

Fulbridge Academy



Fire Evacuation Policy

Date approved:	September 2021
Date of next review:	September 2023

THE FULBRIDGE ACADEMY

FIRE DRILL

Fire Evacuation Policy

Fire Safety Advice

- Read the following Policy and Procedure.
- Make yourself familiar with all escape routes.
- Do not leave electrical items on when not in the room.

General Information

- Call Points are red break glass panels that are located around the school at various exits.
- Push the glass firmly where indicated.
- Office to Dial 999 and ask for the Fire Service within office hours.
- When the fire alarm is raised the Fire Brigade responds automatically outside of the 9am -5pm school opening hours. If the alarm is raised within working hours it will not be responded to unless 999 is dialled.
- Fulbridge Academy fire assembly point is at the rear of school- school field, 3G pitch and block paved car park.
- Fulbridge Academy High fire assembly point at the rear of the building- FAH car park.
- All guests and visitors meet on the playing field under the guidance of the Office staff.
- Designated Fire Party to check all rooms, corridors, toilets, corners, etc for their phase/year group before they leave the building.
- School staff to close all internal and external doors on exiting the building.

Fire Party Personnel

SLT

(Sam Smee & Lewis Angier)

Site Team

(Lead- Kev Adcock, Dave Parsons, Aaron Morgan, Adam Wyness, Luke Isely)

Office Staff

(FA- Dawn Wilson, Sharon Delegate, Carly Walker, Fiona Pais, Jo Adcock & Isabelle Strowger)

(FAH- Karen Swift & Ally Duff)

The Adult in charge will be identified by a high visibility jacket. In most cases this will be Sam Smee. However in the event they are not available then Lewis Angier, Principal, Vice Principal or Assistant Principals will act in this role.

The adult in charge to:

- Ensure all children and classes are accounted for at the rear assembly point.
- Ensure that all staff are accounted for.
- Ensure that all visitors are accounted for.
- Have spoken to Site staff to get confirmation that the building is clear.
- Have confirmation from the Site Manager if it is clear to return to the building and then inform the rest of the staff it is safe to re-enter.

THE FULBRIDGE ACADEMY

The Fulbridge Academy is part of the Four C's Academy Trust

Fire Evacuation Policy
For outside Agencies using the facilities.

Before any course or event held in The Lodge- the fire evacuation video must be shown to anyone who is not a member of the Academy.

If you hear the fire alarm.

Immediately evacuate the building via the nearest exit and head directly to the rally point.

- Do not try to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- All doors to be closed behind you.

If you discover a fire.

- CALMLY raise the alarm by pressing the nearest call point.
- These are red break glass panels that are located around the school at various exits.
- Push the glass firmly where indicated.

The Lodge

- All delegates exit the Lodge and proceed to the fire evacuation point at the rear of the school- school field.
- The person leading the course will do a register of delegates.
- Completed register handed to Fire Officer in charge.

Soft Play- Rear of Sports Hall

- All children exit the soft play shed and proceed to the fire evacuation point- school field.
- The person in charge of the group will register.
- Completed register handed to Fire Officer in charge.

Please see the map for details of evacuation points and directions should you need them.

When the fire alarm is raised the Fire Brigade responds automatically outside of the hours of the 9am-5pm school opening hours. If the alarm is raised within working hours it will not be responded to unless 999 is dialled.

DO NOT ATTEMPT TO FIGHT THE FIRE YOURSELF.

Fire Evacuation Procedure for Fulbridge Academy

If you discover a Fire.

- Sound the alarm pressing the nearest call point then dial 999
- Do not stop to collect personal belongings
- Leave by the nearest exit
- Close all doors en route
- Do not re-enter the building
- Assemble at the selected Fire Point at rear of building

If you hear the Fire Alarm.

- Leave by the nearest exit
- Close all doors enroute
- Do not re-enter the building
- Assemble at the selected Fire Point

Fire Evacuation Procedure for Fulbridge Academy High

If you discover a Fire.

- Sound the alarm pressing the nearest call point then dial 999
- Do not stop to collect personal belongings
- Leave by the nearest exit
- Close all doors en route
- Do not re-enter the building
- Assemble at selected Fire Point at rear Car Park.

If you hear the Fire Alarm.

- Leave by the nearest exit
- Close all doors enroute
- Do not re-enter the building
- Assemble at selected Fire Point at rear Car Park.