



## **Fire & Emergency Plan**

### **Pierview Academy**

**42 – 46 Harmer Street  
Gravesend  
Kent  
DA12 2AX**

## **General Procedures**

ALP Schools are committed to providing a safe environment for staff, pupils and visitors. Pierview Academy will take all steps reasonably practicable, to secure the safety of its staff, pupils and other persons from fire, by taking general fire precautions to make its premises safe and complying with all related legislation. The Fire Safety Policy details the organisation and arrangements for fire safety within ALP Schools.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, work placements and work experience) and recorded. All staff will be provided with the opportunity to complete Health and Safety and Fire Warden Training via our online training courses provided through Judicium. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the School are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) &/or risk assessment will be developed and implemented.

### **Fire drills and alarm activations**

Regular fire drills will be undertaken on at least a termly basis; drills will include lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the Monitoring Centre to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a debrief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

A print off from the Registrar/Inventory Fire Evacuation System should be kept to show evidence of the evacuation and the fire log book should be filled in.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

## **Tackling fires**

**STAFF ARE INSTRUCTED NOT TO ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING.**

The only exception to the above would be if the fire is deemed small enough to be tackled (i.e. waste paper bin size) by a member of staff who has received relevant training.

## **Grab bag**

A grab bag containing key information will be kept in reception. Pierview Academy's Fire Warden's will be responsible for taking the bag on hearing the fire alarm sound to the nominated evacuation controller.

Grab bag contents:

- Copy of fire risk assessments (type 1 & 2), fire and emergency plan and emergency plan map.
- Details of any significant hazards on site e.g. gas cylinders, radioactive materials, large quantities of hazardous substances.
- Pupil and parent contact numbers
- A torch

## **Immediate actions to take on discovering a fire or on hearing the fire alarm sound**

### **On discovering a fire:**

- Activate the nearest alarm call point.
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the designated nominated Evacuation Controller / Fire Warden (listed on page 4) and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

### **On hearing the fire alarm:**

Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

### **All**

- Do not stop to collect any personal belongings.
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless it is to aid your escape from the building.

**PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE i.e. FIRE MARSHALL, PANEL OFFICER etc.**

## Methods of alerting persons on site

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

- The fire alarms sound is a continuous siren/bell
- If the fire alarm fails, persons within the building would be alerted to the need to evacuate the building by various smoke detectors. These are in most rooms within the school:
- Persons with hearing impairments are alerted by a buddy as detailed in the PEEP
- If the fire alarm of the surrounding flats sounds this can be heard in the school and the same evaluation procedures should be followed unless we have been made aware that it is a test.

## Methods for communicating with the emergency services

In the event of a confirmed or suspected fire the emergency services should be notified by dialling 999.

Nominated person is: – the schools Administration Assistant and or fire warden - Verity Robinson

**In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.**

The nominated person needs to have as much information gathered/provided to them by the Evacuation Controller to enable them to give accurate information to the Monitoring Centre/Fire Service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

## Staff with specific responsibilities

**Evacuation Controller** – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services as required:

- Ian Pardey (Fire Warden)
- Debbie Pardey (Head Teacher)
- David Cowell (Managing Director)

**Fire Wardens**– Responsible for ensuring the safe evacuation of the building with identified areas (including associated stairwells) of the building to thoroughly check/sweep prior to leaving the building

**Fire Marshals are responsible for ensuring an alternative Marshall is identified within their faculty/department during their planned or unplanned absence.**

<b>Designated Area</b>	<b>Fire Warden</b>
<b>Office, Meeting Room and Kitchen</b>	
Finance Office Staff Room Office / Planning Room Archive Corridor	Naagii Lamjav
<b>Upstairs</b>	
Toilets Science Room Kitchen Communal Area First Aid Room NASA One to One pods	Kelly Butler and Rukhshi Pervaiz Tom Gasson
<b>Reception, Hub and left side of Ground Floor</b>	
Reception Waiting Lobby Communal Area Maths classroom Head Teachers Office SLT office and therapy room Toilets Kitchen	James Gostick and Debbie Pardey
<b>Right Side of Ground Floor</b>	
Corridor Classroom ICT suite Creation Station Sensory Room ICT Technician Room	Tom Gasson and Darren Sall
<b>Workshop and Garden</b>	
Construction Workshop Group classroom Managing Directors Office	Melissa Maher and David Cowell

Toilet Garden	
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***When the main entrance is locked in order to control entrance and exit of the building –  
Ensure all staff members have a key or fob***

**Control Panel Officers** – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

- Control Panel Officers:
- Verity Robinson
- David Cowell
- Debbie Pardey
- Cam Javed

**PEEPs** – Responsible for providing support to individuals as per the information contained in the individual PEEP &/or risk assessment.

- Student PEEP &/or risk assessment:
- Debbie Pardey
  
- Staff PEEP &/or risk assessment:
- Debbie Pardey

**All staff** – Responsible for supporting the Evacuation Controller in restricting unauthorised entry into the building.

### **Specific persons at risk**

Within Pierview Academy persons have been identified at risk. Personal emergency evacuation plans (PEEPs) &/or individual risk assessments have been developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

Permanent PEEPs or risk assessments are in place for:

- None as of start of academic year 2020/21

Refer to specific PEEP/risk assessment documents for further information (On Learners Drive and in the fire folder)

**Arrangements for safe evacuation and assembly point**

<b>Time</b>	<b>Evacuation procedures</b>	<b>Assembly point</b>	<b>Evacuation Controller</b>	<b>Method of accounting for persons</b>	<b>Person checking control panel</b>
<b>Standard teaching / lesson times</b>	<i>Teachers / Tutors escorts class / learners to the designated assembly point via nearest and safest exit route Appointed Fire Marshalls allocate their class (where applicable) to another teacher and begins sweep of allocated area.</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the entrance to East Crescent Road</i>	<i>Ian Pardey and Debbie Pardey</i>	<i>Thorough sweep of site by designated Fire Marshalls</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>
<b>Break / Lunch times pupils outside</b>	<i>Staff on duty escorts class to the designated assembly point via the nearest and safest exit route Appointed Fire Marshalls begin sweep of allocated area</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the entrance to East Crescent Road</i>	<i>Ian Pardey and Debbie Pardey</i>	<i>Thorough sweep of site by designated Fire Marshalls</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>
<b>Break / Lunch times pupils inside</b>	<i>Staff on duty escorts class to the designated assembly point via the nearest and safest exit route Appointed Fire Marshalls begin sweep of allocated area</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the entrance to East Crescent Road</i>	<i>Ian Pardey and Debbie Pardey</i>	<i>Thorough sweep of site by designated Fire Marshalls</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>
<b>Assemblies Staff/pupils only</b>	<i>Assembly lead escorts class to the designated assembly point via the nearest and safest exit route Appointed</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the</i>	<i>Ian Pardey and Debbie Pardey</i>	<i>Thorough sweep of site by designated Fire Marshalls</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>

	<i>Fire Marshals begin sweep of allocated area.</i>	<i>entrance to East Crescent Road</i>			
<b>Assemblies with Parents attending</b>	<i>Assembly lead escorts class to the designated assembly point via the nearest and safest exit route Appointed Fire Marshals begin sweep of allocated area.</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the entrance to East Crescent Road</i>	<i>Ian Pardey and Debbie Pardey</i>	<i>Thorough sweep of site by designated Fire Marshalls</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>
<b>Before/after school (pupils on site at clubs or activities)</b>	<i>Activity lead (including external hire events) escorts class to the designated assembly point via the nearest and safest exit route</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the entrance to East Crescent Road</i>	<i>Debbie Pardey and David Cowell</i>	<i>Thorough sweep of site by designated Fire Marshalls.</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>
<b>Pupils arriving or leaving</b>	<i>Staff on duty escorts class to the designated assembly point via the nearest and safest exit route Appointed Fire Marshals begin sweep of allocated area</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the entrance to East Crescent Road</i>	<i>Ian Pardey and Debbie Pardey</i>	<i>Thorough sweep of site by designated Fire Marshalls.</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>
<b>Staff only on site</b>	<i>Staff to leave by the nearest and safest signed exit route</i>	<i>See Fire Evacuation Procedure</i>	<i>Ian Pardey and Debbie Pardey</i>	<i>Head Teacher &amp; Assistant Head</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>
<b>Plays/concerts/ Organised Events &amp; Parent Evenings</b>	<i>Activity/Academy lead (including external hire events) escorts class to the designated assembly point via the nearest</i>	<i>See Fire Evacuation Procedure.  Peeps to assemble at the entrance to East Crescent Road</i>	<i>Debbie Pardey and David Cowell</i>	<i>Thorough sweep of site by designated Fire Marshalls.</i>	<i>Ian Pardey, Debbie Pardey, David Cowell and Cam Javed</i>



	<p><i>and safest exit route (documented in the emergency plan map &amp; signed)</i></p> <p><i>Appointed Fire Marshals begin sweep of allocated area</i></p>				
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Specific arrangements will be notified to all staff when building or refurbishment projects are taking place on site.

**Methods of communicating information relating to fire evacuation**

**Teaching, Tutors and support staff** – *Fire awareness training, online training courses provided by Judicium, communication of fire and emergency plan, fire policy, fire drills, designated workshops and debriefs & fire procedure.*

**Catering and cleaning staff** – *Fire awareness training, communication of fire and emergency plan, fire policy, fire drills, designated workshops and debriefs & fire procedure*

**Shared users of site** – *All relevant information regards fire management is shared with Tower Estate via Cam Javed*

**General visitors** – *Fire procedure displayed on walls and on the schools visitor management system*

**Contractors** – *Fire procedure & site induction (as required).*

**Specific arrangements to be included within this area when building or refurbishment projects are being undertaken**

**Emergency services** – *Following initial 999 call made by the Academy/Monitoring Centre, the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.*

**High risk areas/activities**

Within Parkview Academy areas/activities have been identified as high risk with regards to fire/emergency.

**Main kitchen** - *Catering staff have shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken. **Bobbie Pettman and Louise Harte***

**Boiler/plant room** – *Access to this area is restricted. SMT and contractors who may need to access area are familiar with plant and emergency shutdown procedures and are responsible for ensuring these are undertaken.*

## Appendices

See separate documents for floor plans