



# **Fire Evacuation Procedures and Policy 2025-2026**

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***Anesta McCullagh***

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## Document control table

<b>Document title:</b>	Fire Evacuation Procedure and Policy
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## POLICY STATEMENT

ENLUTC recognises the importance of good fire safety practices to ensure the safety of all employees, students and visitors.

Therefore, it is imperative that all procedures are put in place, adhered to and constantly checked to ensure that all staff are aware of their responsibilities when a fire alarm is activated on any of its sites.

All users of the UTC site, staff, students and visitors have a duty of responsibility to report any potential fire hazards and to cooperate fully with the fire procedures to ensure the safe evacuation of all.

This policy has been referenced with HSE Safety at Work and HM Government Fire Safety.

## INTRODUCTION

On hearing the fire alarm sound, **ALL** persons within the building must evacuate immediately with the exception of the Fire Officer/Deputy FO.

The **Fire Assembly Points** are located on the grassed area adjacent to the Foundry and opposite the library. Each fire exit door has a route which leads to the assembly point and doors will automatically open on alarm.

All **employees**, students and visitors must be checked off and must only return to the building when instructed by the Principal.

All **visitors** will be briefed on the fire alarm procedures, but it is their responsibility to note their nearest fire exit.

**Disabled refuges** are based in each stairwell and users should wait to be attended to by fire officers. Lifts will not be in operation during evacuations.

Weekly tests will be carried out on the alarm systems and full evacuations will be held each term. Staff will be trained on the fire procedures at the start of their employment and all evacuations logged.

## RESPONSIBILITIES

All employees should familiarise themselves with all the fire exits and escape routes from the college. Special attention should be paid to the evacuation route from their main teaching area.

All employees should be familiar with the location of fire-fighting equipment and the different types available. Fire extinguishers should only be used if trained to do so.

## NEVER PUT YOURSELF IN DANGER

**Designated Fire Officer**  
**Deputy Fire Officer**

**Site Manager:** John Laister  
**Principal:** Anesta McCullagh

**1.1 Fire Officer/Deputy FO**– is responsible for:

- 1.1.1 Overseeing the full fire procedure.
- 1.1.2 Logging all evacuations.
- 1.1.3 Being aware of possible staff intervention in fighting a fire.
- 1.1.4 Calling the fire brigade, if necessary, and liaising with them when they arrive.
- 1.1.5 Supervising the “sweeping” of the building.
- 1.1.6 Giving the “all clear” in the case of a practice or malicious evacuation.

**1.2 Pastoral support staff** – are responsible for ensuring:

- 1.2.1 Student registers, staff list, staff signing out book, visitors’ book, cover sheet and megaphone are all taken to the assembly area.
- 1.2.2 That all administrative staff are accounted for.

**1.3 Catering Manager**

- 1.3.1 To account for all kitchen staff and lunchtime personnel and will report to Pastoral support who will then report to the Principal.

**1.4 Fire Wardens**

- 1.4.1 Report directly to the Fire Officer/Deputy FO for their designated area of responsibility.
- 1.4.2 Supervise evacuation/entrance areas, ensuring:
  - students stay calm and are directed around the building to the assembly point
  - no-one enters the building.

**2 PROCEDURES FOR EVACUATION – these are set out on pages 7 to 9 below for clarity and training purposes**

**2.1 Discovery of fire.**

- 2.1.1 Upon discovery of a fire activate the nearest fire alarm.
- 2.1.2 If you have students in your care, ensure that they are safely evacuated, then assess whether it may be necessary or possible to tackle the fire yourself.
- 2.1.3 Alert the Fire Officer/Deputy FO concerning your action and assess whether there is a need to summon the fire service.

**2.2 Evacuation procedure from a classroom.**

- 2.2.1 Upon hearing the fire alarm, instruct your class to stand quietly and wait for you to assist in their evacuation.
- 2.2.2 All personal belongings and equipment should be left in the classroom.
- 2.2.3 Close all windows.
- 2.2.4 In an orderly, supervised manner, students should follow you along the evacuation route from the classroom.
- 2.2.5 Green fire exit signs point the way to the nearest exit.
- 2.2.6 Close (but do not lock) classroom and fire doors behind you as you leave the building.
- 2.2.7 If any part of your evacuation route is blocked, then proceed by the safest alternative route to the assembly point.
- 2.2.8 Please do not run.

2.2.9 Under no circumstances should anyone attempt to use the lifts be used to evacuate the building these will be immobilised on the sounding of the alarm.

2.2.10 Wait at the fire assembly point with your tutor group until instructed to return to the building.

### **2.3 People with disabilities**

2.3.1 People with disabilities should be evacuated in line with the above if this does not present risk to themselves or any member of staff responsible for their evacuation. Any students with significant disability should have an individual evacuation plan.

2.3.2 Each staircase has a disabled refuge located at each landing level for assisting in safe evacuation.

2.3.3 A member of support staff is assigned to each student, they must indicate that a student is present at the disabled refuge by pressing the refuge alarm button and remaining with the student until assistance arrives.

### **2.4 On arrival at the designated assembly point**

2.4.1 Students must line up quietly under the supervision of the member of staff who has led them out of the college.

2.4.2 Ensure that no one leaves the assembly point.

2.4.3 Teaching and curriculum support staff will remain with students, keeping them calm, until further instructions are received.

2.4.4 All staff not involved in the supervision of students will report to the Pastoral support staff to be checked off on the staff list. These staff should then help out with the general supervision of the students.

2.4.5 Any visiting group of students and their teacher/s, **as part of the event arrangements**, will be assigned a member of the UTC permanent staff to liaise in the event of the fire

2.4.6 Visitors should be accompanied to the assembly area so that they can be checked off against the visitors' book.

2.4.7 Under no circumstances enter the building until the **"ALL CLEAR"** has been given.

## **3 FIRE ALARM**

### **3.1 During Change of Lesson**

If a fire alarm sounds during a change of lesson staff must ensure that their classrooms are empty and then assist the students to the nearest fire exit and the assembly point.

### **3.2 During Break/Lunchtime**

If the fire alarm sounds during break or lunch, students should make their way to the assembly point area, managed by the Duty Staff.

Duty staff, lunchtime supervisors or staff running a club or activity should ensure their areas are empty and then assist the students to the nearest fire exit and route them to the assembly point.

Please ensure that all doors are closed (not locked) upon exit. At the assembly point students should line up in tutor groups.

### **3.3 At After College Clubs/Activities**

At the start of the after college activity, a register must be taken. If you discover a fire, or the alarm sounds, after the normal college day (because you are running a 'natural consequence', after

college club or activity) please follow the above procedures and ensure that students leave the building in an orderly way by the nearest exit. Await instructions from the Fire Officer/Deputy FO.

### **3.4 Fire Alarm Tests**

Alarm test **every Monday morning**. The Fire Officer is responsible for maintaining a log of all fire alarm tests. A full evacuation will be held every term.

## **4 OTHER ISSUES**

### **4.1 Control of Materials in the College**

4.1.1 All display panels and other similar materials should have a class 1 surface when tested in accordance with BS 476: part 7.

4.1.2 When tested in accordance with BS 5852, all upholstered furniture should resist ignition by the smouldering source (ignition source 0) and the flaming source (ignition source 5). Please also refer to Tenos report Annex 3 smoke control system.

4.2 Suitable arrangements are to be made that whilst building is occupied, all escape routes are unlocked and kept access free. Mag locks must be regularly maintained and kept in good working order as they are crucial to the safe evacuation of the building.

## **In the event of the fire alarm sounding- PROCEDURES FOR EVACUATION**

### **INSTRUCTIONS FOR STAFF IN CASE OF AN EMERGENCY EVACUATION**

Throughout these procedures it is important that information is accurate and passed on as quickly and accurately as possible.

#### **1. ON DISCOVERING A FIRE**

- a. Raise the alarm using the nearest and safest break glass point
- b. Do not attempt to put the fire out

#### **2. ON HEARING THE ALARM**

- a. On hearing a continuous alarm you should instruct students to evacuate the building by the nearest available safe exit in single file without any fuss or panic and proceed to the assembly area. Note the nearest exit may well be onto **Church Square** (Engineering rooms) including the **access road** around the east side of the building or the fire exits at the **foot of the stairwells**. *Adults in the classroom must check room is empty and close but do not lock, the classroom door.*
- b. If this is during periods of the day when students are not in lessons then these procedures should continue with staff assisting in the evacuation of students from areas as they exit the building.
- c. No staff, students or visitors should be allowed to enter or re-enter the building during such times until the building is declared safe and following instructions from the Fire Officer (or Deputy FO in their absence).
- d. Any students on the first floor who need assistance to exit the building should make their way to the nearest call point, these are situated on every stairwell landing. The EVAC slide is located on the top floor, in the staffroom. Only trained staff must operate this evacuation system.
- e. The lift is inoperable until the alarm is reset.
- f. The Fire Officer/Deputy FO will inform the fire brigade in the event of a genuine fire.

#### **3. PROCEDURES TO SAFEGUARD STUDENTS, STAFF AND VISITORS**

##### **a. Students**

- i The Pastoral Support Staff will collect the clipboard registers kept behind Visitor Reception informing any others by means of the red notification card.
- ii Students will line up in their tutor groups with their tutor. The Pastoral Support Staff will issue form and year group registers to tutors for completion.
- iii If alarm sounds at a time when students are not in lessons they should exit the building and congregate at the same tutor assembly point directly behind the perimeter fencing. Students and staff are to leave all their belongings on exiting the building.
- iv The staff members responsible for the class will hold registers aloft to indicate to the Pastoral Support Staff that all students are present. The Pastoral Support Staff will acknowledge this; note any registers not held aloft indicates missing students and another member of the Pastoral Support Staff will assist in gathering names of those missing.

- v The Pastoral Support Staff will report to the Principal/Deputy Principal when all students are accounted for.

**b. Staff**

- i. Reception/SLT members will ensure that the complete list of visitors is available for a register to be taken at the assembly point.
- ii. The Receptionist is responsible for ensuring that all those on the list are accounted for and will report this to the Pastoral Support Staff.
- iii. Staff other than those responsible for registering students should report to The Pastoral Support Staff at the appropriate Assembly Point.
- iv. Kitchen Supervisor will report to the Pastoral Support Staff that all Kitchen staff are accounted for.
- v. The Pastoral Support Staff will report to the Principal/ Deputy Principal when all staff are accounted for.

**c. Visitors**

- i. Visitors need to make their way to the assembly point ensuring that any pupils are assisted in the evacuation
- ii. The Pastoral Support Staff will report to the Principal/ Deputy Principal when all visitors are accounted for.

**d. Fire Wardens**

Jo Wilby and Diane Dixon to be located on the corners of the UTC and Church Square to ensure no one accesses the building via a back entrance. John and Lynnsey remain at the entrance to the carpark.

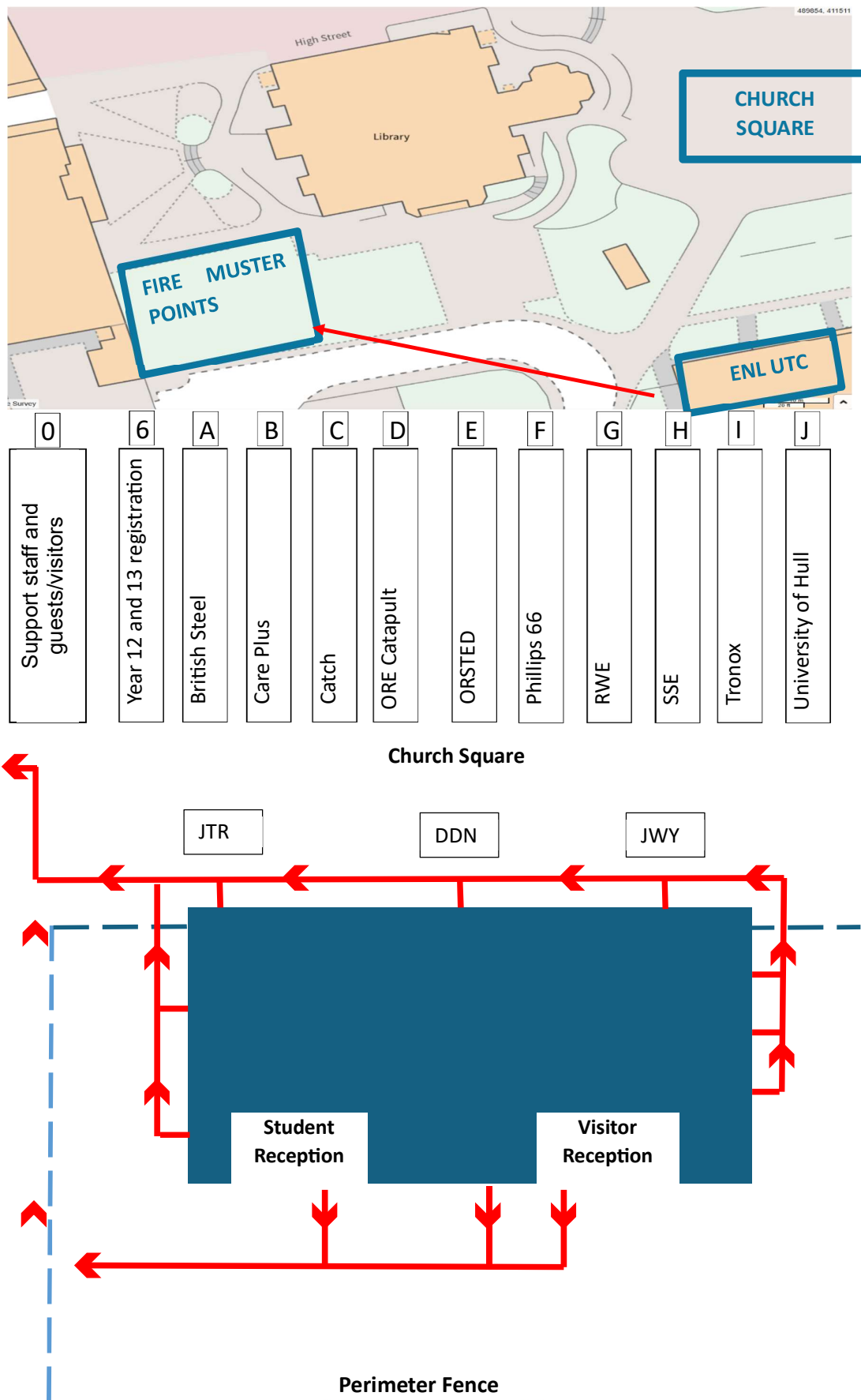
AREA	Fire Warden
Church square - Canteen quarter	Julie Taylor
Church Square – Central	Diane Dixon
Church square – Gallery 2021	Jo Wilby
Car Park Entrance Gate	Lynnsey Brady
Student Entrance	Vanessa Powell

**4. DISMISSAL**

- a. No one shall be dismissed until instructed to do so by the Principal/ Deputy Principal.
- b. The Principal will organise the dismissal once the building has been confirmed to be empty and confirmation has come from site staff or Fire Brigade that the building is safe to be occupied.
- c. SLT and Teaching Staff will manage the return to the building using various re-entry points to avoid congestion,
- d. If the building is unsafe to re-enter further instructions will be issued by the Principal following consultation with the emergency services.



ASSEMBLY POINT MAP



**APPENDIX A – checklists and records****Pastoral Support (DDN/NSP/JTR/MFN)****EVACUATION CHECKLIST**

Date

Time

Registration form			
CLASSIFICATION		Informed by	TIME
Students		Tutors	
Kitchen Staff			
Visitors		Reception	
All clear		Fire Officer/Deputy FO	
Dismissal		AMH	

**ON COMPLETION PASS THIS FORM TO THE PRINCIPAL/DEPUTY PRINCIPAL****Learning Manager – Back-up****EVACUATION CHECKLIST**

Date

Time

STAFF & VISITORS		
WHAT/WHERE	CONFIRMATION FROM	TIME
Students	Pastoral Support Staff (NSP/DDN/JTR/MFN)	
Kitchen Staff	Kitchen Supervisor	
Visitors	Receptionist Register (Deputy Principal when not available)	
All Staff	PA	
Building	Fire Officer/Deputy FO	

Signed

**ON COMPLETION PASS THIS FORM TO THE PRINCIPAL/DEPUTY PRINCIPAL**

**CHECK LIST Principal/Deputy Principal**

**Principal**

TIME:

