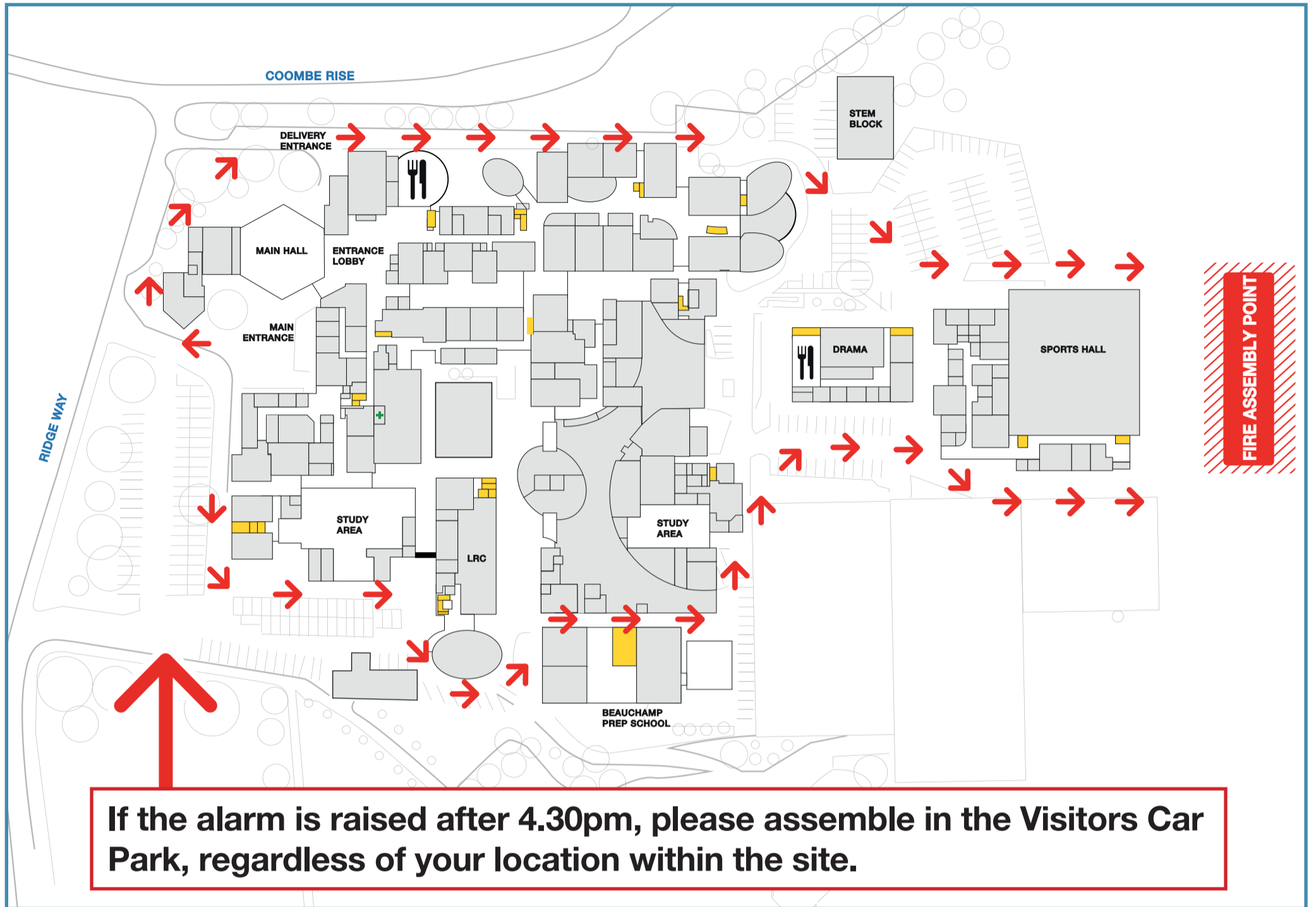




BEAUCHAMP COLLEGE FIRE & EMERGENCY DUTY PLAN



	PERSON	AREA OF RESPONSIBILITY	RESERVE
<p>1. WHAT HAPPENS IF YOU DISCOVER A FIRE?</p> <ul style="list-style-type: none"> If you are a student or staff member please break the glass of the nearest fire alarm call point. A staff member must call the emergency services on 999 at the earliest opportunity. <p>2. THE FIRE ALARM WILL BE ACTIVATED AND THE FIRE BELL WILL SOUND</p> <p>3. WHAT HAPPENS WHEN THE FIRE BELL IS ACTIVATED?</p> <ul style="list-style-type: none"> Leave quickly and quietly through the nearest exit. DO NOT COLLECT PERSONAL BELONGINGS. Assemble at the designated/nearest assembly point. Students are to assemble in tutor/form groups and await staff member. If the alarm is raised after 3pm, please assemble in the Visitors Car Park, regardless of your location within the site. <p>4. WHAT HAPPENS NEXT?</p> <ul style="list-style-type: none"> The registers and staff and visitor logs will be brought to the assembly point by the office/reception staff. Staff will report to the Senior Member of staff after registering all students and visitors. <p>5. WHEN CAN I GO BACK INSIDE?</p> <ul style="list-style-type: none"> You will be allowed back into the building as soon as the buildings have been checked and it is safe to do so. 	<p>SCHOOL LEAD (EXECUTIVE HEADTEACHER/ HEADTEACHER/ PRINCIPAL/ ASSOCIATE PRINCIPAL/ HEAD OF SCHOOL)</p>	<ul style="list-style-type: none"> Coordination of evacuation Liaison with Site Manager Support Office/Reception/Admin Staff in evacuating visitors Liaison with the emergency services when on site Grant permission to re-enter the building 	DEPUTY OF ROLE DETAILED
	TEACHING STAFF	<ul style="list-style-type: none"> Evacuation of all students to designated/nearest assembly point Coordination of evacuation of additional adults e.g. visitors, volunteers in classes Ensure all students are accounted for by calling register to your tutor/form group 	N/A
	OPERATIONS MANAGER	<ul style="list-style-type: none"> Print off registers and staff/visitor register Coordinate evacuation of visitors in reception areas and inform School Lead Distribute registers to relevant and designated staff Inform emergency services and await their arrival at relevant school entrance once all personnel are accounted for 	OFFICE MANAGER / RECEPTION
	ASSOCIATE STAFF	<ul style="list-style-type: none"> Evacuate by nearest exit and assemble at designated/nearest assembly point Coordinate evacuation of visitors in personal acquaintance and inform Operations Manager 	N/A
	KITCHEN STAFF	<ul style="list-style-type: none"> Ensure all cooking facilities are made safe Evacuate by nearest exit and assemble at designated/nearest assembly point Kitchen Lead to report to Operations Manager that all staff are accounted for 	N/A
SITE MANAGER	<ul style="list-style-type: none"> Coordinate with Office Manager to ensure all personnel have left the building Access Fire Control Panel to determine which alarm has been triggered Liaise with Operations Manager and School Lead Indicate permission to School Lead to re-enter the building 	DEPUTY SITE MANAGER / SENIOR PREMISES OFFICER	
SWEEPING STAFF	<ul style="list-style-type: none"> Premises officers to quickly visually inspect corridors and access ways on evacuating building On investigating the point of activation / fire, Premises officer reports to site manager and if false alarm or real fire 	N/A	

NB. DAILY TESTS OF THE FIRE ALARM WILL TAKE PLACE AT 6.30AM OR 6.00PM. NO ACTION IS TO BE TAKEN WHEN THE ALARM SOUNDS.