



Fire Plan & Emergency Arrangements

INTRODUCTION

- 1.1 The master copy of this Fire Plan and Records will be kept in the Office of the Estates Director with additional copies (minus records) available on the 'T: Drive'. Copies will be made available to Reception, Buildings team, Fire Marshals and Security.
- 1.2 This plan has been drafted by the Macmillan Academy Health & Safety Office.

APPOINTMENTS

- 2.1 Buildings Fire Warden (BFW) & Deputy Buildings Fire Warden (DBFW)

BFW	Alwyn Jackson	Radio	Use radio from reception	Mobile	07794302237
DBFW	Darren Picken	Radio		Mobile / Landline	078904117592 / 01642 246637

- 2.2 Estate Director (Fire Management only)

	Name	Mobile Telephone Number
Estate Director	Alwyn Jackson	07794302237

- 2.3 Call Point Activation Verifiers (CPAVs)

Name	Communication
Darren Picken	Use Radio
Ali Bourne	Use Radio
Phil Riley	Use Radio
Andy Glendinning	Use Radio
Mark Thomas	Use Radio

3.0 **The Aim of a Fire Plan**

3.1 The aim of this Fire Plan is to:

- a) Avoid loss of life
- b) Minimise damage to property
- c) Acquaint the occupants and visitors with the position of fire fighting equipment and escape routes to be used in case of a fire.

3.2 The vast numbers of people who are killed by fire annually are usually trapped, then overcome by smoke. They become trapped either through insufficient exits being provided, someone carelessly blocking exits that are provided, or because they are not warned of an outbreak of fire soon enough.

3.3 This Fire Plan is designed to provide information for:

- a) The occupants of the building
- b) The Fire Brigade

3.4 You can maximise loss and damage in case of fire by:

- a) Ensuring that the alarm has been raised and the Fire Brigade called by reception /Chubb will raise the call.
- b) Trying to put out small fires with the extinguishers provided if you have been trained and authorised and can fight the fire without putting yourself or others at risk.
- c) Evacuating the area and closing doors and windows (if possible) behind you. The average door will stop the spread of fire and smoke for a few minutes, by which time the Fire Brigade will have arrived.

4.0 **Responsibilities for Fire Safety**

- 4.1 The Macmillan Academy Principle has the responsibility to ensure, that the Estates Director has Fire Risk Assessments, Fire Plans and Records are current and relevant, and that BFW's, DBFW's and SAFW's are properly appointed and trained.
- 4.2 BFW is responsible for ensuring that:
- a) Fire alarms are tested weekly and a record of the tests kept in Records kept in the Estates Directors Office.
 - b) Fire evacuation exercises are held at least once every 12 months and a record kept.
 - c) Staff receive training in fire evacuation procedures and their responsibilities in the event of a fire. Training records should be held with the Fire Plan.
 - d) The building team is informed about any unattended equipment or plant that is to be run outside normal working hours. (A competent person shall judge the plant to be suitably protected for unattended operations).
 - e) Abnormal fire hazards are toxic or other noxious hazards that may affect the firefighting, are brought to the notice of the Estates Director as soon as practicable.
 - f) Fire Safety Advice is taken and recorded when proposed building alterations could affect means of escape.
 - g) The Estates Director is consulted before work is started involving above-normal fire risk.
- 4.3 The appointment of BFW's, DBFW's and SAFW's does not absolve other managers from maintaining adequate precautions at their place of work and satisfying themselves that such precautions are embodied in ten Building Fire Risk Assessment and the Building Fire Plan and Records.
- 4.4 Training for BFW's, DBFW's and SAFW's will be organised by the Estates Director / Lead first aider.
- 4.5 Individual employees will be briefed about a Fire Plan, be aware of the fire precaution requirements at their place of work and see that all Fire Exits are kept free from obstruction. Individual employees will also be provided with fire awareness training.
- 4.6 Building fire alarms and detection equipment are the responsibility of the Estate Director. These systems will be maintained and tested under contract and records maintained of all tests and maintenance carried out.
- 4.7 The action to be taken in the event of fire is described on notices displayed adjacent

to all call out points and on the safety notice boards.

5.0 **Duties of building Fire Warden (BFW), Deputy Fire Warden (DBFW's) and Sub-area Fire Wardens (SAFW's).**

5.1 The BFW is responsible to the Senior Leadership Team (Health & Safety Officer), accepting overall fire safety responsibility for the site. They have a duty to ensure that fire precautions on the site are adequate.

5.2 **The duties of the BFW are to:**

- a) Report as necessary to the Senior Leadership Team on the adequacy of the fire precautions in the building and on any shortcomings that require remedial action.
- b) Prepare, review and revise the Building Fire Risk Assessment and the Building Fire Plan and Records with assistance from the Fire Safety advisor as appropriate. This process must consider the needs of disabled persons.
- c) Organise weekly tests of the fire alarms, notify the building occupants prior to the test, register the results and ensure that defects are remedied. It is preferable that, for each test, a different call point or other device is used. Macmillan Academy test each zone, including all call points in that zone. All call points and zones are tested in each academic year.
- d) Ensure that monthly and subsequent testing of the emergency lighting system to BS5266 is carried out and that the results are recorded.
- e) Walk around the building (at least monthly) to confirm that fire precautions and fire fighting equipment remain in place and the staff in the building are giving proper attention to fire precautions. Any shortcomings in these precautions should be highlighted immediately and rectified. Senior staff on MBWA walk around the building every day.
- f) Make standing arrangements to ensure that whenever he/she is absent from duty the responsibilities of the BFW are taken over by a suitable nominated DBFW.
- g) Ensure that competent SAFW's are appointed to cover all areas of the building. SAFW's must be sufficient in number to cover for holiday and sickness absence and must be able to conduct a visual check of their designated area in less than 2 minutes to ensure that all personnel have been evacuated. The BFW will ensure on a daily basis, that every sweep zone is covered by a sufficient number of SAFW's.
- h) Ensure that a sufficient number of personnel are trained and nominated to assist disabled people to evacuate the building using evacuation chairs to transit staircases. Personnel trained and nominated will be recorded in Annex J.
- i) Co-ordinate all contractor visits to ensure that fire safety and occupant health and safety is not compromised.

- j) Be aware of and participate as necessary in implementing plans for major emergencies and security incidents. This is to include direct participation in any exercises or drills designed to test the effectiveness of site or building emergency or business continuity plans.
- k) Ensure that all DBFW, SAFW's, Reception and Security staff are inducted into this plan with records kept.
- l) In case of a fire in the building, or other incidents that cause evacuation, the BFW will check that the alarm has been given; the appropriate Emergency Services have been summoned. He/she will report to the Senior Emergency Services Officer in attendance with a copy of this fire plan and any necessary building access keys and offer his/her services as a liaison officer.
- m) Ensure adequate supplementary arrangements are devised, recorded and communicated for out of hours building use (e.g. evenings / weekend clubs).

5.3 **The duties of the SAFW's are to:**

- a) Inform the Academy if they intend to be absent from site or if they become aware of another SAFW's absence from site.
- b) Systematically sweep their zone when the alarm sounds, working towards an exit.
- c) Avoid putting themselves at undue risk by only sweeping areas that are judged safe (relatively free from smoke and with an unimpeded exit route).
- d) Exit the building and report to the LFM (Lead Fire Marshall) stating either their zone is evacuated or which areas they were unable to sweep where personnel are, or maybe, trapped / unaccounted for.

5.4 **The duties of the FM/DFM are to:**

- a) Carry out recorded briefings into this plan for all contractors, including cleaning staff.
- b) Carry out recorded briefings for all contractors into the evacuation routes and the use of evacuation equipment relevant to their areas of work.
- c) Ensure that any hot work carried out is risk assessed with suitable and sufficient controls implemented.
- d) Ensure that any materials brought onto site by contractors which may increase fire risk / fire loading have been included in a suitable and sufficient risk assessment of the proposed work.

- e) Require all contractors working in areas out – with the sweep zones (e.g. plant rooms, roof areas etc) to sign in and out of the premises and to report to the FM/DFM at the fire assembly point when the fire alarm sounds.
- f) Exit the building when the alarm sounds and report to the BFW stating either that the building is clear or contractors or which contractor’s personnel are unaccounted for, where they were working and brief details of their activity.

5.5 Reporting of daily BFW and DBFW:

The daily staff email of absence will include BFW and DBFW.

6.0 Fire Precautions

6.1 Most fires are avoidable. Personnel should ensure that they leave the place of work in a safe condition and that on resumption of work, simple safety checks are made before starting plant or equipment. Particular attention should be paid to:

Fire Hazard	Precaution
Electric appliances	Switch off where possible
Gas appliances	Turn off at the appliance and at the supply line if possible.
Oil Fired equipment	Turn off at the appliance and ensure that feed pipes or supply lines are turned off where possible.
All heat generating equipment such as soldering irons, torches and fires	Ensure that they are not left in such a way that they will cause other articles to ignite.
Flammable liquids	Use suitable containers, labelled as flammable and do not have more flammable liquid than is necessary for the work in hand. Keep containers closed when not in use. Do not place the liquid between yourself and the exit. Treat a spillage of a highly flammable liquid as a fire and call the Fire Brigade.
Rags and cleaning material	All materials should be stored in metal bins, 'clean' and 'dirty' kept separately. Do not leave rags littered about at close of work.
Clothing	Ensure that clothes left to dry cannot fall onto possible sources of ignition e.g. heating appliances. Do not use radiant fires to dry clothes.
General housekeeping / tidiness	The prevention of fires is greatly assisted by good housekeeping that avoids the accumulation of packing, wrapping and other flammable rubbish in which many workplace fires start.

Fire Emergency Plan

Name of Organisation: Macmillan Academy

Address of premises: Stockton Road, Middlesbrough. TS5 4AG

Fire warning system

- The building fire alarm is a siren with a clear audible pitch. The alarm sounders are located on the ceiling or high on the walls throughout the buildings.
- Fire alarm call points are located on each storey exit and final exits. A fire alarm panel is located at the main entrance / exit of each building. The fire alarm system is networked.

Building Management System Operation when fire detected.

The following automated actions will take place upon the activation of a full fire alarm. (Does not include pre-warning_

- All electronic door locks will switch to open.
- The gas supply to the plant room boilers, kitchens and the laboratory gas taps will be shut off. (Tested annually by external contractor)
- **Do not use lifts**

Delayed Alarm Sounding

Due to some students frequently activating fire alarm call points, when there is no fire the Macmillan Academy fire alarm system is fitted with a three-minute delay system.

The sounding of the evacuation alarm is delayed for a maximum of three minutes whilst nominated Call Point Activation Verifiers (CPAVs) check to see if the call point activation is genuine or malicious.

When call point is activated:

- The main alarm panel will show activation and location. Reception staff must notify named CPAV's via the radio.
- The Estate Director (FM) or Deputy Facility Manager (DFM) will be notified and immediately attend the appropriate alarm panel.
- The CPAV will go to the location of the active call point immediately and verify whether the activation is a genuine cause for the alarm to be raised or malicious / accidental damage. The CPAV will contact the FM/DFM via two-way radio to confirm either that the alarm call is genuine or false.
- The alarm will sound automatically three minutes after the call point is activated unless the CPAV registers a false activation with FM/DFM and the alarm is cancelled on the main alarm panel. The FM/DFM must not stop the alarm sounding after three-minute point unless the CPAV has managed to confirm a false alarm.

Action to be taken by a person discovering a fire:

- Sound the alarm by operating the nearest fire alarm call point.
- Call for assistance.
- If it is safe to do so and only if you have appropriate training and authorisation. Attack the fire with the fire fighting equipment provided. Leave the building immediately if you cannot control the fire or your escape route is threatened. **Your primary responsibility is for the safety of yourself and students in your supervision – do not delay the evacuation of students to try and fight the fire.**
- Leave the building by the nearest exit, close windows and doors, if safe to do so.
- Report to the building assembly point.
- Make yourself known to the Lead Fire Marshal upon arrival and pass on all relevant information regarding the incident and location.
- Do not re-enter the building until instructed to do so by the Building Fire Warden or Senior Fire Officer present.

Duties of the reception Staff

- When the alarm sounds:
 - Alert the buildings team and state location.
 - Upon activation of the full fire alarm – Chubb will ring during business hours to ask if we need the Fire Brigade (Mon – Fri).
 - Outside of business hours the security staff need to ring 999 for the fire brigade to attend, giving the full address of the building.
 - The Building Fire Warden is to ensure the Fire Brigade has been notified where appropriate.

Evacuation procedures:

When the ALARM sounds

- GET OUT & STAY OUT.
- If the alarms sound, all staff must ensure that all students are directed immediately to the evacuation point by the shortest, quickest means possible. If the most direct route is not possible due to either fire or other danger, a member of staff (Fire Warden) will ensure that the area is sealed off and advise on another route.
- The Macmillan Academy Fire Alarm System is a 'split system' meaning that the alarm will not go off in every building unless needed.
- Each building on the Macmillan Academy campus has its own Fire Assembly Location. See Diagram. Students and staff MUST go to that delegated location.
- ALL STAFF are responsible to ensure that their classrooms & curriculum areas are empty. Please close classroom / office doors on evacuation.
- Head of Department carry an additional responsibility to ensure their department areas are evacuated whilst ensuring their own health & safety.
- Additional points to note:
 - DO NOT lock any doors.
 - DO NOT use lifts.
 - DO NOT run.
 - DO NOT dawdle or allow students to dawdle; instead everyone should proceed in a prompt and efficient manner.
 - All staircases are DOWN.
 - Where there are disabled persons present at least two people are instructed to assist each disabled person to evacuate.
- NO ONE is to return to the building under any circumstances without permission of the BFW, Principal or designated Deputy.

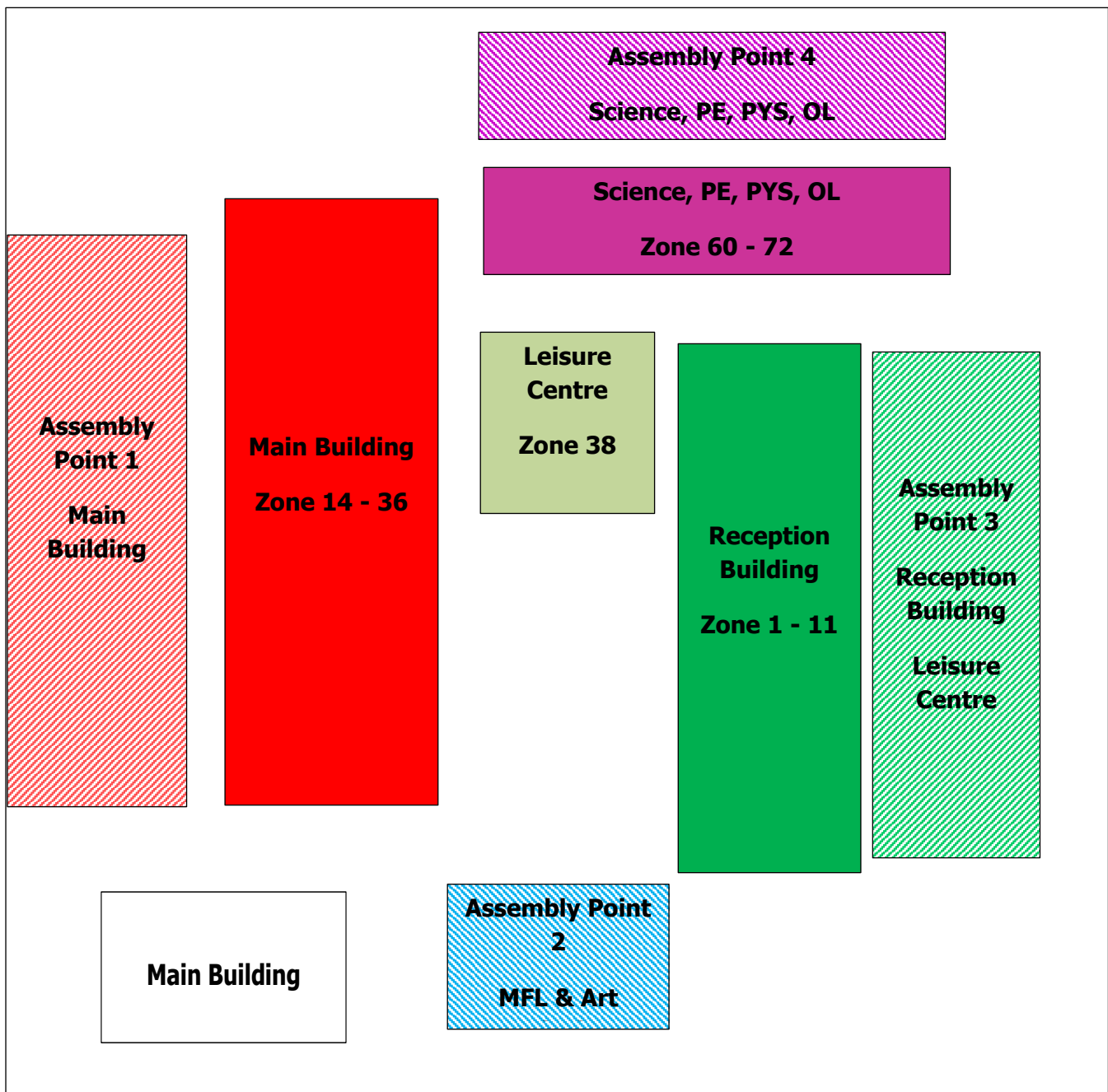
Key escape routes

- All buildings contain escape routes and emergency exits that are clearly labelled.

Assembly points

Assembly points are located adjacent to each building.

- Main Building: Dunstable Road Car Park.
- Main Building: Post 16 Grass
- MFL: Student Pedestrian Entrance.
- Leisure Centre: Coach / Bus Park.
- Reception Building: Coach / Bus park.
- Science & PE Block: High Ropes Course Car Park.



Fire Fighting Equipment provided

The hand-held firefighting equipment provided in the academy is located as per floor plan,

Procedure for liaison with Fire Brigade on arrival (who, where, what, etc).

- The Building Fire Warden will liaise with the Fire Brigade on arrival providing them with the information regarding evacuation status / the last known location of any personnel believed to still be in the building.
- The Building Fire Warden will provide the Fire Brigade with a copy of the Building Fire Plan that includes locations of call points, smoke and heat detectors. These are in map form.
- Whenever possible the Building Fire Warden will draw to the attention of the Fire Brigade the location of any hazardous substances, material or equipment.
- The Building Fire Warden will not permit staff to re-enter the building until the senior Fire Officer present has advised that it is safe to re-occupy.

Training

- All staff to receive fire awareness training every 18 months.
- Building Fire Wardens, Deputy Building Fire Wardens and Sub Area Fire Wardens to receive annual fire warden and fire extinguisher training.