

Fire and Emergency Evacuation Plan

August 2020

(Next review date August 2021)

Emergency instructions

1	<p>The Fire Officers for SupaJam Education in Music and Media are:</p> <p>Sarah Lucas (Operations Manager) – Swanley</p> <p>Daniel Broad (Centre Manager and Safeguarding Lead) – Swanley</p> <p>Becca Walker (Director of Programmes) – Swanley</p> <p>Riannan Morris (Alternative Programme Teacher) – Swanley PRU</p> <p>Barbara Maggs (SEN teacher) – Swanley House</p> <p>Sammi Hastie (Functional Skills and GCSE Manager) – Canterbury</p> <p>Stef Hallett (Student Wellbeing Manager) - Canterbury</p> <p>Ellis Neil (Level 2 Teacher) – Canterbury</p> <p>Charles Henry-Volk (Level 1 Teacher) - Canterbury</p>
2	<p>The action employees should take if they discover a fire</p> <p>Immediately operate the nearest alarm call-point.</p> <p>Attack the fire if possible, with appliances available, without taking personal risks.</p> <p>Evacuate the building using the nearest fire exit.</p>
3	<p>How will people be warned in the event of a fire</p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p>
4	<p>How the evacuation of the building will be carried out</p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point across the road in the park behind Swanley council offices.</p>
5	<p>Identification of escape routes</p> <p>All exit doors can be used as escape routes. Please ensure that the nearest and safest exit is used.</p> <p>If exiting through the fire exits in the Download room, Creamfields room, or Latitude room, please turn and walk around to the right to the padlocked gate and make your way to the assembly point.</p>
6	<p>Fire fighting equipment provided</p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p>

7	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm:</p> <p>All staff will usher visitors out of the building and assemble at the park across the road.</p> <p>Students must assemble in their levels and the staff member(s) teaching them that day must remain with them at all times.</p> <p>Fire Officers will ensure:</p> <ul style="list-style-type: none"> • Their areas are cleared of people (including toilets) Please see Fire Evacuation Plan for a map of the different zones (appendix A) this is also displayed around the SupaJam site. <p>Swanley:</p> <p>Zone 1- Sarah Lucas</p> <p>Zone 2- Daniel Broad</p> <p>Zone 3- Becca Walker</p> <p>Zone 4- Riannan Morris</p> <p>Zone 5- Barbara Maggs</p> <p>Canterbury:</p> <p>Zone 1- Sammi Hastie</p> <p>Zone 2- Stef Hallett</p> <p>Zone 3 - Ellis Neil</p> <p>Zone 4 - Charles Henry-Volk</p> <ul style="list-style-type: none"> • The Fire Service is called. <p>In Swanley:</p> <ul style="list-style-type: none"> • Sarah Lucas/Ashley Foreman will print the evacuation registers and distribute these to teachers (in their absence another fire officer will need to do this) • Sarah Lucas/Ashley Foreman will check the reception iPad to ensure that all staff and visitors have been evacuated. (In her absence another fire officer will need to do this) <p>In Canterbury:</p> <p>Sammi Hastie/Stef Hallett will print the evacuation registers and distribute these to teachers (in their absence another fire officer will need to do this)</p>
---	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • visitors: the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit. • contractors: must be given information about fire procedures and leave the building at the nearest exit <p>Sarah Lucas/Ashley Foreman will then use the reception iPad at the assembly point to check that any visitors and contractors have all been evacuated.</p> <ul style="list-style-type: none"> • people with disabilities: specific arrangements for students and staff with disabilities. <p>Any students who fail to follow instructions during an evacuation may face suspension.</p>
9	<p>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • On hearing the alarm, it is the responsibility of Orchards Academy to call 999 UNLESS: • A SupaJam staff member or student discovers a fire. Then, they should call 999 immediately.
10	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Dan Broad or one of the other Fire Officers will liaise with the Fire Brigade on their arrival.
11	<p>The following arrangements and training is given to staff at the centre:</p> <ul style="list-style-type: none"> • All staff - fire drills three times a year • All staff - fire briefing once a year (may be in conjunction with fire drill) • Record of training to be maintained • Training to reviewed on a yearly basis and planned into budget if necessary.