



Fire and Emergency Evacuation Plan - Swanley

August 2023

(Next review date August 2024)

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>The Fire Marshals for SupaJam Education in Music and Media are:</p> <p>Lead: Sammi Hastie (Swanley Base Leader)</p> <p>Riannan Morris (Swanley Deputy Base Leader)</p> <p>Jules Abrams (DSL)</p> <p>Sarah Smith</p> <p>Daniel Hemsley</p> <p>Natalie Woods</p> <p>Rachel Kite</p> <p>Guillermo Martinez</p> <p>Sam Coppins</p> <p>Logan Ellis</p>
2	<p>The action students should take if they discover a fire</p> <p>Immediately operate the nearest alarm call-point and alert staff to the location of the fire if safe to do.</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 iPad and registers.</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> <p>Staff should complete a radio call out notifying of a fire across the three buildings, using the words "Fire Alarm".</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 Thrift Store, 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> <p>All rooms are issued with an Emergency Evacuation Sheet and a Floor Plan.</p>
6	<p>Fire fighting equipment provided</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>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm:</p> <p>All staff will escort 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 Marshals will ensure:</p> <ul style="list-style-type: none"> • 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. <p>Crossing the road:</p> <p>The first member of staff to leave the main base should put on the high visibility jacket by the front doors and escort students and staff safely across the road.</p> <ul style="list-style-type: none"> • 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 iPad to ensure that all staff and visitors have been evacuated. In their absence, another Fire Marshal will need to do this.

8	<p>Duties and specific responsibilities in the event of fire.</p> <p>On hearing the alarm:</p> <ul style="list-style-type: none"> • Students: 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. • Visitors and contractors: 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. • The receptionist will use the reception iPad at the assembly point to check that all staff, students, visitors and contractors have been evacuated. • People with disabilities: 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. <p>Any students who fail to follow instructions during an evacuation may face suspension.</p> <p>Fire Marshals will ensure:</p> <ul style="list-style-type: none"> • Their areas are cleared of people (including toilets). • Staff and students are supported to safely cross the road to the fire evacuation point. • The Fire Service is called. • Everyone is accounted for.
9	<p>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</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>
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"> • The Base Leader or one of the other Fire Marshals will liaise with the Fire Brigade on their arrival.

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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.