

Leeson House Fire Drill Policy 2018

Fire drill briefing for groups aged Year 10 and under

- Explaining the full fire drill procedure and expectations of behaviour during the practise and during any subsequent emergency activation of the fire alarm
- Showing the students to their bedrooms
- Showing the students where all fire escape routes are located
- Designating one fire escape route to be used for a fire drill practice
- Charging various members of the visiting staff with specific responsibilities to open fire doors and check bedrooms
- Giving a clear and concise explanation of behaviour when the fire alarm is triggered
- Setting off the fire alarm system
- Meeting the students and staff outside the centre and showing them the route to the assembly point
- Explaining the roll call system on the front lawn area
- Explaining that no person should re-enter the building until instructed to do so by the responsible member of staff acting under the instructions of the fire brigade.

For groups aged Year 11 to adult this consists of:-

- Showing the students to their bedrooms
- Showing the students where all fire escape routes are located and the location and routes to the assembly point
- Explaining the operation of the fire alarm system and their responsibilities if the alarm is triggered
- Explaining specific staff responsibilities in the event of the alarm being triggered

In addition an information sheet is provided in each room for adult groups.

All staff and pupils need to be aware of the need to avoid the use of aerosols in the bedrooms as these can trigger the fire alarm system. Please make sure that aerosols are only ever used in the bathrooms.

Variation of Fire Drill briefing when the bedroom (s) in the West Wing are being occupied by a student(s) with mobility / sensory impairments.

When there is occupancy of the new extension by staff or students with mobility or sensory impairments a second member of Leeson House staff will be on hand to help deliver the fire drill briefing.

After the initial briefing has been given to the group, the students and staff who are occupying the bedrooms in the West Wing will be shown to their rooms by the additional member of Leeson House staff whilst the standard procedure, as detailed above, is continuing.

The member of Leeson House staff will remain in the West Wing and will assist with the evacuation during the practise drill.

Please also refer to Personalised Emergency Evacuation Plans.

We will undertake this process for all staff or students who have mobility / sensory impairments staying at Leeson House whether they are staying in rooms in the main house or in the West Wing.

Fire Evacuation Strategy. Agreed with Fire Service October 2012 Amended July 2013.

Further amendments

January 2014 following installation of the additional panel by the office door.

June 2014 following request for details of variations on this policy regarding occupancy of the West Wing.

September 2015 – Review of Fire Risk Assessment

Introduction

Leeson House operates a 'roll call' based full evacuation strategy, whereby any sounding of the fire alarm must be treated as an emergency and the buildings evacuated.

Students (visitors) and staff will be expected to leave the building quietly, sensibly and safely. The assembly point for all staff and students is the lawn in front of the main house and a roll call will be completed.

If required all students and accompanying staff will be directed towards the classrooms where they can wait in the warm and dry.

Following an alarm activation no-one is to re-enter the premises without the permission of Leeson House's competent person in charge (should the evacuation be a drill or false alarm). Under no circumstances is any member of staff, or visitor, to enter the building alone.

Actions - Weekday / Normal Working Hours and/or 2 staff available

Evacuate and carry out roll call, if anyone is unaccounted for call the emergency services.

If all occupants have been accounted for, the occupants should be asked if anyone has activated the alarm for any reason, or has seen evidence that there may be a fire:

If yes to there being a fire – call the emergency services. Call 999.

If no - a minimum of 2 members of Leeson House staff will undertake a visual risk assessment. If it is deemed safe they will inspect the office door fire panel (as this will indicate in which zone the alarm has been activated). Once identified, 2 members of staff will approach the zone to see there are any signs of fire. If none, the fire panel can be reset.

If the alarm panel reactivates then call 999.

If the alarm system is **not** activated after a period of time (around 5-10 minutes), another inspection of the entire site should be carried out (again by two members of staff). If no suspicions are raised then the building can be reoccupied.

Actions -Only 1 Leeson House staff member available

The Leeson House duty staff member will make their way to the front lawn to do the roll call and call 999.

The Leeson House duty staff are to await the arrival of the Fire Service and must not re enter until allowed to do so by the Fire Officers attending

Variation for when the bedroom (s) in the new extension are being occupied by a student(s) with mobility / sensory impairments.

Two members of Leeson House staff will be on overnight duty whenever the extension is occupied by a student or member of staff with mobility or sensory impairments.

One will perform the duties as detailed above in the event of a fire alarm being activated during the night.

The other will make their way to the fire exit of the extension and assist with the evacuation of the occupants of the extension.

The fire escape route will be through the games hall and down the sloping pavement onto the front lawn area - after this the procedures as detailed above will be followed.

REMEMBER IF IN DOUBT CALL 999

NB: Dorset Fire and Rescue have an attendance policy that indicates they reserve the right not to attend [activation of automatic fire detection systems] unless the occupants can confirm there is a fire.