**FIRE EMERGENCY PLAN: Queen’s Avenue

Assembly Point:

* Adult EFL & FL students: pavement outside No. 3 Queen’s Avenue
* Junior English course students: pavement outside No. 2 Queen’s Avenue
* CELTA trainees & free lesson students: on the corner opposite (next to the mirror)

1. At all times: On hearing the fire alarm, all teachers/staff must instruct students to leave the building immediately. Students & staff do not collect belongings.
2. During lesson time: Teachers/staff close windows, turn off lights, and exit the classroom last, closing the door behind them. Take the most direct route to the nearest exit; do not take a route which takes you away from the nearest exit.
3. The **person staffing reception** (or other admin staff if no receptionist) **must**:

* Collect the **staff/visitor sign-in file** from the reception desk and any **student sign-in lists**.
* Once exited,the receptionist shouldhand the lists & file to the most senior member of staff. This person must then allocate the **sign-in file** to an **admin member** of staff to roll call, and then conduct the **students’ fire list** roll call, giving some lists to other members of staff if necessary.
* Once exited, **CALL THE FIRE BRIGADE** BY MOBILE PHONE IF THERE IS NO REPORT FROM ANY STAFF MEMBER THAT THE ALARM IS A DRILL, A FALSE ALARM OR THAT THE FIRE HAS BEEN CONTAINED / PUT OUT. Note that at Queen’s Avenue, **the fire alarm is not linked to the fire brigade.**

If no members of staff as stated above are present, staff must use their initiative. It is **absolutely crucial** that the **sign-in file** and **fire lists** are taken out on first exit

**Pens for roll call are in back of sign-in file. Please note these pens are ‘fire equipment’ and should NOT be removed at other times.**

1. **At all times:** Staff and students on the second floor, first floor, both mezzanines (QA3 & QA7) and ground floor **exit through the front main entrance**.
2. **At all times**: Staff and students in both students’ rooms, in the basement hallway or basement rooms should exit through the fire exit door through the larger back students’ room. Anyone in the basement must first **go up the basement stairs** to the ground floor and then through the students’ rooms.

**Then:** …continue through the grey/glass door which leads round to the right towards the main entrance, up the steps, through the second grey/glass door which leads on to the entrance hallway, and through to the front car park. If for any reason the route through these two grey doors is inaccessible, try the **side gate** on the other side of the back of the building. **If neither exit is accessible**, stay in the garden as far away from the building as possible, until further notice or until the door has been opened and it is safe to exit.

If the main entrance is on fire, the only exit for everyone is through the **side gate** of the garden (unlocked/locked by admin staff start/end of each working day). Everybody exits turning left through the large students' room down the narrow path and through the gate. If no-one can open the gate, gather at the back of the garden until further notice.

(If basement exit up stairs to students’ rooms is blocked/on fire, the **last resort exit** is through small server room on your left as your come out of the teachers’ room: open the latch on the small right-hand window, climb out, and exit down the narrow path and to main meeting point.)

1. See also (for deaf students) separate policy : policy\_fire\_precautions\_special\_needs.doc

**At all times**: Disabled students will only attend lessons at the Oakfield Road site

1. **At all times:** Assembly Points are as advised above.

* Teachers must stay with their class groups if in lesson time.
* All teachers/staff must assist students in getting to the assembly point and ensure that the students stay on the pavement and do not walk in the road/observe road safety.
* All staff MUST help by keeping students very quiet and attentive, and be very quiet and attentive themselves for purposes of roll call.

1. The most senior member of staff must now establish whether the fire brigade has been called (in case of real fire). **On no account must anybody re-enter the building until instructed to do so by the senior member of staff in charge.**
2. Conduct the roll call of all the names ticked on the **students’ fire list** as quickly and calmly as possible, with Admin staff conducting roll calls and/or allocating lists for the **sign-in file**.

**At all times:** If there are any students/staff still believed to be in the building, the most senior member of staff informs the fire brigade on arrival. The fire brigade should be informed that there may be people in the building who have forgotten to sign in – we cannot be 100% sure that there is no-one left in the building.

1. **At all times**: If the fire alarm has been set off by accident, a trained member of staff needs to re-set the alarm and inform the security company. The contact details of the security company can be found on stickers next to the intruder alarm key pad.

They must:

* Call the control centre to check the fire brigade have not been alerted. You will need to supply the password.
* (To re-set the alarm, follow the procedure as outlined in the documents in the Buildings channel on Teams, and / or phone Cannon and their engineers will talk you through)

However, all students and staff must still evacuate the building assuming *every* alarm is a real alarm, unless warned in advance (e.g. external company working on fire alarm.) *When the control panel is not in use, the key should be at “Normal” position then put back on the hook in the key cabinet.*

1. **During lesson time**: In case of a **fire drill**, the senior member of staff responsible for the drill will re-enter the building first at the end of the session to re-set the alarm, and then come outside again to announce the end of the fire drill session and to allow people to re-enter the building.
2. **During evening social events:** The most senior member of staff responsible for running the event, should follow the procedure set out above as appropriate, depending on where in the building and/ or garden the event is.
3. **Outside** school opening hours: **where no students are present in the building,** all members of staff are responsible for themselves and getting themselves out of the building. If the fire alarm goes off on a week day, the sign-in/out lists in the reception area should be taken out to the assembly point by the first member of staff to exit the building through the ground floor exit, **in case any students have entered and signed themselves in**. At weekends, members of staff stay aware of who else is working in the building so they are able to inform the fire brigade should they not evacuate the building in case of a fire alarm.. *In all cases, staff should inform other members of staff immediately of their arrival / departure and where in the building they will be working.*