure the transfer of information from the Fire Wardens via the Assembly area Co-Ordinators to the Fire Service, the Emergency Control Room and where appropriate, Senior Leaders.

The Evacuation Co-Ordinator or deputy will be responsible for informing the Assembly Area Co-Ordinators when it is safe to re-enter the building. Where the Fire Service is present on site this will be on their instruction.

The Fire Co-Ordinator will also ensure that any first aid activity is managed.

### **Active Zone Verifier**

Gareth Barwell, Alan Crute and Kenneth Brettell are responsible as The Evacuation Coordinator and/or Active Zone Verifier will identify from the addressable fire alarm panel the zone(s) which have been activated. The active zone verifier will take a suitable means of communication and enter the building only if it is safe to do so to check for "evidence of fire" and immediately report back to the Evacuation Coordinator. This role is purely to advise of signs of fire but not to tackle it. (See section 9)

### **Assembly Area Coordinator**

Location of Assembly Points:-

- Year 7 - MUGA
- Year 8 – Climbing Wall
- Year 9 – Outside Activity Studio
- Year 10 – Near Picnic Tables
- Year 11 – Front of building
- Kitchen Staff – Car park in front of shutter
- Visitors Support and CVCFC staff – Front entrance Car Park

Upon the sounding of the fire alarm, the Assembly Area Coordinators and their deputies will make their way to their designated assembly point if safe to do so. They are to receive registers from designated person and to report to the Evacuation Coordinator that they are present. They will then coordinate the evacuation.

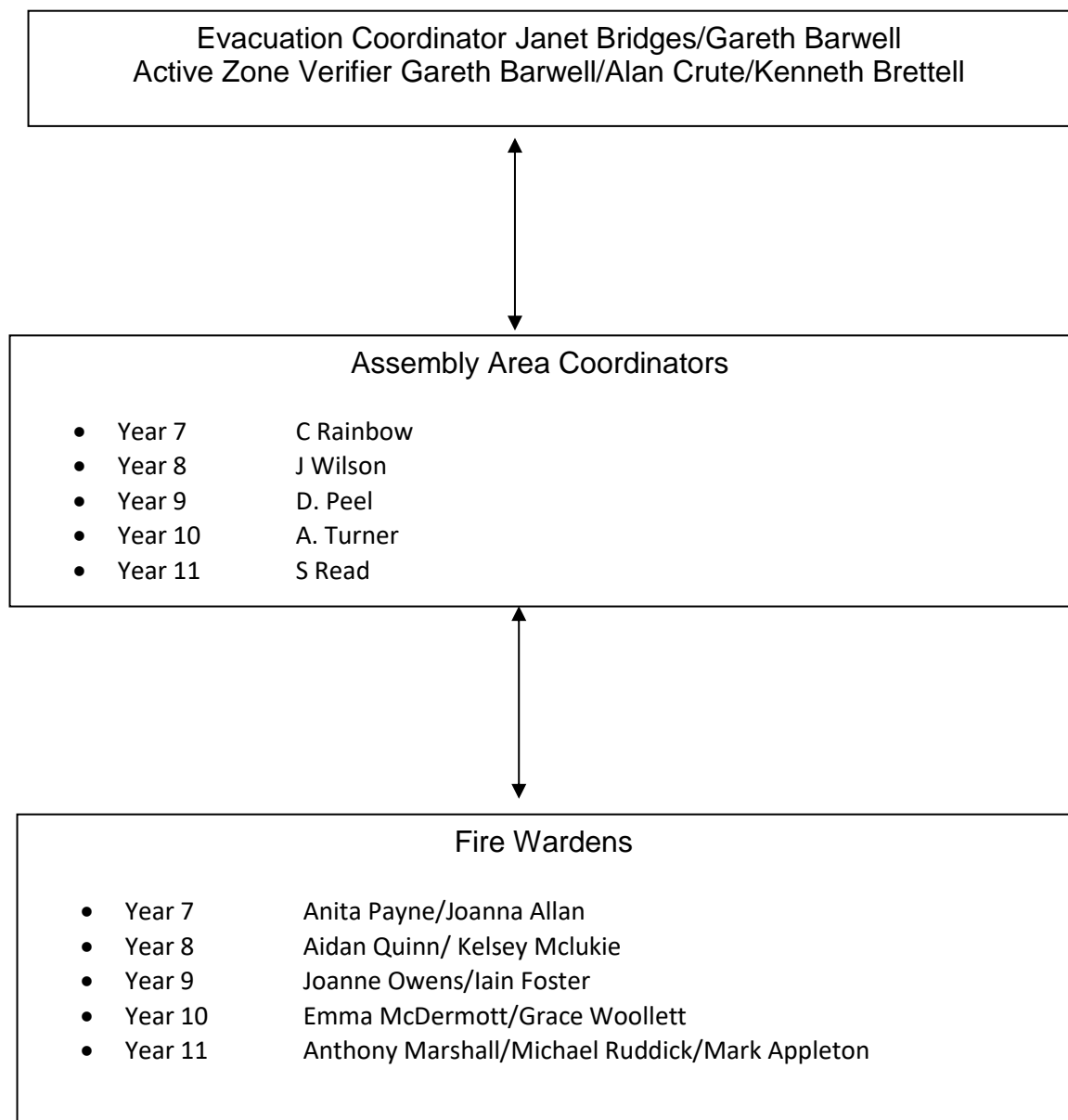
As Fire Wardens present to the designated fire assembly point(s), they will communicate to the Assembly Area Coordinator that their zone is clear. In turn this will be communicated to the Evacuation Coordinator so they are aware of the developing situation.

If any area has not been reported as clear, the Assembly Area Coordinator will report to the Evacuation Coordinator who will then alert the Fire Service for action.

## Fire Wardens

A Fire Wardens role is to ensure their designated zone is cleared during an evacuation and report all clear or any issues to the Assembly Area Co-ordinator.

If the Fire Warden discovers signs of fire i.e. excessive heat, smoke, flames, smell of burning or an issue within their designated area they must inform the Assembly Area Coordinator immediately so this information can be shared with the Evacuation Coordinator and the Fire Service.



## **Fire Action**

When the fire alarm is activated the Emergency Control Room will be alerted and will immediately liaise with the Fire Service.

Upon confirmation of a fire the Facilities team will call 999 requesting the fire service and other emergency services as necessary, whilst also liaising with the Emergency control

## **All employees in building**

- Any person discovering a fire must raise the alarm immediately by pressing the nearest fire call point. Fire call points are red boxes on walls throughout the building.
- Without endangering personal safety, an attempt may be made to extinguish the fire using the appropriate fire extinguisher, only if you are confident to do so and the fire is no larger than a small waste bin. Fire extinguishers are located on walls throughout the building.
- On hearing the fire alarm all employees must leave the building immediately by the nearest safe exit. They should ensure that any visitors they have are also escorted from the building and then make their way to designated fire assembly points (see section 2)
- Employees should close doors and windows if safe to do so
- Employees should switch off any equipment which may pose a risk if left unattended, only if safe to do so
- Employees should not return to their workplace for personal belongings.
- Employees must not use lifts during an evacuation.

## **Special Procedures / PEEPS**

Areas of Castle View Enterprise Academy which require special procedures to be followed in the event of an emergency evacuation are:-

### **The Swimming pool**

- Students in the swimming pool will be issued with a "FOIL" blanket (stored within poolside office), and instructed to line up against the wall with windows.
- Facilities staff will instruct the Swimming Teacher whether it is safe to progress to the sports hall or straight to the service yard exit.
- Once in the sports hall they will assemble next to an available exit. Staff supervising the students must ensure they maintain direct contact with facilities staff via two-way radio and await further instruction. Any additional staff in the swimming pool will stay with Swimming Teacher until students are assembled next to fire exit in sports hall. In the event that radios are not to be used, a full evacuation is to be followed.
- Swimming Teacher (or a designated person) will contact the relevant form tutor to inform them of the whereabouts of the students under her care.
- Facilities staff to instruct when it is safe to exit the building.
- Swimming Teacher (or a designated person) will escort students to relevant assembly point.

- In the event of the alarm sounding between 1800 – 2200 weekdays and 0900 – 1700 weekends the CVCFC Supervisor/Duty Manager will ensure that all personnel are evacuated safely out of the Castle View Community & Fitness Centre and assembled on the MUGA.
- Blankets will be provided for all pool personnel evacuating the building.
- PEEPS assessed staff/students on the first floor will attend the nearest refuge (shown on evacuation plan) and contact reception via a two-way radio or intercom.
- Assisted evacuation will be arranged by facilities staff when safe to do so.
- Emergency services will be informed of whereabouts.
- All staff and students who have a current PEEP in place will be aware of the evacuation procedures.
- The Swimming Teacher will need to monitor the stock levels of foil blankets, and when it reaches the re-ordering point (should always have a minimum of 35), they must inform the Facilities & Centre Manager to order additional.

### **PEEPS.**

A Personal Evacuation Plan (PEEP) should be completed by any line manager for any building occupant who require assistance to leave the building during an evacuation. All occupants that require a PEEP will have designated person to assist them and the Fire Wardens for their area should be informed of the PEEP and agree evacuation arrangements.

A copy of the PEEP will be kept by the relevant Line Manager and also in the Fire log book in Facilities Office

Refuge points are located in the following areas

- Science Stairwell
- Maths Stairwell
- Library Stairwell
- Music Stairwell

These areas should be used when it is identified that someone cannot evacuate the building via a staircase. Information will then be passed via the Fire Warden/Coordinator to the Evacuation Coordinator and Fire Service who will initiate a rescue.

## **5. First Aid arrangements during an Evacuation**

Anyone requiring first aid should present themselves to a Fire Warden or Assembly Area Coordinator so appropriate care can be sought. Immediate medical supplies i.e. inhalers should be taken to Assembly points by a nominated person during evacuation.

If urgent care is required emergency services should be contacted by using 999 or contacting the Emergency Control Room on [5531999.]

## **6. Records and Checks for Fire Safety (Fire log book)**

The Facilities and Centre Manager will ensure fire safety records are kept up to date and reviewed frequently. This includes ensuring the requirements of the building Fire Risk Assessment are complied with, the building has designated Fire Wardens and deputies and fire safety training has been delivered to all duty holders.

All records and checks will be recorded and kept in the fire log book located in the Facilities Office.



## 7. Contact names and numbers

Duty Holder	Name	Contact Number
Emergency Control Room	N/A	0191 553 1998
Evacuation Coordinator	Janet Bridges	40228
Evacuation Coordinator Active Zone Verifier	Gareth Barwell	40229 07748530546
Active Zone Verifier	Alan Crute	07516296675
Active Zone Verifier	Kenneth Brettell	07837194357
Assembly Coordinator	Year 7            C Rainbow	40230
Assembly Coordinator	Year 8            J Wilson	40238
Assembly Coordinator	Year 9            D. Peel	40268
Assembly Coordinator	Year 10          A. Turner	40255
Assembly Coordinator	Year 11          S Read	40224

## 8. CURRENT FIRE WARDENS

Name	ROOM NUMBER	TELEPHONE NUMBER	Designated Areas	Training date
Janet Bridges		40228		
Anita Payne		40243		
Joanna Allan				
Aiden Quinn		40243		
Kelsey McLuckie				
Joanne Owens		40223		
Iain Foster				
Emma McDermott				
Grace Woollett		40270		
Anthony Marshall		40247		
Michael Ruddick		40271		
Mark Appleton				
Lee Tumelty				
Chris Rainbow		40230		
John Wilson		40238		
Damien Peel		40268		
Allyson Turner		40255		
Shane Read		40244		
Gareth Barwell		40229		
Alan Crute		07516296675		
Kenneth Brettell		07837194357		

## Duties

### Evacuation Co-Ordinator

Janet Bridges/Gareth Barwell/Alan Crute

- Set up contact base near entrance of building.
- Collect the roll call, by radio (channel 1), of all persons.
- Be in constant contact with all roles.

### Fire Wardens

- Janet Bridges
- Anita Payne
- Joanna Allan
- Aiden Quinn
- Kelsey McLuckie
- Joanne Owens
- Iain Foster
- Emma McDermott
- Grace Woollett
- Anthony Marshall
- Michael Ruddick
- Mark Appleton
- Lee Tumelty
- Chris Rainbow
- John Wilson
- Damien Peel
- Allyson Turner
- Shane Read
- Gareth Barwell
- Alan Crute
- Kenneth Brettell

### Teaching/Support staff additional duties

- Colin Reed/Christina Gill will unlock back gates.
- PE department will unlock both sets of entrances to the MUGA and evacuate Sports Centre as above, keeping in contact with Fire Manager via Radio Channel 1.
- HoY will organise each tutor group line ensuring adequate space between them.
- HoY will register all staff linked to their year group.
- K. Brettell to assist Facilities

### HoY/SLT Links

- |           |           |  |
|-----------|-----------|--|
| • Year 7  | C Rainbow | Anita Payne/Joanna Allan                       |
| • Year 8  | J Wilson  | Aidan Quinn/ Kelsey Mclukie                    |
| • Year 9  | D. Peel   | Joanne Owens/Iain Foster                       |
| • Year 10 | A. Turner | Emma McDermott/Grace Woollett                  |
| • Year 11 | S Read    | Anthony Marshall/Michael Ruddick/Mark Appleton |

All SLT and Heads of Year **MUST** have a radio with them, turned to channel 1 in order to liaise with the fire manager.

**Form Tutors**

- Will take a register of their form group and report information to their respective HoY and Fire Manager.

**Additional Support**

- Year 7  
Sophy Green  
Ann Spence  
Claire Hornsby  
Emily Nolan (3 days)  
Jayne Boyd
- Year 8  
Angela Payne  
Karen Hills (3 days)  
Christina Gill  
Colin Reed  
Emma Sell
- Year 9  
Kelly Traves  
Toni McKenna  
Duncan Ross  
Gemma Waite (2 days)  
Glynn Palme Bell
- Year 10  
Rachel Batey  
Janice Mearns (3 days)  
Maureen Lauder  
Dave Booth  
Jade Coxon
- Year 11  
Richard Myers  
Esther Meek (4 days)  
Maria Robson  
Laura Stocks

**N.B.** Part Time Staff are included in the above list.

**Facilities**

Gareth Barwell/Alan Crute/Kenneth Brettell

- Open all gates around building for access egress (inc. MUGA – both entrances - if PE have not already done this).
- Attend fire panel for contact with refuge points.
- Once building and refuges are clear, inform Fire Manager and ascertain the whereabouts of the fire using the fire alarm panel.
- If safe to do so, attend area identified as having set off alarm and check for signs of fire.
- If any signs of fire are identified, Facilities staff to evacuate immediately and inform fire Manager
- Inform Emergency services and control centre of fire event
- Assume the role of Fire Manager if needed.
- Issue contractors/visitors with fire evacuation plan specific to them.
- Ensure all persons are evacuated safely from the Castle View Community & Fitness Centre between the hours of 0900 and 1800 weekdays.

**Admin Staff**

Kate Brown/Shaua Hanna/Rhiann Watson

- Arrange for all electronic staff registers to be printed out and handed to the relevant staff.
- Organise the registration of support staff and report to the Fire Manager as quickly as possible.
- Collect a two-way radio and take a copy of the teacher cover list and electronic printout of staff in building to the Fire Manager to identify absent teaching staff and agency supply staff and then proceed to assembly point.

Shauna Hanna/Sarah Lindsay

- Collect pre-prepared clipboards to hand out to HoY/Form Tutors at the assembly point.

Rhiann Watson

- Collect two-way radio, open side gate, and go to Year 7 assembly point.

Dawn Latimer

- Collect visitor's book and register all visitors at assembly point.

### **Refuge Staff**

Gareth Barwell/Alan Crute/Chris Rainbow

- Attend upstairs refuges to check for less able persons who are unable to use the stairs. If necessary, contact facilities via two-way radio to arrange evacuation.

### **Student Services**

- Arrange for all electronic student registers to be printed out, taken to and handed to relevant staff.
- Take student late/signing out book to HoY so they can feed into roll call.

### **Kitchen Staff**

Lynne Hughes/Michelle Stevens

- Ensure all kitchen staff evacuate the building and assemble on the MUGA.
- Register all kitchen staff and report to the Fire Manager as quickly as possible.

### **Re-entry**

- After a confirmed fire, no one to enter building under any circumstances again until instructed by the Fire Manager, with permission from the relevant emergency services.

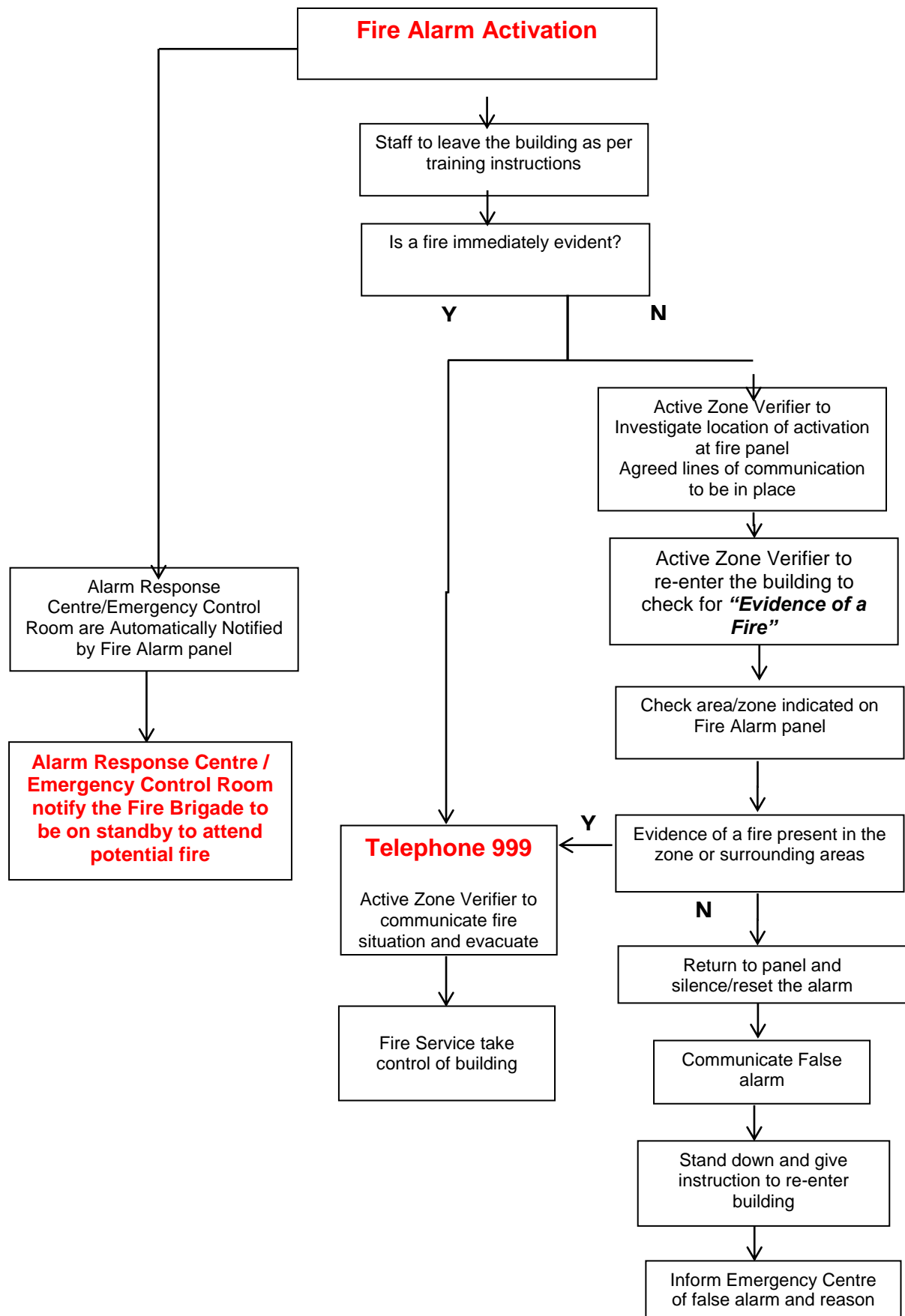
### **Deputies List**

In the absence of a designated person, the following staff will deputise:

- Phil Smith/Kenneth Brettell – *deputise for Gareth Barwell or Alan Crute, in their absence*
- Sarah Lindsay - *deputise for any of the admin staff in their absence*
- Dawn Latimer - *deputise for any of the admin staff in their absence*
- Denise Ferguson - *deputise for any of the admin staff in their absence*
- **Additions due to COVID-19 Pandemic**

- All Students staff and visitors to wear Masks in communal areas and corridors due to local COVID restrictions
- Masks to be worn throughout all drills. These are to be put on as soon as practical without compromising the evacuation
- Social distancing to be observed as far is practical without compromising the evacuation. Students within bubbles are exempt

## 9. FLOW CHART FOR FIRE EVACUATION



## 10. ZONE AREAS AND MAPS

