

FIRE EVACUATION PLAN

In the event of a fire or emergency all members of staff need to be aware of this plan and help in the evacuation of the building. Tutors are responsible for evacuating their students. All members of staff and tutors are asked to sign this document stating that they have read and understood the Fire Evacuation Plan as detailed below. It is important that everyone signs the register when they come to the building

Evacuation

The Operations Director (or person substituting) will perform the role of **Fire Marshal**. The Premises Steward will take on this role in the absence of the Operations Director. In the event that both the Operations Director and Premises Steward are not in the Music building a FoH colleague will take on the role of Fire Marshal.

All other members of staff will help the Fire Marshal in the evacuation as stated below. Café staff will evacuate the Café and the kitchen.

Please familiarise yourself with the FIRE ESCAPE PLAN. More detailed Fire Escape plans can be found in corridors and communal spaces and in the Fire Folder which is held at reception.



Fire Safety Housekeeping:

Fire doors help to prevent the spread of fire and poisonous smoke and to provide people with protected routes to safety in the event of a fire. Do not wedge fire doors open or store combustible materials in corridors and on stairs. Do not block doors or fire exits.

FIRE EVACUATION PLAN

Discovering a Fire – what you must do:

Raise the alarm. Operate the nearest fire alarm call point. Inform people in the area you are in, (if safe to do so) for example, teaching rooms and toilets to evacuate the building immediately. Direct them towards the fire exits. Do not go to other areas of the building. The fire alarm will alert others to evacuate the building they are in.

IF YOU SUSPECT A FIRE, SOUND THE ALARM. DO NOT search for the seat /source of the fire. Only the Fire Brigade should do that – particularly where this involves opening doors when a fire is suspected to be behind them.

If the Alarm sounds in the MUSIC BUILDING – what you must do: Note that no alarm is sounded in the Arts building

- Begin a full evacuation. The Fire Marshal will ask a member of staff to activate the alarm in the Art Building so that they evacuate along with the Café and Nursery. Members of staff should check their immediate area (if safe to do so). Knock loudly on closed doors and shout that the building is being evacuated. Direct people towards the fire exits and Assembly Point which is the driveway in front of Blackheath Halls. Do not open doors if you suspect the fire may be behind them.
- The Fire Marshal will go to the Fire Panel in the Music building if safe to do so. Identify the zone in which the alarm has been activated (this information will be needed by the Fire Brigade when they arrive). The Fire Marshall will put on a Hi Viz vest (one kept in the admin office the other with the fire book)

CALL THE FIRE BRIGADE - 999. It is the duty of the Fire Marshal to call the Fire Brigade. DO NOT DELAY in summoning the Fire Brigade. Call from a place of safety.

- The Fire Marshal must then proceed directly to the Assembly point. The Fire Marshal will take the Fire Folder (kept at the FoH) **and** signing in/out book to the Assembly Point. The Fire Marshal will also take the First Aid box located at the FoH, to the Assembly Point. The Fire Marshal will meet the Fire Brigade when they arrive and hand over the Fire Folder and give them as much information as possible. For example, after checking the sign in / out book and registers that people have been accounted for.
- Tutors are responsible for ensuring that they have all students with them and the Register as they evacuate. Once tutors have escorted their student(s) to the Meeting Point, they should

then check off their students again and report to the Fire Marshall as to all correct or who is missing.

- **REMAIN AT THE ASSEMBLY POINT** and listen to the instructions given by the Fire Marshal.
- The Fire Marshal will ask staff members to be positioned at a safe distance by the front doorsteps and the bins to stop people entering the buildings and access road. **Another staff member** will be asked to inform the Blackheath Halls and Selectric of the evacuation.

If the Alarm sounds in the ART BUILDING – what you must do:

NOTE: If the alarm is activated in the Art Building a flashing beacon and alarm will also sound in the reception area of the Music Building. The alarm will also be activated in the Nursery who will evacuate their own people

- Begin a full evacuation of the Art Building. Tutors, Conservatoire staff and Café Staff should assist in this. Café staff should turn off the oven if it is safe to do so. Members of staff should check their immediate area (if safe to do so) for example toilets. Knock loudly on closed doors and shout that the building is being evacuated. As you exit – direct people towards the fire exits and Assembly Point – the driveway in front of Blackheath Halls. Do not open doors if you suspect the fire may be behind them. The alarm should also be activated in the music building, although this building will not be evacuated unless the Fire Marshal, or Premises Steward (or FoH colleague) confirms that there is a fire.
- The Fire Marshal will make their way round to the Fire Panel in the Art Building putting on a hi viz vest (kept by the fire book or admin office) **ONLY ENTER THE ART BUILDING IF IT IS SAFE TO DO SO**. Identify the zone in which the alarm has been activated (this information to be passed onto the Fire Brigade when they arrive).

CALL THE FIRE BRIGADE - 999. It is the duty of the Fire Marshal to call the Fire Brigade. DO NOT DELAY in summoning the Fire Brigade. Call from a place of safety.

- The Fire Marshal will proceed to the Assembly point and will meet the Fire Brigade when they arrive and hand over the Fire Folder and give them as much information as possible. For example, after checking the sign in / out book and registers that people have been accounted for. The Fire Marshal will also take the First Aid box located at the FoH, to the Assembly Point.
- Tutors are responsible for ensuring that they have all students with them and the **Register** as they evacuate. Once tutors have escorted their student(s) to the Meeting Point, they should then check off their students again **and** report to the Fire Marshall as to all correct or who is missing.
- **REMAIN AT THE ASSEMBLY POINT** and listen to the instructions given by the Fire Marshal.

- The Fire Marshal will ask staff members to be positioned at a safe distance by the front doorsteps and the bins to stop people entering the buildings and access road. **Another staff member** will be asked to inform the Blackheath Halls and Selectric of the evacuation

Staff who have completed Fire Marshal training may use fire extinguishers to put out fire if safe to do so and aid their means of escape.