



# **Fire and Emergency Evacuation Plan - Canterbury**

**September 2022**

(Next review date August 2023)

## Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

### Emergency Instructions

1	<p><b>The Fire Marshals for SupaJam Education in Music and Media are:</b></p> <p><b>Lead:</b> Lindsay Greening (Canterbury Base Leader) Rachel Maigrot (Deputy Base Leader) Sarah Smith (Administrator) Lucy Berrington (EHCP Administrator) Jed Sharpe (RSL Tutor)</p>
2	<p><b>The action students should take if they discover a fire</b></p> <p>Immediately operate the nearest alarm call-point and alert staff to the location of the fire via the walkie talkies (be clear and direct when communicating on walkie talkies).</p> <p>Evacuate the building using the nearest fire exit.</p> <p>Lead Fire Marshal to call the fire brigade immediately using 112 or 999.</p> <p>Once at assembly point staff will take a register to ensure all students are safely accounted for.</p> <p>This will be done using the sign in/out sheet and registers.</p>
3	<p><b>How will people be warned in the event of a fire</b></p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point or from heat/smoke detectors.</p> <p>Staff should complete a radio call out on the walkie talkies notifying of a fire across the three buildings, using the words "Fire (then location)" x3.</p>
4	<p><b>How the evacuation of the building will be carried out</b></p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point out of the main entrance to the right along the road outside the BT car park entrance.</p> <p>The Fire Marshals will sweep each zone to ensure that no one remains in the building.</p>

5	<p><b>Identification of escape routes</b></p> <p>The 2 doors at the front of the building are fire exits, fire doors on the 1st and 2nd floors lead to exit routes which can lead to fire exits. Please ensure that the nearest and safest exit is used. Where possible, the location of the fire will be communicated to staff via the walkie talkies to help identify the safest exit route. The location of the fire can be communicated by any member of staff who has definitive knowledge of the location of the fire.</p> <p>All escape routes are clearly marked by fire exit signage and lighting. Exits are also identified on fire escape route maps displayed throughout the building.</p> <p>All rooms are issued with an Emergency Evacuation Sheet and a Floor Plan.</p>
6	<p><b>Fire fighting equipment provided</b></p> <p>Fire extinguishers are located in circulation areas and near fire exit doors and in kitchen areas.</p> <p>Students are not expected to use fire fighting equipment, and staff should only use fire fighting equipment if it is safer than immediately leaving the building.</p>
7	<p><b>Fire tests</b></p> <p>Fire tests and visual checks of all fire exits and equipment are completed on a weekly basis. It is the responsibility of the Base Leader to ensure this is completed as appropriate.</p>

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**Duties and identity of employees with specific responsibilities in the event of fire.**

**On hearing the alarm:**

Alert staff to location of fire via walkie talkies if you have a definite location. All staff will escort visitors out of the building and assemble at the BT car park entrance on Oaten Hill.

**Students must assemble in their levels and the staff member(s) teaching them that day must remain with them at all times.**

Fire Marshals will ensure:

- They wear the appropriate high visibility jacket.
- Their areas are cleared of people, including toilets. Please see the Fire Evacuation Plan for a map of the different zones (appendix A) which is also displayed around the SupaJam site.
- The Fire Service is called.

**Base:**

Ground Floor - Lindsay Greening and Rachel Maigrot

1st Floor - Lindsay Greening

2nd Floor - Rachel Maigrot

- The receptionist will print the evacuation registers and distribute these to teachers. In their absence, another Fire Marshal will need to do this.
- The receptionist will check the reception sign in sheet to ensure that all staff and visitors have been evacuated. In their absence, another Fire Marshal will need to do this.

<p>9</p>	<p><b>Duties and specific responsibilities in the event of fire.</b></p> <p><b>On hearing the alarm:</b></p> <ul style="list-style-type: none"> <li>• <b>Students:</b> are to remain calm and follow staff instruction and guidance. Staff will escort students out of the building and to the assembly point. Students must stay with their teacher until they are back in the building.</li> <li>• <b>Visitors and contractors:</b> ensure they leave the building by the nearest exit, with their host employee if possible. Hosts have a responsibility to ensure their visitors have signed in and are aware of what to do in the event of a fire.</li> <li>• <b>The receptionist</b> will use the reception sign in sheet at the assembly point to check that all staff, students, visitors and contractors have been evacuated.</li> <li>• <b>People with disabilities:</b> specific arrangements for students and staff with disabilities will be made via a PEEP (Personal Emergency Evacuation Plan). Fire Marshals must familiarise themselves with all PEEPs and staff must familiarise themselves with student PEEPs.</li> </ul> <p><b>Any students who fail to follow instructions during an evacuation may face suspension.</b></p> <p><b>Fire Marshals will ensure:</b></p> <ul style="list-style-type: none"> <li>• Their areas are cleared of people (including toilets).</li> <li>• Staff and students are supported safely to the fire evacuation point.</li> <li>• The Fire Service is called.</li> <li>• Everyone is accounted for.</li> </ul>
<p>10</p>	<p><b>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</b></p> <p>In the event that a SupaJam staff member or student discovers a fire, they should sound the alarm.</p> <p>On hearing the alarm, the lead Fire Marshal will call 112 or 999.</p>
<p>11</p>	<p><b>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b></p> <ul style="list-style-type: none"> <li>• The Lead Fire Marshall or one of the other Fire Marshals will liaise with the Fire Brigade on their arrival.</li> </ul>

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**Training**

- All staff will be taken through this policy at the beginning of the academic year.
- The college will run 3 fire drills per year ensuring all staff and students have been taken through at least one drill.
- Every fire evacuation will follow with a debrief, reviewing the time taken for full evacuation to take place and that the policy has been followed accurately by everyone involved. Findings will be shared with all staff.
- Fire Marshals will receive annual training, and the college will ensure that roles are replaced should a Fire Marshal move on from the organisation.
- A record of training will be maintained on the Business Management System on the Drive.
- Additional checks will take place across the college to reduce the threat of fire, e.g. fire extinguisher checks, emergency lighting checks etc. These checks will be stored on the Business Management System on the Drive.
- Training will be reviewed on a yearly basis and additional training will be planned and delivered where necessary.