WEST SOMERSET COLLEGE

SPORTS DEVELOPMENT CENTRE

FIRE EVACUATION PLAN

2020-2021
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1 Fire Processes

Any activation of the fire alarm bells must be treated as a real event. There are 4 types of activations.

1. Fire Drill
2. Fire Test
3. Accidental Fire Evacuation
4. Fire

Fire Drills

This is a process which is undertaken throughout the year to ensure that minimal confusion is had in the event of a real fire. These are planned timed events, with records being taken so the site can confirm that no improvements/changes are required.

The main purpose of the drill is a practice and process for the preservation of life and safe evacuation of staff and student users, together with any visitors. Human life overrides any material considerations.

A separate Personal Emergency Evacuation Plan (PEEP) exists for those users with special needs. The PEEP will be kept with the user at all times.

Fire Test

This is a weekly alarm test undertaken by the Premises Team at a defined time. All staff members are made aware of this test and it is generally a ringing of the bells/flashing of the lights for no more than about 5 seconds. At this time the warnings are acknowledged, but no action is taken. If the warning continues then the evacuation process is adopted.

During the fire test all users would be aware of the normal alarms. If there is a change, i.e. a light does not flash, or the siren/bell does not sound, this needs to be reported to the Premises Team for investigation.

Accidental Fire Evacuation

This is an event where a break glass unit is accidentally damaged. Because at the time of the activation no-one knows it's an accidental alarm, this needs to be treated as if it was a full evacuation.
**Fire**

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point, or raising the alarm over the radio if no call point is nearby.

They must then evacuate the building, make their way to the muster point and report to the Fire Marshall / Roll Officer, stating that they had activated the alarm, giving the reasons why, together with the location.
2 Evacuation

- On hearing the fire alarm, everyone must be instructed to leave the building in a calm and orderly manner.

- The person in charge of each group must indicate the exit route to be used and everyone must be directed to a predetermined Assembly Point.

- The person in charge of each group must stay with that group and help guide them out of the building safely.

- Specific arrangements must be made for people with physical or mental disabilities to ensure that they are assisted during an evacuation and these are detailed for each area applicable.

- Before leaving the area, windows and doors should be closed if it is safe to do so.

- Doors must **NOT** be locked.

- No running is to be permitted.

- On staircases, everyone must descend to the right hand side, holding the handrail. Overtaking must not be permitted.

- Do **NOT** return to collect personal items.

- Anyone who is not in the group when the fire alarm sounds must evacuate immediately to the Assembly Point. They must then return to their group.

- Any person in charge of a group who is not with the group when the fire alarm sounds should check for people in their area and then go to the Assembly Point.

- No one must be allowed to re-enter the building until told it is safe to do so by the attending Fire Service or, in the case of a fire drill, by the Duty Manager or by the senior person in charge.

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On hearing the fire alarm
All users are to switch their radio to channel 7.
Appendix 1

Sports Development Centre Assembly Points

The Assembly Point for the Sports Development Centre is the Sports Field behind the Sports Hall.

Everyone must line up in their groups so that the person in charge of that group can that everyone is there.

Everyone must remain at the Assembly Point until they are told it is safe to continue by the Duty Manager or their designated colleague.

If the Premises Team are on site, they can be called on the radio and will meet the Fire Service and manage the fire panel to establish where the issue is.

If the Premises Team are not on site, the Duty Manager must meet the Fire Service and make contact with the Premises Team.

The Assembly Point must be in a position that does not put people at risk from Emergency Services vehicles responding to the incident or from the incident.

Should the designated areas not be tenable, the Duty Manager must direct everyone to the WSC car park behind the Skills Enterprise Centre or the bus park at the front of the Academy, whichever is safest.
Appendix 2

Evacuation Procedure During Exams

The Invigilator must take control and maintain complete silence.

- Should a fire alarm sound, take a note of the time.
- Instruction all students to stop writing immediately – they should not attempt to finish their sentence.
- Invigilator to make a note of the time once this instruction has been complied with.
- Unless there is obvious sign of fire, wait in silence until given the all clear by the Examinations Officer or a member of the Senior Leadership Team – this should only take a few minutes.
- When given the all clear, make a note of the time, restart the exam and add on the amount of time lost.
- If there is a fire, the Invigilator should instruct all students to leave the room in silence and in the order they are sitting. All equipment must be left in the room.
- Students must not attempt to communicate in any way – they remain under exam conditions at all times.
- Invigilators are to take the students to the Bus Bay Assembly Point.
- Students are to line up in exam groups, at least one metre apart.
- When the all clear is given, Invigilators will return the students to the exam room in silence, once everyone else has left the Assembly Point.
- Students must not start writing until the Invigilator instructs them so to do.
- The Invigilator must make a note of the time the exam restarts and adjust the finish time to ensure the correct amount of time has been allowed for the exam.
- The Invigilator must make a note of the incident for the exam board, on the appropriate form supplied by the Examinations Officer.

The Assembly Point must be in a position that does not put students, staff or visitors at risk from Emergency Services vehicles responding to the incident or from the incident.

Should the designated areas not be tenable, the senior member of staff present must direct everyone to the relevant alternative Assembly Point.
Appendix 3

Typical Information Required By The Fire Service

- Address of the Academy:
  West Somerset College Academy
  Bircham Road
  Minehead
  Somerset
  TA24 6AY

- Whether everyone is accounted for

- If anyone is missing or known to still be in the building:
  - How many people?
  - What is their usual location?
  - Where were they last seen?

- Where the fire is

- What is the nature of the fire if known, for example:
  - Chemical
  - Electrical
  - Combustibles

- If there are any hazardous substances involved in the fire or stored in the building, for example:
  - Chemicals
  - Solvents
  - Liquefied Petroleum Gas
  - Acetylene Cylinders