

Fire Safety Management Plan

Contents

1. Introduction
2. Leadership, commitment and regulatory requirements
3. Key responsibilities
4. Competency and training
5. Practical fire safety arrangements
6. Active fire precautions
7. Fire risk assessment
8. Emergency planning
9. Maintenance and testing
10. Management review
11. Appendices

Document control

Details	Version	Name	Date
Initial draft for review	0.1	Saffron Hutt Afshan Shah, XSELV	August 2023
Reviewed	0.1	Saffron Hutt	12 th October 2023
Updated	0.2	Saffron Hutt	23 rd January 2024
Reviewed			

1. Introduction

The Governors of St Dunstan’s Trustee Ltd. have overall responsibility for the health, safety and welfare of staff, pupils and visitors to its sites. They are committed to the provision of a safe and healthy environment for all staff, pupils and visitors whilst working or carrying out any activities across St Dunstan’s College’s sites.

Although overall accountability for health and safety lies with St Dunstan’s Trustee Ltd., which is chaired by Mr Paul Durgan, day-to-day responsibility is delegated to the Head of St Dunstan’s College (SDC), who in turn delegates specific functions to other staff, as set out in Section 3.

The Trustees and Head of SDC recognise the importance of prioritising fire safety as this presents a major risk to staff, pupils and visitors. In addition, the loss of the building would cause significant disruption to the teaching function of the College affecting its pupils and other frequent users of the facilities.

The Trustees and Head will take all necessary precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable and then managing the remaining residual risks by ensuring adequate control measures are in place.

This Fire Safety Management Plan, which must be read in conjunction with the Health and Safety Policy, sets out the roles and responsibilities and organisational arrangements for the management of fire risk at St Dunstan’s College’s sites.

1.1 St Dunstan’s College

St Dunstan’s College is a co-educational independent school for pupils from 3 to 18 years located in Catford, Southeast London.

The estate is split across two sites, with teaching delivered at the main Stanstead Road site and the majority of outdoor sports delivered at the Jubilee Ground sports facility. The two sites are approximately 0.5km apart and are just off the South Circular. This is a densely populated, busy area of Catford.

The buildings range from late Victorian through to modern, three-storey builds. The only building that includes a lift is the new STEM/Junior School building. Smoking, either cigarette or vape, is not allowed in any College buildings across the estate or anywhere within in the grounds of the main Stanstead Road site. Smoking, either cigarette or vape, is allowed only in designated external areas of the Jubilee Ground and when pupils are not on site.

The table below summarises the two sites and their respective fire alarm and emergency light arrangements. Site plans are provided in Appendix A.

St Dunstan’s College, Stanstead Rd,	Main building Refectory	Series 6000 Fire Alarm Control Panel	There is emergency light coverage across the whole site.
--	----------------------------	---	--

<p>Catford, SE6 4TY</p> <p>Standard opening hours: Monday to Friday: 7am to 7pm main site 7am to 10pm Leisure Centre</p> <p>Saturday and Sunday: 0800 to 1630</p>	<p>STEM/Junior School block Wellness Centre Leisure Centre Navy Hut External play areas and sports pitches</p>	<p>Due to the layout of the building, there are seven panels. All panels are linked and will display a description of the location and the device where the alarm has been activated.</p> <p>Panel Locations</p> <ol style="list-style-type: none"> 1. Main College Reception 2. 1st Floor of Main Building, by room 231 3. Leisure Centre 4. Bottom of Headmaster's House 5. Wellness Centre 6. STEM block, lower ground by accessible toilet 7. The Lodge 	
<p>Jubilee Grounds Canadian Avenue, SE6 4SW</p> <p>Standard opening hours: Monday to Sunday: 8am to 10pm</p>	<p>Pavilion Groundsman's House (used by holiday camp providers) Pitches: Cricket, football and rugby MUGAs: football, hockey, netball, tennis Storage archway External fuel and waste storage</p>	<p>Category L3 System (M) Alarm Control Panel</p> <p>There is one panel located in the entrance lobby of the Pavilion. The panel will display a description of the location and device where the alarm has been activated.</p>	<p>All internal areas of the Jubilee Ground have internal emergency light coverage.</p> <p>The external grounds (pitches) have solar light units on escape routes to provide sufficient light to aid evacuation.</p>

2. Leadership, Commitment and Regulatory Requirements

The Governors and Head are committed to meeting the duties placed upon them by the Regulatory Reform (Fire Safety) Order 2005 and all other relevant legislation including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Governors will:

- maintain a strategic overview of fire safety performance;
- ensure that relevant competencies are maintained;

- provide adequate resources for the implementation, maintenance and continual improvement of the Fire Safety Management Plan; and
- receive annual/regular reports on the effectiveness of the Fire Safety Management Plan from the Chief Operating Officer.

The Head, as the person in control of the establishment and the activities undertaken, is the “Responsible Person” for fire safety as identified in the Regulatory Reform (Fire Safety) Order 2005. Day to day management of fire safety is further delegated to those detailed in Section 3. In addition, all staff are responsible for complying with the College’s Health and Safety Policy, cooperating with day-to-day fire safety responsibilities and assisting with the evacuation in the event of fire.

3. Key Responsibilities

3.1 The Head as Responsible Person

The Responsible Person has a duty to do all that is reasonably practicable in order to minimise the risk of injury or death to pupils, staff, contractors or members of the public from fire and has overall responsibility for ensuring that:

- a suitable and sufficient fire risk assessment is carried out for the College by a competent person;
- an appropriate means of detecting a fire and providing warning, easily accessible firefighting equipment, means of escape and emergency exits are in place and kept clear. Suitable systems of maintenance for all areas are carried out by competent persons to ensure that they are in an efficient state, working order and in good repair;
- emergency procedures are in place and are regularly tested by the carrying out of fire drills, at least once a term, with a sufficient number of competent persons, suitably informed and trained, to assist with the evacuation;
- information, instruction and training regarding fire safety is included in staff induction, signage is displayed in prominent places and refresher training is provided;
- clear and relevant information has been provided to all staff and others regarding the hazards and risks to them as identified in the fire risk assessment, about the measures taken to prevent fires and how these measures will protect them, if a fire breaks out;
- a competent person is appointed to assist in the undertaking of preventative and protective measures;
- clear and relevant information is provided to parent/carers regarding the fire risk assessment and the measures in place to protect from fire;
- the presence of any dangerous substances and the risks this presents to relevant persons from fire have been considered; and
- contacts with the emergency services are established and a suitable means of contacting them and providing them with any relevant information about dangerous substances is in place.

3.2 Chief Operating Officer

The Chief Operating Officer (COO):

- has overall responsibility for ensuring effective implementation, and regular review, of the Fire Safety Management Plan; and
- ensures systems are in place to control contractor work, for example using Permit to Work procedures, in particular “hot works,” including the requirement to make any temporary modification to the structure of the building, escape routes and fire alarm system.

3.3 Director of Estates & Commercial Activities

The Director of Estates;

- ensures competent contractors are appointed;
- is a key holder and contact for the alarm companies at both sites; and
- raises any concerns regarding fire safety performance with the Chief Operating Officer.

3.4 Head of Building Operations

- ensures competent contractors are appointed;
- manages and monitors the contents of the Premises Information Box at the main Stanstead Road site;
- coordinates day to day management of fire safety checks and maintenance, e.g., checks of fire doors, emergency lighting, firefighting equipment and weekly emergency lighting fire alarm tests at the Stanstead Road site;
- Coordinates the Estates Team response during a fire alarm;
- ensures that at the main Stanstead Road site, housekeeping standards are maintained and escape routes are kept clear at all times;
- reviews all reports and paperwork received from contractors following testing and maintenance and schedules any remedial action, where required;
- maintains all fire safety records in the Fire File / Log for the main Stanstead Road site;
- is a key holder and contact for the alarm companies at both sites; and
- raises any concerns regarding fire safety performance with the Chief Operating Officer.

3.5 Head of Commercial Activities

The Head of Commercial Activities:

- ensures competent contractors are appointed;
- manages and monitors the contents of the Premises Information Box at the Jubilee Ground site;

ISI 12b – Fire procedures

- coordinates day to day management of fire safety checks and maintenance, e.g., checks of fire doors, emergency lighting, firefighting equipment and weekly fire alarm tests at the Jubilee Ground site;
- ensures that at the Jubilee Ground, housekeeping standards are maintained and escape routes are kept clear at all times;
- reviews all reports and paperwork received from contractors following testing and maintenance and schedules any remedial action, where required;
- maintains all fire safety records in Fire File/Log for the Jubilee Ground site;
- is a key holder and contact for the alarm companies at both sites; and
- raises any concerns regarding fire safety performance with the Chief Operating Officer.

3.5 Estates Compliance Coordinator

The Estates Compliance Coordinator:

- monitors the engaging contractor process to ensure full compliance;
- ensures that a training needs analysis is carried out for various roles across the two sites;
- ensures that fire safety training is arranged, records are maintained and that refresher training is scheduled;
- delivers fire safety awareness training for out-of-cycle new starters;
- reviews the Fire Risk Assessment and maintains an up-to-date Action Plan; and;
- raises any concerns regarding fire safety performance with the Chief Operating Officer.

3.6 Radiation Protection Supervisor

- manages the safe storage, use and monitoring of radioactive sources in the Science Department;
- maintains the Radioactive Protection Folder;
- ensures that the local Fire Service are notified annually of the presence of radioactive substances on site'
- ensures that there are local fire procedures and training are in place so that staff understand the requirement to lock doors should radioactive substances be in use when the fire alarm sounds and that the reporting Fire Service must be made aware of their location.

3.7 All Staff

All staff are expected and required to:

ISI 12b – Fire procedures

- ensure the health, safety and welfare of themselves, colleagues, pupils and members of the public at all times, including in the event of an emergency;
- cooperate with the Responsible Person to always maintain fire safety and not do anything that will place themselves or other persons at risk from fire;
- attend fire safety inductions and relevant training sessions;
- participate in fire drills; and
- report any identified failings in fire precautions using the correct defect reporting procedure to ensure remedial action is taken, where required.

3.8 Pupils

All pupils are expected and required to:

- not interfere with anything provided for fire safety, e.g., setting off the fire alarm as a false alarm, discharging a fire extinguisher, blocking a fire exit route, etc;
- follow all instructions given during a fire evacuation in a controlled, quiet manner; and;
- report any defects noted in anything provided for fire safety.

3.9 Hirers

- ensure the health, safety and welfare of themselves and those using the facilities that they have hired, including in the event of an emergency;
- cooperate with the Head of Commercial Activities to always maintain fire safety and not do anything that will place themselves or other persons at risk from fire;
- take note of and apply the fire safety procedures detailed in the hire checklist;
- participate in fire drills; and
- report any identified failings in fire precautions to the Head of Commercial Activities, where required.

4. Competency and Training

To prevent the risk of fire and for the Fire Evacuation Procedure to be effective, all staff are required to be aware of their responsibilities both on a day-to-day basis in terms of fire prevention and in the event of discovering a fire, or the fire alarm being activated.

All St Dunstan's College staff are trained in Fire Safety during normal working hours. Full training is carried out as close to appointment as possible and repeated on a 3-year cycle. Fire safety refreshers are given annually at the Michaelmas Inset. Specific staff will also be trained on additional responsibilities related to their role, for example the use of evacuation aids for those with mobility impairments.

Fire safety training for all staff includes:

Staff induction process	Awareness of the Fire Safety Management Plan; Duties and responsibilities including not obstructing fire escape routes or propping open fire doors, reporting defects etc.;
-------------------------	--

	<p>Emergency procedures;</p> <p>The carrying out of events risk assessments; and</p> <p>Awareness of relevant Personal Emergency Evacuation Plans (PEEPs).</p>
Fire Safety Awareness Training	<p>What to do on discovering a fire;</p> <p>How to raise the alarm and what happens then;</p> <p>What to do upon hearing the alarm;</p> <p>The procedure for alerting pupils, visitors, contractors and directing them to exits;</p> <p>The arrangements for calling the fire and rescue service;</p> <p>The evacuation procedure to reach an assembly point;</p> <p>The location and, where appropriate, the use of firefighting equipment;</p> <p>The location of escape routes;</p> <p>How to open emergency exit doors;</p> <p>The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;</p> <p>The importance of keeping escape routes clear at all times;</p> <p>Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;</p> <p>The reason for not using lifts;</p> <p>The safe use of and risks from storing or working with highly flammable and explosive substances;</p> <p>The importance of general fire safety, e.g., good housekeeping and electrical safety;</p> <p>The carrying out of events risk assessments;</p> <p>Use of premises by outside bodies e.g., summer camp providers;</p> <p>Specific staff roles and responsibilities; and</p> <p>Testing and maintenance requirements.</p>

In addition to Section 3.7, pupils will be:

- reminded of the evacuation procedures at the start of each term; and
- participate in regular fire drills.

5. Practical Fire Safety Arrangements

As part of a holistic fire safety management system, in addition to the management action outlined in this Fire Safety Management Plan, considerations of passive and active fire precautions are essential and have been taken by the College.

5.1 Passive Fire Precautions

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular, at St Dunstan's College:

- construction and inspection of the building, fire doors and escape routes takes into account the needs of pupils, service users, people with disabilities, contractors, the public, etc. This includes the compartmentation of escape stairs, areas of higher fire risk, e.g., kitchens and plant rooms, division of areas by fire doors;
- deep fat frying in any form is strictly prohibited;
- building services e.g., gas and electricity are located in appropriate safe and secure locations;
- clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Equality Act 2010 are provided;
- fire action notices to inform people of the action to be taken in the event of fire are prominently located;
- protected areas are managed. For example, stairwells, escape routes and external walkways, dead end corridors and foyers. These areas must:
 - remain free of combustible materials, storage, fixtures and fittings;
 - have fire rated notice boards which meet the requirements of BS 476-1 (Class 0);
 - have enclosed notice boards rather than open, cloth materials or pin boards etc. which can facilitate the rapid spread of flames particularly in the case of an arson attack and affect evacuation of persons via their designated escape routes in the event of fire;
 - not have temporary signage installed; and
 - not have any sources of ignition and any furnishings, display cabinets etc. must be flame retardant.
- robust monitoring of escape routes and corridors by the Estates Team at the Stanstead Road site and the Enterprises Team at the Jubilee Ground is carried out when the premises are opened each morning. Responsibility for keeping these areas clear is included in staff and pupil inductions;
- a Permit to Work procedure, as detailed in the Contractor Management Policy, is in place for hot works;
- specific risk assessments are in place for Science, Design Engineering and Art including use of the kiln; and
- a robust Fire Safety File is maintained with complete records of testing, maintenance, changes of the fire safety systems including all remedial action etc.

5.2 Catering and Cleaning Contractors

The contract with the catering and cleaning contractors will include:

- the College's Emergency Evacuation Plan; and
- the requirement to provide risk assessments under the Control of Substances Hazardous to Health Regulations 2002.

5.3 Visitors and contractors

All contractors and visitors will be expected to comply with:

- information provided regarding the action to take if they discover a fire, or if they hear the fire alarm sounding;
- the Contractor Management Policy, including obtaining a Permit to Work for any hot work process, entry into Confined Spaces or Plant Rooms (for contractors and liaising with the Director of Estates or Director of Enterprises before commencing any work on items provided for fire protection, e.g., the fire alarm system, or, where any work to be undertaken that may lead to the activation of the fire alarm system.

5.4 Hirers

As detailed in the Lettings Policy, contracts with hirers will include:

- the Emergency Evacuation Plan; and
- where applicable requirements/protocols regarding;
 - use of electrical equipment on site, including not to use electrical items unless those items can prove to have been Portable Appliance Tested;
 - use of the kitchen/server; and
 - alcohol consumption.

6. Active Fire Precautions

6.1 St Dunstan's College, Stanstead Road

St Dunstan's College has two fire alarm systems installed, Main College alarm panel, EMS Fire Cell, series 6000 and Zettler P485D/P405D, 2-4 loop, 80/240 zone for the STEM block. The two systems are linked, so upon activation both panels will sound to mobilise a full site evacuation.

In the event of either panel being activated a signal will be sent from one panel to the other (and vice versa) to confirm activation. The call point or sensor activated will be shown on the panel it is linked to, for this reason Estates staff attend both panels and communicate with each other to confirm what information is being displayed on the LED screens. Both systems display the building location, relevant zone and which call point unit or detector has triggered the alarm.

See Appendix D for the Cause and Effect Matrix.

6.2 St Dunstan's College, Jubilee Ground

St Dunstan's Jubilee Ground has a Tyco MZX-c 8 Zone twin wire fire alarm panel installed.

In the event of the panel being activated, an LED light will display against Zones 1-5 to inform staff of the location.

7. Fire Risk Assessment

A fire risk assessment will be carried out annually or sooner if there is a significant change in the structure of building, activities or users of the building by a competent person(s). This service is currently provided by XSELV.

The fire risk assessment will ensure:

- fire hazards are identified such as faulty electrical appliances, combustible materials, use of flammable substances or oxidising chemicals;
- persons at risk are identified including staff, pupils, visitors, contractors with consideration given to those who may require assistance with being alerted to fire, or when evacuating;
- all risks are evaluated and remedial action is taken to eliminate or reduce the risk; and
- Fire Safety training and the Fire Evacuation Procedure is reviewed to identify gaps and action required.

8. Emergency Planning

8.1 Emergency Evacuation Plan

The fire and disaster evacuation procedures for both sites are detailed in Appendix B.

8.2 Fire Drills

Fire drills will be conducted at least once a term. They will:

- confirm both staff and pupils' understanding of evacuation procedures
- identify areas for improvement; and
- verify the effectiveness of training.

All fire drills are monitored with feedback provided immediately. The drills are recorded by the Estates Compliance Coordinator and on occasions will include:

- testing the arrangements in place for disabled people;
- simulation of exit routes being unavailable to help raise awareness of alternative escape routes;
- simulation of a missing member of staff, pupil or visitor to test the robustness of the roll call/sweep of the building process;
- simulation of the fire alarm being faulty; and
- witnessed by an independent observer.

Records of all drills will be maintained, including accurate details of:

- Date/time
- Type of drill (false alarm, planned drill etc.)
- Evacuation time – building clear

ISI 12b – Fire procedures

- Time all accounted for
- Time of reoccupation of building
- Number of staff, pupils, visitors
- Observations
- Remedial actions
-

Appendix I details the fire evacuation report proforma.

8.3 Personal Emergency Evacuation Plan (PEEP)

St Dunstan's College acknowledge their responsibility to ensure that a means of escape is provided for all users of the estate including those who may have a disability. The College recognises that this may include occupants who are in one of the ten following groups, as identified in the HM Government publication "Means of Escape for Disabled People" which is endorsed by the Disability Rights Commission:

- Electric wheelchair user
- Wheelchair user
- Mobility impaired person
- Asthma and other breathing/health issues
- Visually impaired person
- Hearing impaired person
- Dyslexic/orientation disorders
- Learning difficulty/autism
- Mental Health problems
- Dexterity problems

For any pupil, member of staff or regular visitor who may require additional protective measures for fire safety, a PEEP will be completed. In the case of pupils, the College Nurse in liaison with the pupil and relevant teachers and the parent/carer will prepare the PEEP. In the case of a staff members, HR in consultation with the staff member and their line manager will prepare the PEEP. The PEEP will be kept under review and updated should there be any change to the condition, working area, or the method of work.

The PEEP will identify:

- the specific needs of the individual;
- staff responsibilities;
- staff training requirements;
- requirement for specific evacuation equipment/aid;
- specific evacuation routes where appropriate; and
- refuge areas and specific evacuation procedures.

Details of how to complete a PEEP is detailed in Appendix F.

8.4 General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place for both sites. These are used for occasional visitors to the College who may require assistance to evacuate in the event of an emergency. Examples of evacuation strategies that may be adopted includes mobility impairment, visual impairment, hearing impairment and cognitive impairment. These are detailed in Appendix G.

8.4 Communication with the Fire Brigade

8.4.1 St Dunstan's College, Stanstead Road

At the Stanstead Road site, when alerted to the sounding of the fire alarm the Monitoring Company, ADN, as detailed in 8.6, are responsible for:

- during normal hours: contacting the key holders listed in Appendix E, to confirm whether it is a real fire or false alarm. If a fire is confirmed, or there is not an immediate response from the key holder, the monitoring company call the Fire Brigade. The Fire Brigade will be met by the Chief Operating Officer, or their nominated deputy; and
- out of hours; calling the Fire Brigade immediately and contacting the key holders listed in Appendix H.

8.4.1 St Dunstan's College, Jubilee Ground

At the Jubilee Ground, when alerted to the sounding of the fire alarm, the Monitoring Company, ADT, as detailed in 8.5, are responsible for:

- during normal hours: contacting the St Dunstan's Enterprises Duty Manager at the Jubilee Ground to confirm whether it is a real fire or false alarm. If a fire is confirmed, or the Duty Manager does not respond, the monitoring company call the Fire Brigade. The Fire Brigade are met by the St Dunstan's Enterprises Duty Manager; and
- Out of hours; calling the Fire Brigade immediately and contacting the key holders listed in Appendix H.

8.5 Monitoring companies

The fire alarm monitoring companies are detailed in the table below

St Dunstan's College, Stanstead Rd, Catford, SE6 4TY	ABN Unit E8 Harlow Business Centre, Lovet Road, Harlow, Essex, CM19 5AF
Jubilee Grounds Canadian Avenue, SE6 4SW	ADT Summit House, Brooklands Close, Sunbury-on-Thames, TW16 5DB

8.6 Contingency Planning

8.6.1 St Dunstan's College, Stanstead Road

Should there be a power-outage, the fire alarm system batteries will ensure the system continues to operate for 24 hours in standby and thirty minutes in alarm. The batteries are serviced annually and replaced every three years.

In the event that the fire alarm system fails/is faulty whilst the site is in operation;

- The Chief Operating Officer will inform all building users of the issue. This will be via email and will include:
 - o an explanation of the issue and a reminder of fire safety and evacuation procedures;
 - o a request to monitor emails for updates and ensure pupils and visitors understand the change in method for reporting a fire;
 - o a request to use the manual method of shouting 'fire-fire, evacuate immediately' should the alarm need to be raised;
 - o a request to dial 999 should a fire be identified;
 - o details of persons responsible for specific areas of the building and key contacts.
- The Critical Incident Team (DET) will meet immediately to discuss what procedures need to be put in place. Procedures will vary depending on if the school is in operation and the extent and duration of the fault. For example, if the fire alarm system completely fails, nominated individuals will be responsible for specific building areas and alerting DET to any potential need to sound the alarm. It may also be considered appropriate to close-down parts of the building (e.g. combining classes) to better manage those areas that need to be manually monitored. Consideration will also be given to limiting higher risk activities, e.g. large gatherings, cooking use of naked flames, flammable chemicals and kiln etc.
- Walkie talkies will be used to ensure timely communication between DET and those nominated to monitor specific areas of the site.

On discovering a fire:

- the individual discovering the fire should ensure that the Fire Brigade are contacted: and
- the Chief Operating Officer, or their nominated deputy will also ensure the Fire Brigade are contacted as soon as they are alerted.

8.6.2 St Dunstan's College, Jubilee Ground

Should there be a power-outage, alarm batteries will ensure the system continues to operate for 24 hours in standby and thirty minutes in alarm. The batteries are serviced annually and replaced every three years.

In the event that the fire alarm system fails/is faulty whilst the site is in operation;

- The Head of Commercial Activities will inform the manager on duty who will alert all building users of the issue. This will be done face-to-face and by email and will include:
 - o an explanation of the issue and a reminder of fire safety and evacuation procedures;
 - o a request to monitor emails for updates and other building users understand the change in method for reporting a fire;
 - o a request to use the manual method of shouting ‘fire-fire, evacuate immediately’ should the alarm need to be raised;
 - o a request to dial 999 should a fire be identified;
 - o details of persons responsible for specific areas of the building and key contacts. In areas where there is limited means of escape (Dance Studio), consideration will be given to cancelling bookings and events / closing off the area.
- The Critical Incident Team (DET) will meet immediately to discuss what procedures need to be put in place. This will be done in consultation with the Head of Commercial Activities and the Duty Manager. Procedures will vary depending on if the site is in full operation and the extent and duration of the fault. For example, if the fire alarm system completely fails when the nursery is in operation, nominated individuals will be responsible for specific building areas and alerting the St Dunstan’s Enterprises Duty Manager to any potential need to sound the alarm. It may also be considered appropriate to close-down parts of the building to better control the areas that need to manually monitored for the duration. Consideration will also be given to limiting higher risk activities, e.g. large gatherings, use of electrical equipment, kitchen hires etc.
- Walkie talkies will be used to ensure timely communication between those nominated to monitor specific areas of the site and the Duty Manager.

9. Maintenance and Testing

All planned preventative maintenance and testing required for the fire safety systems in place, as identified in Appendices J and K will be arranged to be undertaken by competent contractors in accordance with BS9999 Clause 42.2.

The Estates Compliance Coordinator will be responsible for ensuring the appointments are scheduled, paperwork received and reviewed and remedial action taken, where required.

10. Management Review

This Fire Safety Management Plan and its contents will be kept under review and will be formally reviewed on an annual basis and after any fire evacuation.

There will also be an annual audit of all fire systems by ABN for the main Stanstead Road site and ADT for the Jubilee Ground to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

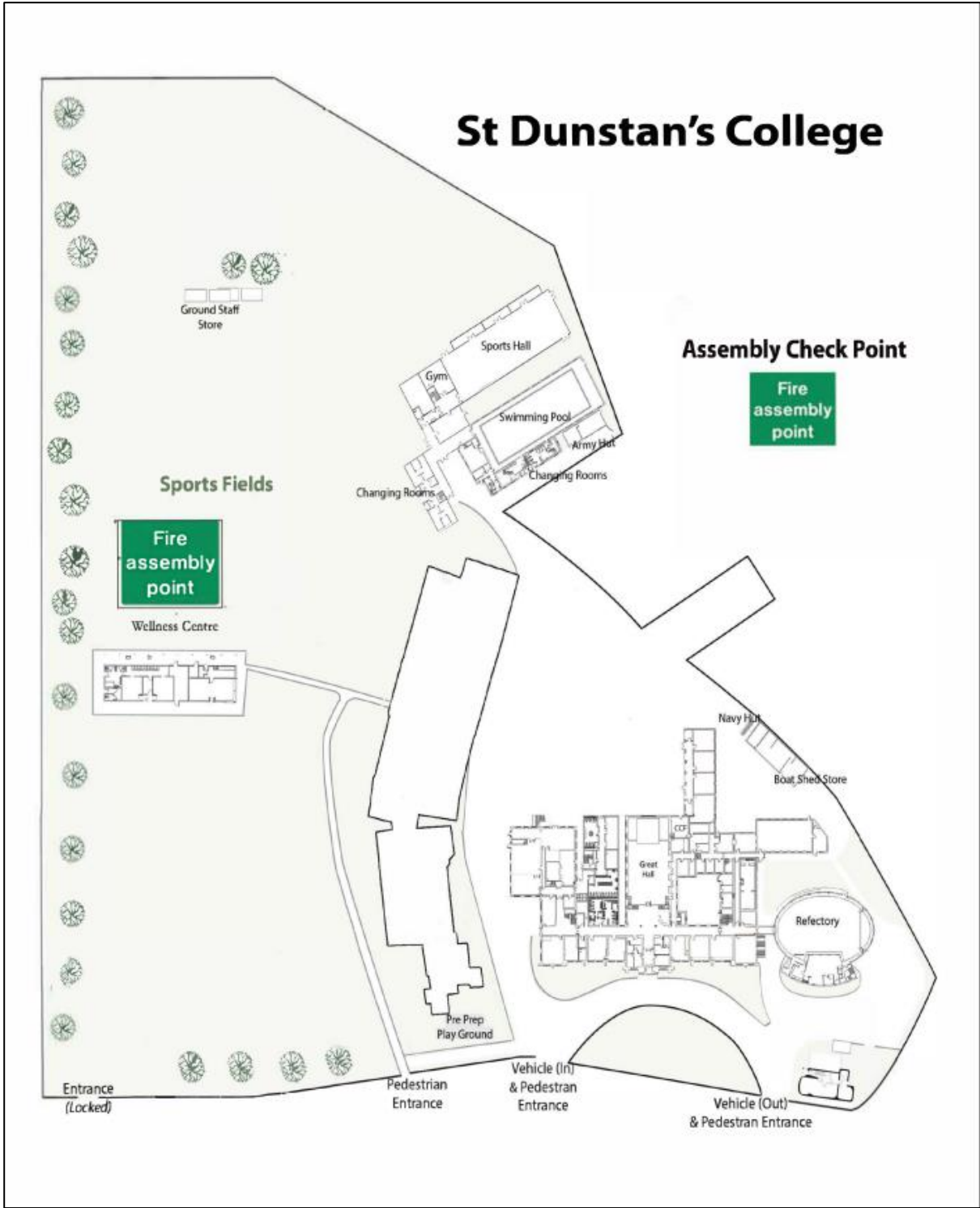
ISI 12b – Fire procedures

Active reviews will take place quarterly. Reactive reviews will take place following any fire safety event occurring and a review will also be undertaken following a fire, changes to the premises' construction and facilities, new procedures, new equipment, new materials, changes to staff numbers, changes in key personnel, or notable changes to the pupil roll.

11. Appendices

Appendix A	Site Plans
Appendix B	Fire and Disaster Evacuation Procedure – St Dunstan’s College, Stanstead Road
Appendix C	Fire and Disaster Evacuation Procedure – St Dunstan’s College, Jubilee Ground
Appendix D	Cause and Effect Matrix - St Dunstan’s College, Stanstead Road
Appendix E	Cause and Effect Matrix St Dunstan’s College, Jubilee Ground
Appendix F	Completing a PEEP
Appendix G	Completing a GEPP
Appendix H	Keyholders
Appendix I	Fire Evacuation Report
Appendix J	Maintenance and Testing: St Dunstan’s College, Stanstead Road
Appendix K	Maintenance and Testing: St Dunstan’s College, Jubilee Ground
Appendix L	References

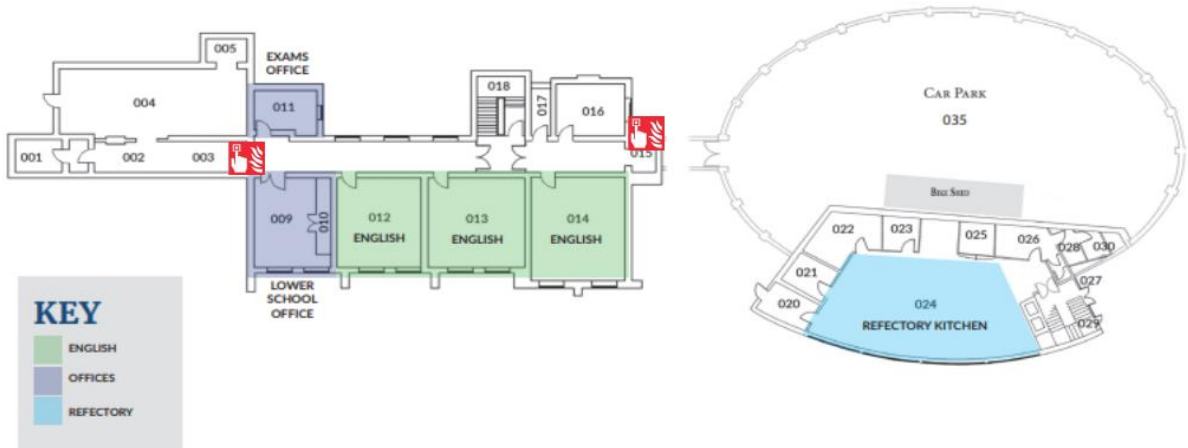
Appendix A

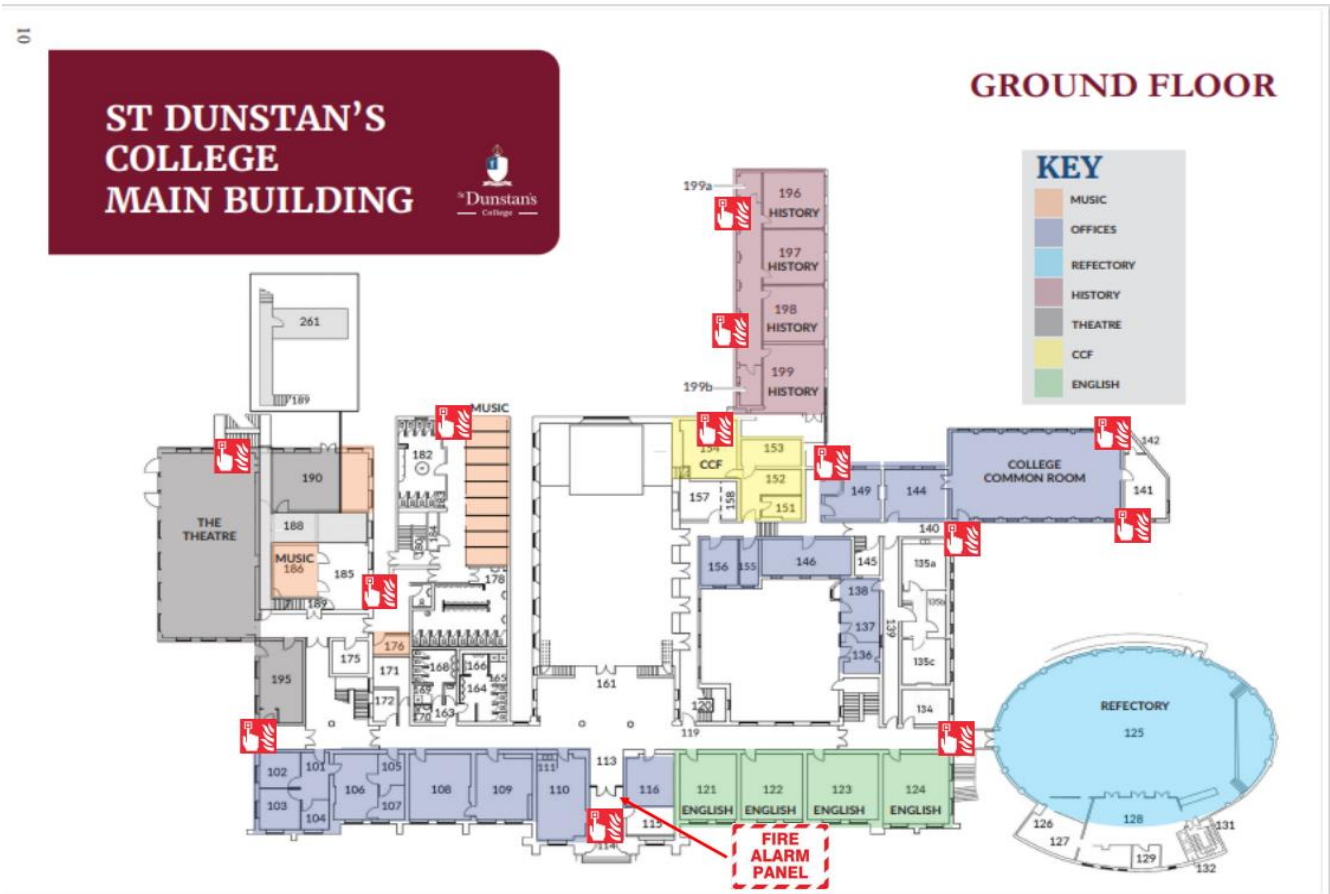


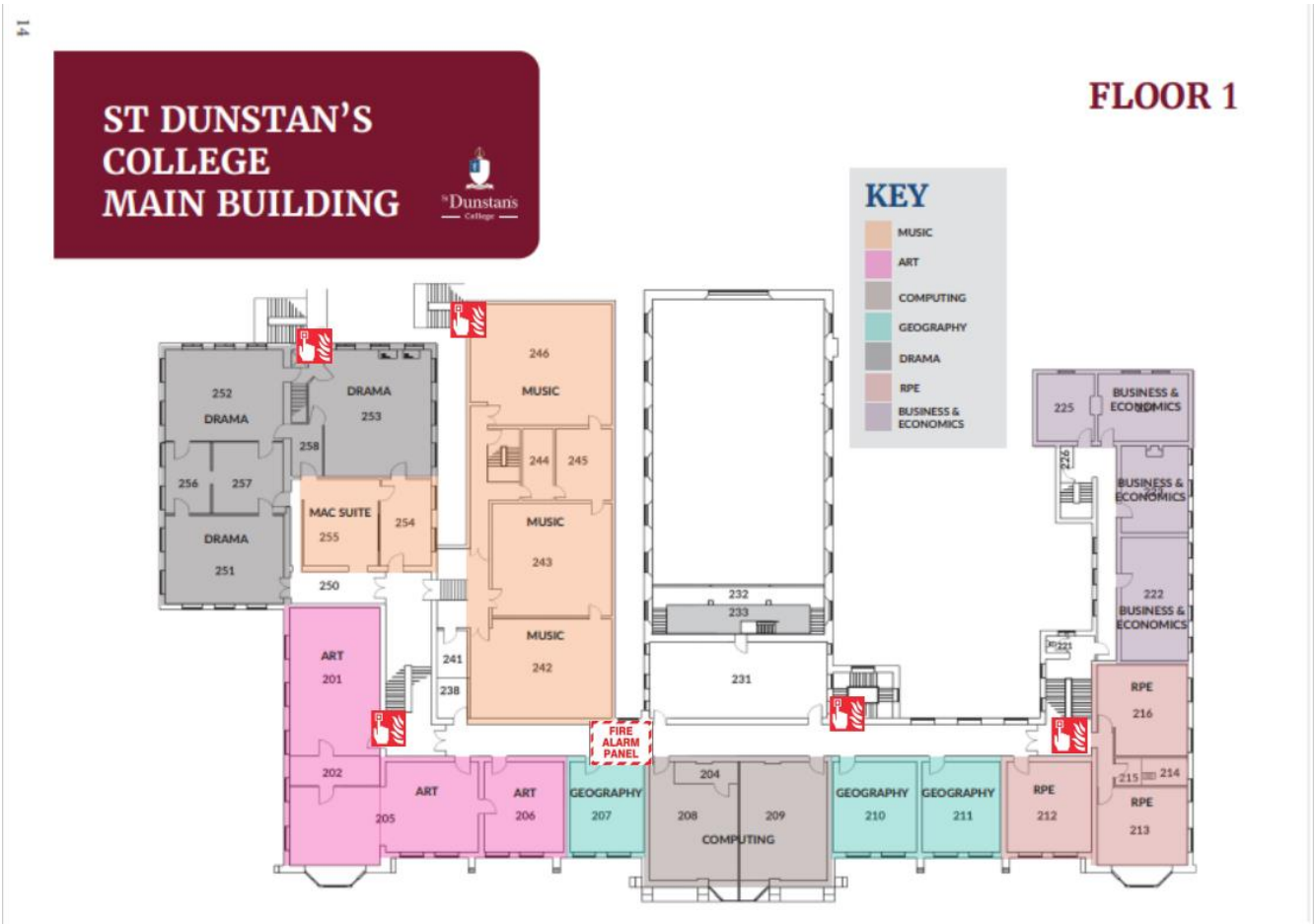
**ST DUNSTAN'S
COLLEGE
MAIN BUILDING
& REFECTORY**



BASEMENT - FLOOR 0

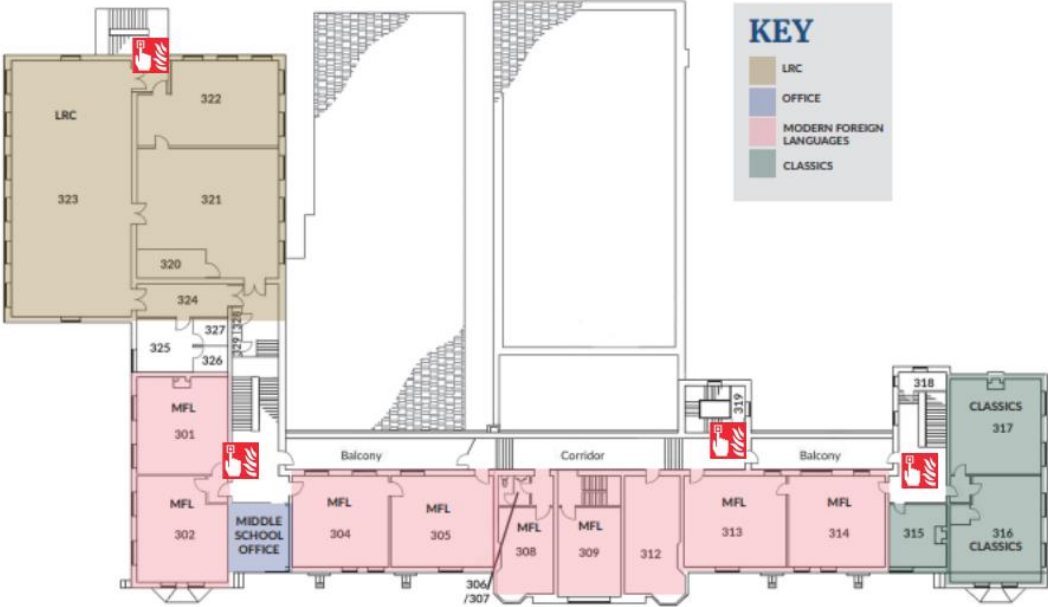


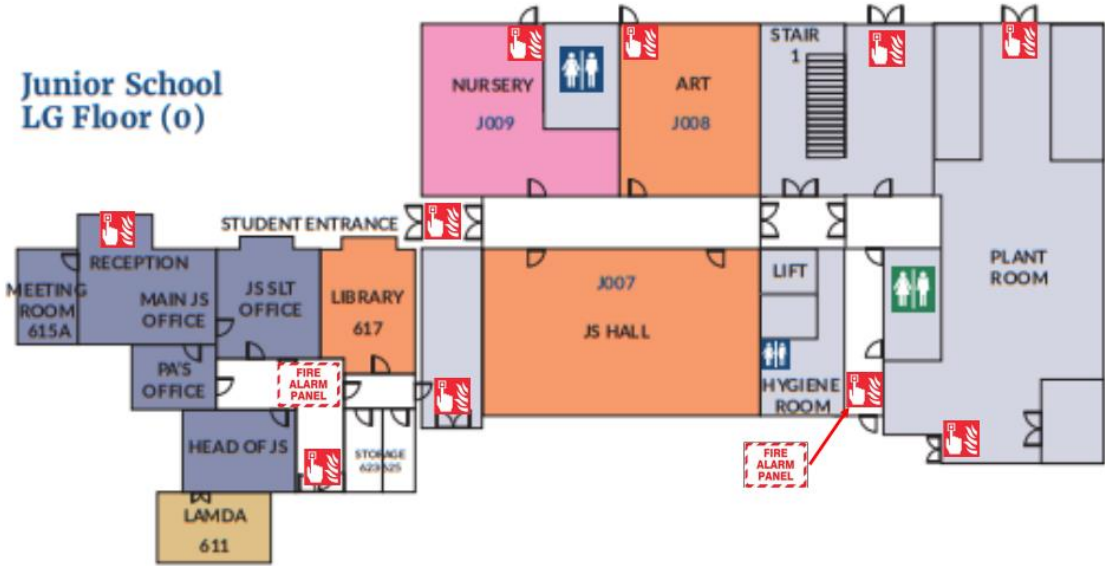
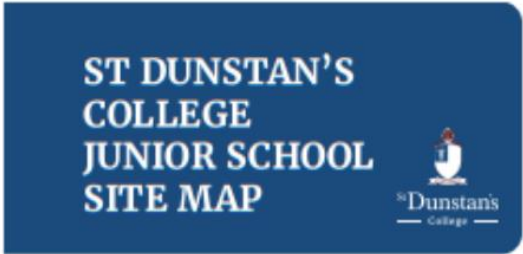


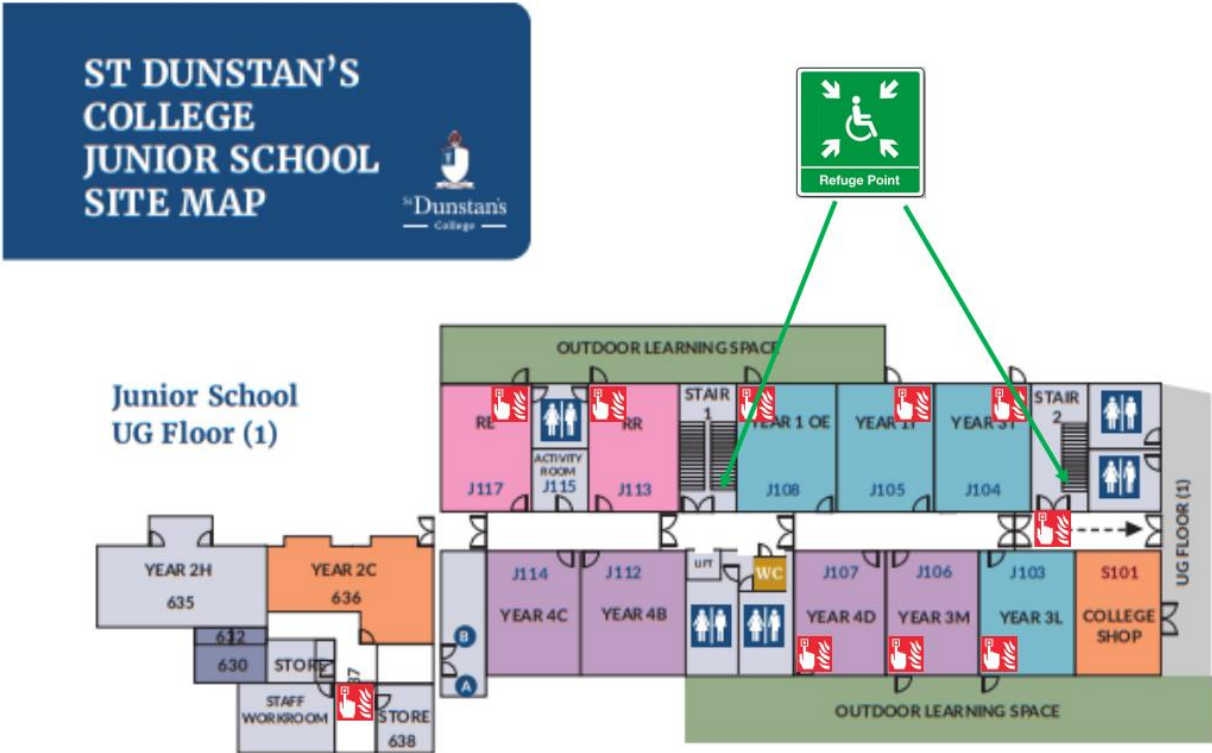




FLOOR 2





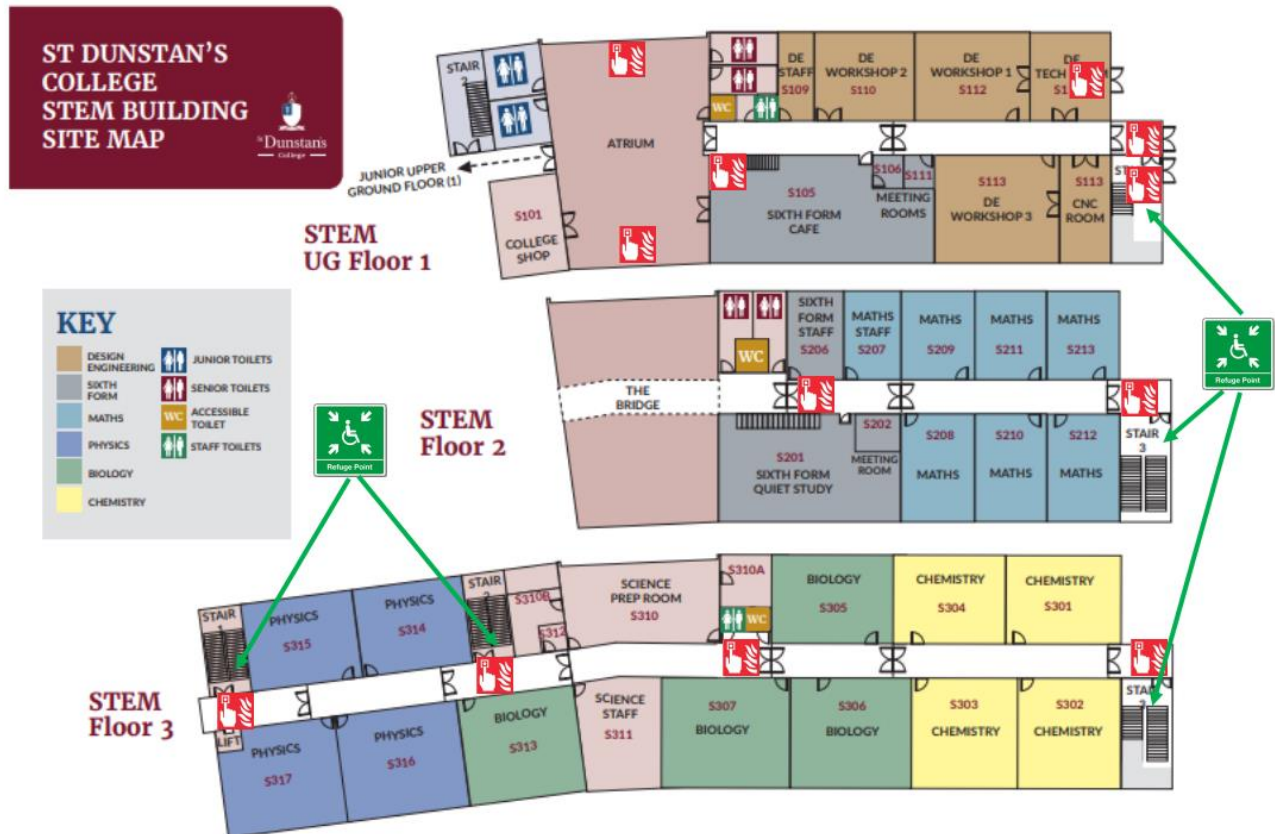


ST DUNSTAN'S
COLLEGE
SITE PLANS


St Dunstan's
College

COLLEGE FLAT

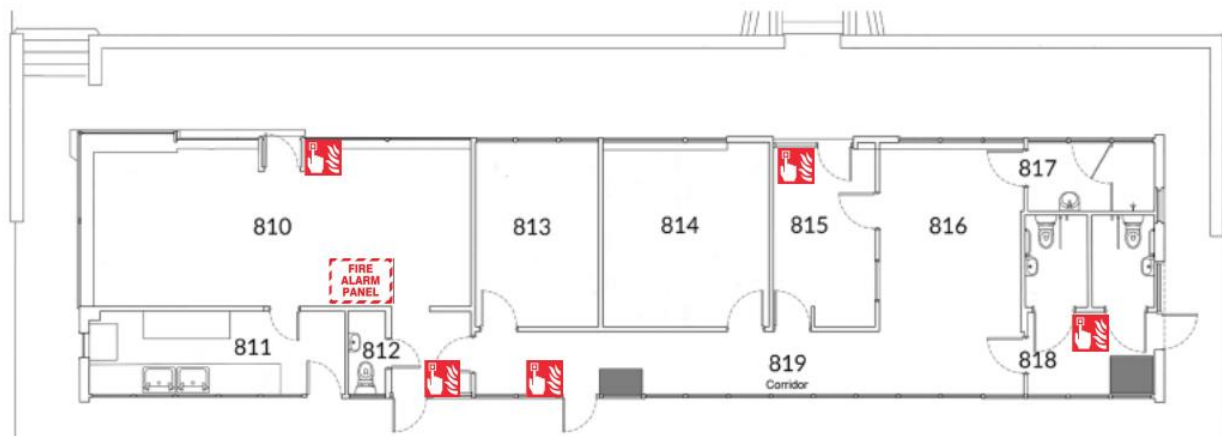


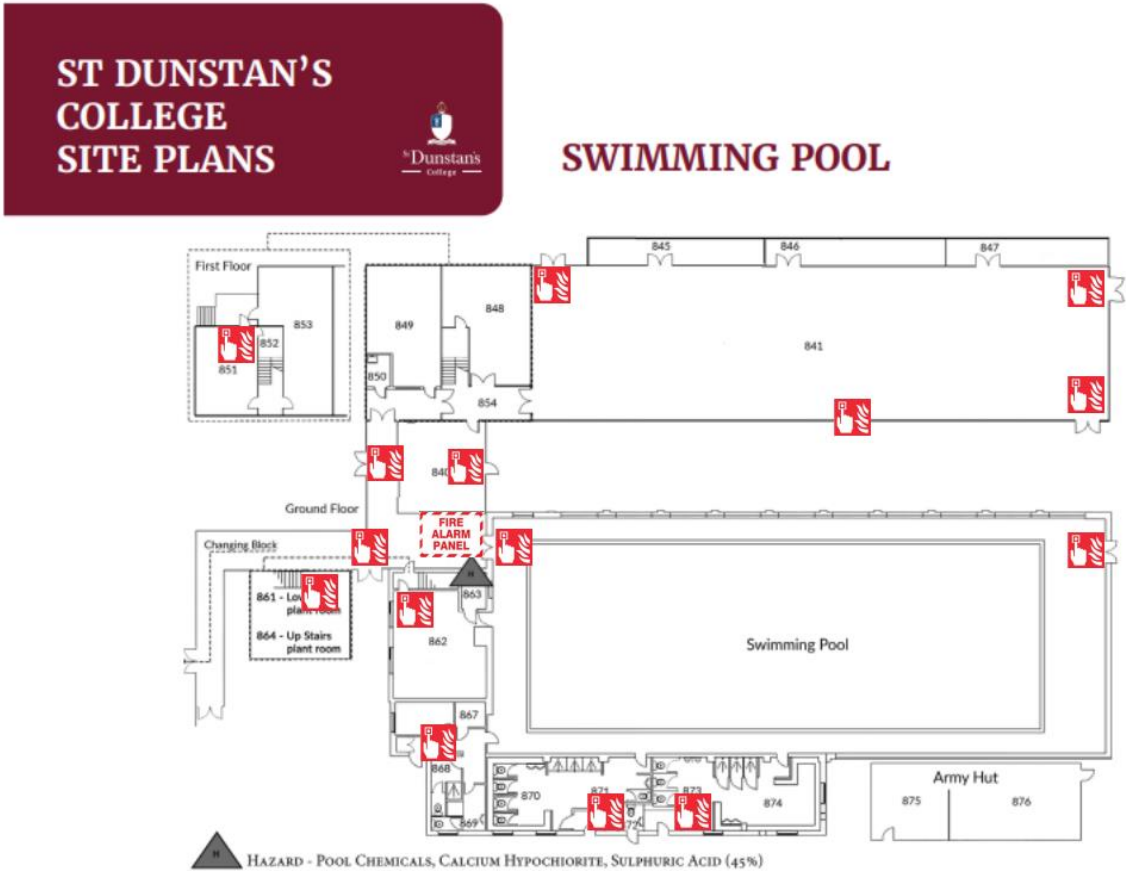


ST DUNSTAN'S COLLEGE SITE PLANS



WELLNESS CENTRE

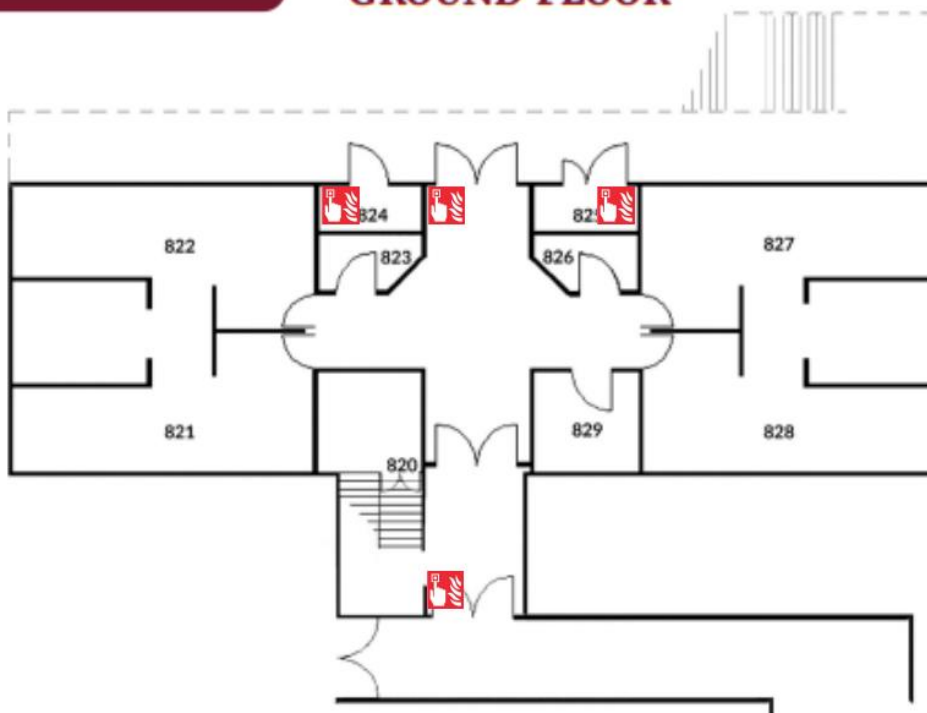





**ST DUNSTAN'S
COLLEGE
SITE PLANS**



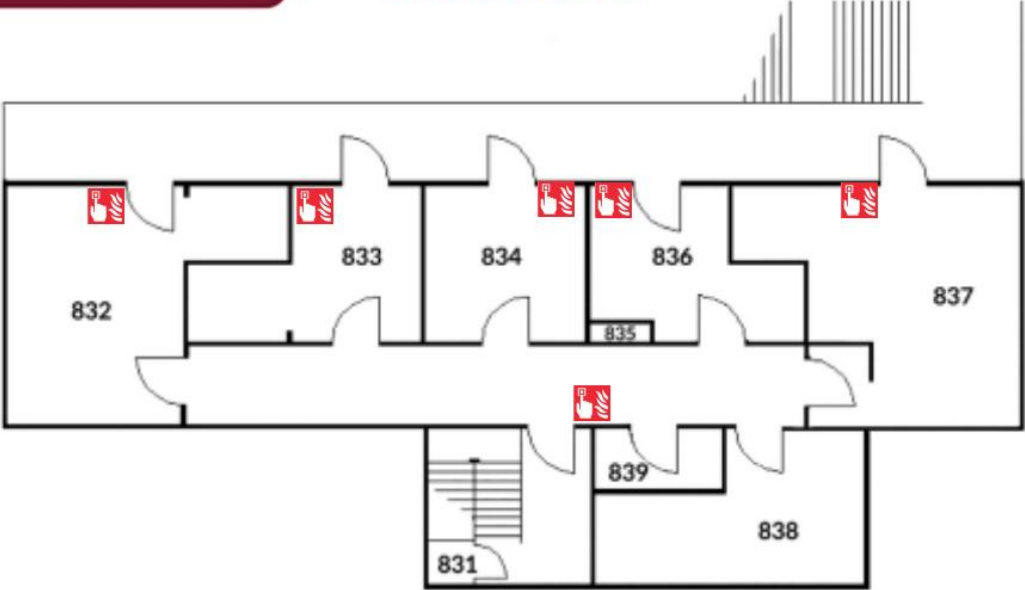
**CHANGING BLOCK
GROUND FLOOR**



ST DUNSTAN'S
COLLEGE
SITE PLANS



CHANGING BLOCK
FIRST FLOOR



Reviewed: Lent 2024
Next review: Lent 2025

30
30

ST DUNSTAN'S
COLLEGE
SITE PLANS



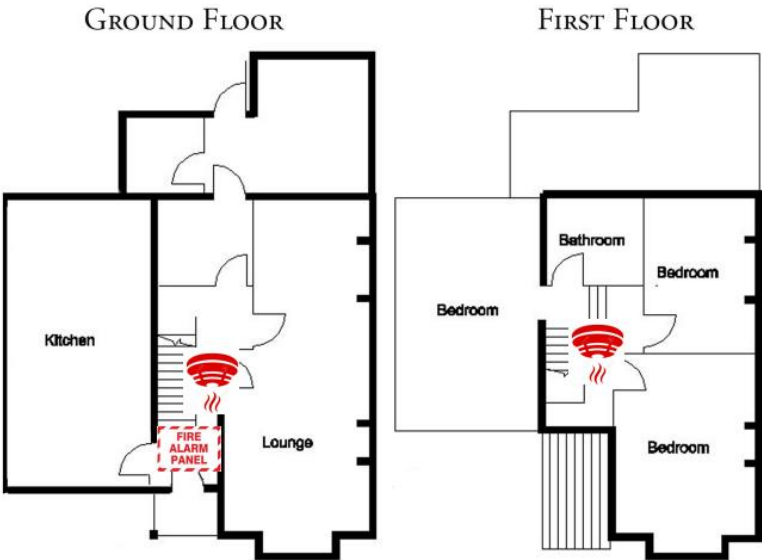
Navy Hut & Boat Store

NAVY HUT AND BOAT STORE





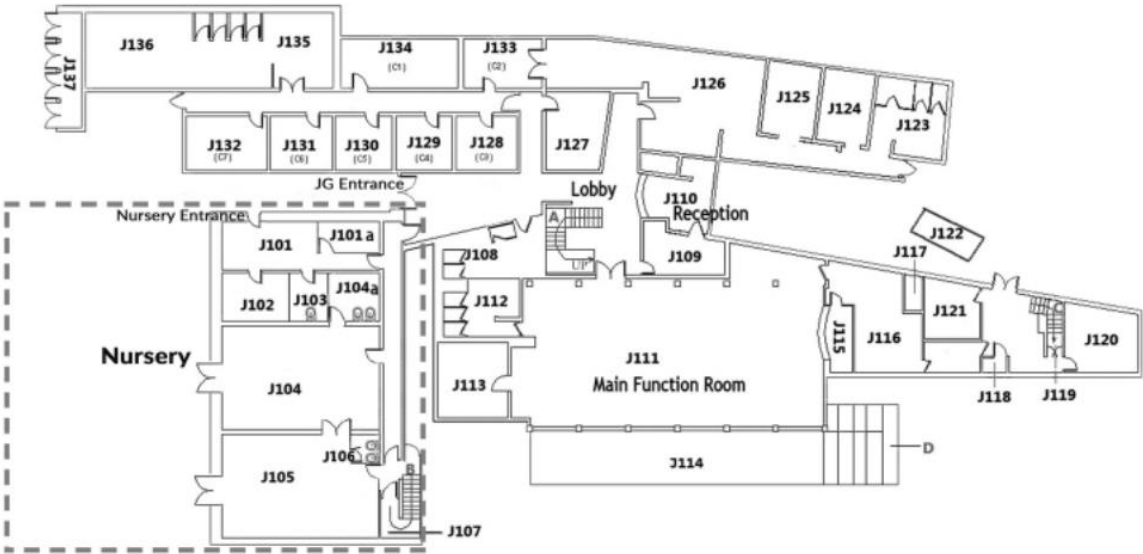
THE LODGE



ST DUNSTAN'S
COLLEGE
SITE PLANS


St Dunstan's
College

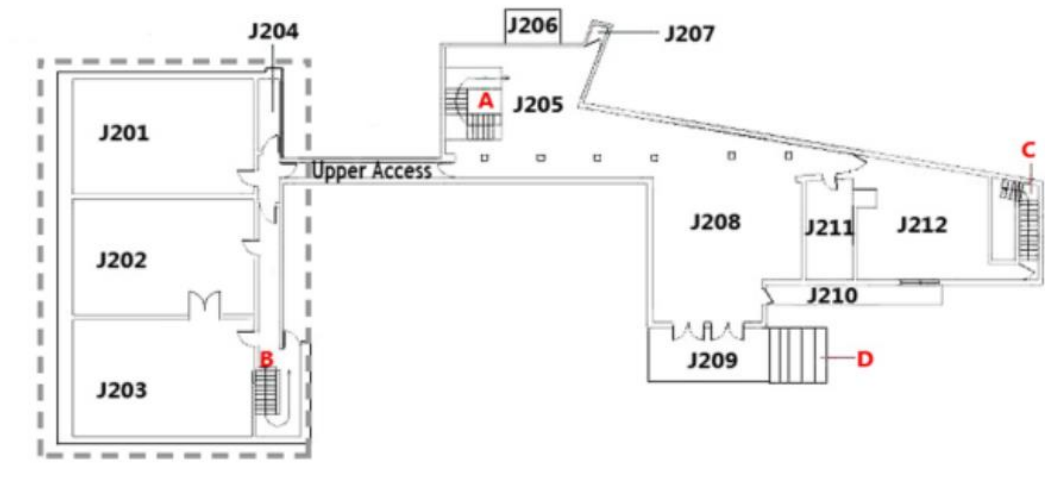
JUBILEE GROUND SITE
GROUND FLOOR



ST DUNSTAN'S
COLLEGE
SITE PLANS


St Dunstan's
College

JUBILEE GROUND
FIRST FLOOR



Appendix B

Fire and Disaster Emergency Evacuation Plan St Dunstan's College - Stanstead Road

A. The school day

Junior School	
Nursery	0820 – 1510
Reception	0820 – 1515
Years 1-2	0820 – 1520
Years 3-6	0820 – 1535
Senior School	
All year groups	0820 to 1615

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 7. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 8. Assemble in silence on school field: Junior School – Top Field closest to Junior School / STEM building Senior School – Top Field closest to Cricket Square Non-teaching staff, visitors & contractors – next to the Wellness Centre unless circumstances dictate otherwise. See Appendix A for Assembly Point <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR DEPUTY HEAD (PASTORAL), OR PERSON ACTING ON THEIR BEHALF</p>
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> 1. Staff should assist any building users that requires assistance to exit the building. Lifts must not be used.

	<ol style="list-style-type: none"> Staff must take those requiring additional assistance to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plan or General Emergency Evacuation Plan Pupils who are waiting to be evacuated from a designated refuge, must be reported to the Deputy Head (Pastoral). Staff or visitors who are waiting to be evacuated from a designated refuge must be reported to the Chief People Officer.
Registering at the Assembly Point	
Instructions for Senior School Heads of Section	<ol style="list-style-type: none"> Collect fire registers from relevant school office staff Distribute registers to Heads of Year Collect in checked registers from Heads of Year Note any discrepancies and inform Deputy Head (Pastoral) including noting absence / presence of Form Tutors overseeing registration of their section
Instructions for Senior School Heads of Year	<ol style="list-style-type: none"> Collect fire registers from relevant Head of Section Distribute registers to Form Tutors Collect in checked registers Note any discrepancies and inform Deputy Head (Pastoral), including noting absence / presence of Form Tutors overseeing registration of their year group
Instructions for Head of Sixth Form	<ol style="list-style-type: none"> Collect fire registers and Sign-In app information from relevant school office staff Distribute registers to Sixth Form Tutors Cross-reference completed registers with Sign-In app information Note any discrepancies and inform Deputy Head (Pastoral)
Senior School Form Tutors	<ol style="list-style-type: none"> Collect register from appropriate Head of Year Mark on the sheet any known discrepancies (e.g. dental appointment). Initial register and return to appropriate Head of Year
Junior School Form Teachers	<ol style="list-style-type: none"> Collect register from Junior School Office staff Mark on the sheet any known discrepancies (e.g. dental appointment) Initial register and return to Junior School Deputy Head (Pastoral)
Senior School Academic Leadership Team	<ol style="list-style-type: none"> Support initial lining up of Senior School pupils Report to Point SS and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Visiting Music Teachers (VMTs)	<ol style="list-style-type: none"> Take pupil(s) to appropriate form group Report to Point SS and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Junior School teaching and teaching support staff not registering pupils	Report to Point JS and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Senior School Teaching Staff (unless Heads of Year,	Report to Point SS and then assemble outside Wellness Centre, unless circumstances dictate otherwise

Form Tutors, Form Teachers) & Teaching Support Staff (e.g. TAs, technicians)	
Professional Services Staff (all staff overseen by the CFO, COO and CPO)	Report to Point P and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Visitors	Report to Point V and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
Deputy Head (Pastoral) [Deputy: Deputy Head (Academic)]	<ol style="list-style-type: none"> 1. Make way to Wellness Centre to co-ordinate registration of all pupils and Senior School Form Tutors, Heads of Section and Heads of Year. 2. Note any registration discrepancies for pupils and staff accompanying pupils 3. Liaise with Chief People Office regarding staff / visitor /contractor registration status 4. Liaise with Chief Operating Officer, via radio, regarding status of evacuation and incident 5. Confirm if / when the building can be re-entered
Chief People Officer (CPO) [Deputy: Head of People Operations]	<ol style="list-style-type: none"> 1. Make way to Wellness Centre to co-ordinate registration of all staff and visitors, except Senior School Form Tutors, Heads of Section and Heads of Year and Junior School Teaching Staff 2. Note any registration discrepancies 3. Liaise with Deputy Head (Pastoral), via radio, regarding status of evacuation for staff / visitors / contractors
Chief Operating Officer (COO) [Deputy: Chief Financial Officer]	<ol style="list-style-type: none"> 1. Make way to West Gate to liaise with Fire Brigade 2. Communicate, via radio, with Head of Building Operations to obtain fire panel status 3. Communicate, via radio, with Deputy Head (Pastoral) regarding status of evacuation 4. Inform Fire Brigade when they arrive of location of incident and status of evacuation
Junior School Deputy Head (Pastoral)	<ol style="list-style-type: none"> 1. Make way to Wellness Centre to co-ordinate registration of Junior School pupils 2. Collect completed Junior School registers from Form Teachers 3. Note any registration discrepancies and notify Deputy Head (Pastoral)
Junior School Deputy Head (Academic)	<ol style="list-style-type: none"> 1. Make way to Wellness Centre to co-ordinate registration of Junior School teachers and teaching support staff 2. Stand at Point JS and register Junior School teachers and teaching support staff 3. Note any registration discrepancies and inform Chief People Officer
Event lead (e.g. school assembly)	<ol style="list-style-type: none"> 1. Provide clear instructions to visitors on evacuation procedure and direct to Point V at Assembly Point 2. Ensure area is fully evacuated 3. Pass visitor list to College Office staff for registration purposes, alerting them to any know known discrepancies

College Office staff	<ol style="list-style-type: none"> 1. Take i-Pad with SignIn app to manage visitor registration and Senior School registers 2. Take to Wellness Centre: Late book, radio, visitors list, senior school registers, fire box (located in Wellness Centre) 3. Distribute registers to Heads of Section 4. Stand at Point V and register Visitors 5. Report any discrepancies to Chief People Officer
Junior School Office staff	<ol style="list-style-type: none"> 1. Take Junior School registers and take i-Pad with SignIn app to manage staff registration 2. Distribute form lists to Form Teachers 3. Stand at Point JS and register Junior School Staff 4. Report any discrepancies to Chief People Officer
Head's PA	<ol style="list-style-type: none"> 1. Take i-Pad with SignIn app to manage staff registration 2. Go to Wellness Centre 3. Stand at Point SS and register teaching staff (not involved in registering pupils) 4. Report any discrepancies to Chief People Officer
Finance team	<ol style="list-style-type: none"> 1. Take i-Pad with SignIn app to manage staff registration 2. Go directly to Wellness Centre, stand at Point P and register Professional Services staff 3. Report any discrepancies to Chief People Officer
Swimming teachers & lifeguards	<ol style="list-style-type: none"> 1. Ensure all swimmers exit the pool immediately 2. Swimmers line up pool side and prepare to evacuate 3. Radio Head of Building Operations to obtain fire alarm panel update. If immediately confirmed that fire panel is indicating no alarm activation in Leisure Centre, swimmers remain on poolside. 4. If Head of Building Operations does not immediately confirm location of incident, or confirms alarm activation is within Leisure Centre initiate full evacuation. Provide swimmers with foil blankets. 5. If Head of Building Operations confirms that full evacuation is not required, register swimmers poolside 6. One member of staff should then go to the assembly point to confirm registration and any discrepancies, or radio Deputy Head (Pastoral) 7. Pool users await further instruction. Swimmers must not re-enter the pool until the Deputy Head (Pastoral) confirms that the incident is over 8. Pool users should remain prepared to fully evacuate with staff listening for instruction via the radio
Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by Catering Manager 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble in car park by the Refectory, unless circumstances dictate otherwise

	<ol style="list-style-type: none"> 4. Any Catering Staff based in Sixth Form Café should radio Catering Manager to confirm safe evacuation and go to School Field assembly point, registering at Point P 5. The Catering Manager must radio Chief People Officer to confirm discrepancies / evacuation complete
hHead of Building Operations/Estates Team	<ol style="list-style-type: none"> 1. Go to fire panel in main lobby to ascertain location of incident and inform Chief Operating Officer 2. Maintain communication with Estates Team and allocate following roles: <ul style="list-style-type: none"> • Monitor building exit points and direct to assembly point • Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access • Pupils and visitors attempting to enter site should be asked to wait off site until end of incident 3. Head of Building Operations must radio Chief People Office to confirm discrepancies / evacuation complete for Estates Team who cannot report to main assembly point

B. Before and after the main school day

Junior School	
Nursery	0745 – 0820 & 1510 – 1800
Reception	0745 – 0820 & 1515 – 1800
Years 1-2	0745 – 0820 & 1520 – 1800
Years 3-6	0745 – 0820 & 1535 – 1800
Senior School	
All year groups	0745 – 0820 & 1610 – 1800

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY followings nearest available escape route
Action to be taken on hearing fire alarm.	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 7. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 8. Assemble in silence on school field: Junior School – Top Field closest to Junior School / STEM building Senior School – Top Field closest to Cricket Square Non-teaching staff, visitors & contractors – next to the Wellness Centre unless circumstances dictate otherwise. See Appendix A for Assembly Point <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR DEPUTY HEAD (PASTORAL) OR PERSON ACTING ON THEIR BEHALF</p>
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> 1. Staff should assist any building users that requires assistance to exit the building. Lifts must not be used. 2. Staff must take those requiring additional assistance to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plan or General Emergency Evacuation Plan.

	3. Pupils who are waiting to be evacuated from a designated refuge, must be reported to the Deputy Head (Pastoral). Staff or visitors who are waiting to be evacuated from a designated refuge must be reported to the Chief People Officer.
Registering at the Assembly Point	
Junior School teaching and teaching support staff not registering pupils	Report to Point JS and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Senior School Teaching Staff (unless Heads of Year, Form Tutors, Form Teachers) & Teaching Support Staff (e.g. TAs, technicians)	Report to Point SS and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Professional Services Staff (all staff overseen by the CFO, COO and CPO)	Report to Point P and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Visitors	Report to Point V and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
Chief People Officer [CPO] [Deputy: Head of People Operations]	<ol style="list-style-type: none"> 1. Make way to Wellness Centre to co-ordinate registration of all staff and visitors, except Senior School Form Tutors, Heads of Section and Heads of Year and Junior School Teaching Staff. 2. Note any registration discrepancies 3. Liaise with Deputy Head (Pastoral), or their nominated deputy, via radio, regarding status of evacuation
Chief Operating Officer [COO] [Deputy: Chief Financial Officer]	<ol style="list-style-type: none"> 1. Make way to West Gate to liaise with Fire Brigade 2. Communicate, via radio, with Head of Building Operations regarding fire panel status 3. Communicate, via radio, with Deputy Head (Pastoral) regarding status of evacuation 4. Inform Fire Brigade when they arrive of location of incident and status of evacuation
Junior School Deputy Head (Pastoral) [Deputy: most senior member of Junior School staff on site, i.e. Junior School Head, Junior School Deputy Heads, Junior School Section Heads]	<ol style="list-style-type: none"> 1. Make way to Wellness Centre to co-ordinate registration of all pupils and Junior School staff 2. Confirm registration of before/after school care and Forder clubs 3. Liaise with any Senior School activity leads regarding registration 4. Liaise with Chief People Officer, via radio, regarding status of staff/visitor/contractor evacuation 5. Liaise with Chief Operating Officer, via radio, regarding status of evacuation and incident 6. Confirm if / when the building can be re-entered
Event Lead (e.g. for school assembly)	<ol style="list-style-type: none"> 1. Provide clear instructions to visitors on evacuation procedure and direct to Point V at Assembly Point 2. Pass visitor list to College Office staff for registration purposes
College Office staff	<ol style="list-style-type: none"> 1. Print out visitors list

	<ol style="list-style-type: none"> 2. Take to Wellness Centre: radio, visitors list, fire box (located in Wellness Centre) 3. Stand at Point V and register Visitors 4. Report discrepancies to Chief People Officer
Junior School Office staff	<ol style="list-style-type: none"> 1. Take radio and i-Pad with SignIn app to manage staff registration 2. Stand at Point JS and register Junior School Staff 3. Report any discrepancies to Chief People Officer
Before / After School Care Coordinator	<ol style="list-style-type: none"> 1. Take radio and before / after school care register to Wellness Centre 2. Take register 3. Note any registration discrepancies to Junior School Deputy Head (Pastoral), or their nominated deputy
Junior School Forder Club teachers	<ol style="list-style-type: none"> 1. Take mobile phone or laptop to manage registration via SOCS 2. Take register of activity / event using SOCS / paper register 3. Note any registration discrepancies to Junior School Deputy Head (Pastoral), or their nominated deputy
Swimming teachers & lifeguards	<ol style="list-style-type: none"> 1. Ensure all swimmers exit pool immediately 2. Swimmers line up pool side and prepare to evacuate 3. Radio Head of Building Operations to obtain fire alarm panel update. If immediately confirmed that fire panel is indicating no alarm activation in Leisure Centre, swimmers remain on poolside 4. If Head of Building Operations does not immediately confirm location of incident or confirms alarm activation is within Leisure Centre commence full evacuation. Provide swimmers with foil blankets 5. If Head of Building Operations confirms that full evacuation is not required, register swimmers poolside 6. One member of staff should then go to the assembly point to confirm registration and any discrepancies 7. Pool users await further instruction. Swimmers must not re-enter pool until Deputy Head (Pastoral), or their nominated deputy, confirms that the incident is over 8. Pool users should remain prepared to evacuate with staff listening for instruction via the radio
Senior School activity lead	<ol style="list-style-type: none"> 1. Take register of activity / event 2. Note any registration discrepancies to Deputy Head (Pastoral), or their nominated deputy
Finance	<ol style="list-style-type: none"> 1. Take i-Pad with SignIn app to manage staff registration 2. Go directly to Wellness Centre, stand at Point P and register Professional Services staff 3. Report any discrepancies to Chief People Officer
Head's PA	<ol style="list-style-type: none"> 1. Take i-Pad with SignIn app to manage staff registration 2. Go to Wellness Centre 3. Stand at Point SS and register teaching staff (not involved in registering pupils) 4. Report discrepancies to Chief People Officer

Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by Catering Manager 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble in car park by Refectory, unless circumstances dictate otherwise 4. Any Catering Staff based in Sixth Form Café should radio Catering Manager and go to the school field assembly point, registering at Point P 5. The Catering Manager must radio Chief People Officer to confirm discrepancies / evacuation complete
Director of Estates/Estates Team	<ol style="list-style-type: none"> 1. Go to fire panel in main lobby to ascertain incident location and inform Chief Operating Officer 2. Maintain communication with Estates Team and allocate following roles: <ul style="list-style-type: none"> • Monitor building exit points and direct all to assembly point • Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access • Pupils and visitors attempting to enter site should be asked to wait off site until end of incident 3. Head of Building Operations must radio Chief People Office to confirm discrepancies / evacuation complete for Estates Team who cannot report to main assembly point

C. Out of hours, before 0740 and after 1800 Monday to Friday, weekends and school holidays

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 7. Assemble in silence at the Wellness Centre <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR INCIDENT LEAD</p>

Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> 1. Staff should assist any building users that requires assistance to exit the building. Lifts must not be used. 2. Staff must take those requiring additional assistance to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plan or General Emergency Evacuation Plan. 3. Anyone waiting to be evacuated from a designated refuge, must be reported to the Incident Lead.
Registering at the Assembly Point	
All building users	Report to Incident Lead who will be located at Wellness Centre, notifying them of any known discrepancies.
Instructions for staff with specific responsibilities	
Incident Lead (either most senior member of Estates or St Dunstan's Enterprises staff available)	<ol style="list-style-type: none"> 1. Make way to Wellness Centre to co-ordinate registration 2. Note any registration discrepancies 3. Liaise with other members of the Estates or Enterprises team, regarding status of evacuation 4. Confirm if / when the building can be re-entered <p>Incident Lead is from Estates Team: 7am to 7pm Monday to Friday and 8am to 1pm Saturday</p> <p>Incident Lead is from Enterprise Team: 7pm to 10pm Monday to Friday and 1pm to 5pm Saturday</p>
College Office Staff (if present)	<ol style="list-style-type: none"> 1. Print out visitors and staff list 2. Take to Wellness Centre: radio, visitors and staff list, fire box (located in Wellness Centre) 3. Register staff and visitors 4. Report discrepancies to Incident Officer
Event lead / external hirer	<ol style="list-style-type: none"> 1. Provide clear instructions to participants on evacuation procedure 2. Register participants and inform Incident Lead of any discrepancies
Swimming teachers & lifeguards	<ol style="list-style-type: none"> 1. Ensure all swimmers exit pool immediately 2. Line all swimmers up pool side and prepare to evacuate 3. Radio Estates to obtain fire alarm panel update. If immediately confirmed that fire panel is indicating no alarm activation in Leisure Centre, swimmers remain on poolside. 4. If location is not immediately confirmed, or alarm activation is within Leisure Centre, commence full evacuation. Provide swimmers with foil blankets 5. If radio communication confirms that full evacuation is not required, register swimmers poolside 6. One member of sFTaff should then go to the assembly point to confirm registration and any discrepancies, or radio Incident Lead

	<ol style="list-style-type: none"> Pool users await further instruction and must not re-enter the pool until the incident is confirmed over by the Incident Lead Pool users should remain prepared to fully evacuate with staff listening for instruction via the radio
Member of Estates Team / St Dunstan's Enterprises Team	<ol style="list-style-type: none"> Go to fire panel in main lobby to ascertain incident location and inform Incident Lead Maintain communication with Estates and Enterprises Team and allocate, where possible, following roles: <ul style="list-style-type: none"> Obtain sign in sheet from West Door and pass to Incident Lead Monitor building exit points and direct all to assembly point Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access Anyone attempting to enter site should be asked to wait off site until end of incident Make way to West Gate to liaise with Fire Brigade Communicate, via radio, with Incident Lead regarding status of evacuation and location of incident Inform Fire Brigade when they arrive of location of incident and status of evacuation

D. Out of hours, when the only individuals onsite are occupants in the Head's House (flat)

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> Activate fire alarm (if not already sounding) using nearest alarm call point Do not attempt to put out any fire unless it is blocking escape route Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> Leave all personal belongings behind If it does not delay exit, close windows and turn off non-essential equipment and power supplies Lifts must not be used Exit the building, in silence, using nearest safe exit Make way to West Gate to meet Fire Brigade or alarm monitoring service The activation of the fire alarm will automatically call the Fire Brigade. There is no requirement to call 999 unless other emergency services are also required. <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE. OR, IF THE ALARM MONITORING SERVICE CONFIRM IT IS A FALSE ALARM</p>

Appendix C: Fire and Disaster Emergency Evacuation Plan St Dunstan's College - Jubilee Ground

Jubilee Ground Pavilion

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Exit the building, in silence, using nearest safe exit 5. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 6. Assemble in silence in the Main Carpark by Pitch 7 & 6 Walkway 7. Remain at your assembly point until instructed otherwise. <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE DUTY MANAGER, OR PERSON ACTING ON THEIR BEHALF. THIS WILL BE FOLLOWING CLEARANCE BY THE FIRE BRIGADE, OR CONFIRMATION OF A FALSE ALARM</p>
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> 1. Staff should assist any building users that require assistance to exit the building 2. Staff must take those requiring additional assistance to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plan or General Emergency Evacuation Plan 3. Details of those waiting to be evacuated from a designated refuge, must be reported to the Duty Manager
Instruction for individuals with specific responsibilities	
Duty Manager, or their nominated deputy	<ol style="list-style-type: none"> 1. Assume role of incident manager 2. Check fire alarm panel to confirm location 3. If additional staff available, and safe to do so, instruct to check location

	<ol style="list-style-type: none"> 4. If safe to do so, collect Fire Evacuation Bag and high vis jacket from the Main Office and take to the assembly point 5. Coordinate registration of various site user groups 6. Conduct registration using staff rota and visitor's book 7. Liaise with the Fire Brigade and identify any areas of the premises which were not checked during the evacuation to enable the Fire Brigade to prioritise these areas. 8. Confirm, in consultation with the Fire Brigade, if / when the building can be re-entered.
Instructions for MyOhana nursery staff when St Dunstan's Enterprises is open (after 0830)	<ol style="list-style-type: none"> 1. On the sounding of the alarms the manager on duty for MyOhana will initiate their evacuation procedure and act as incident manager for the nursery. 2. All staff and children are to assemble at the main assembly point. 3. The MyOhana manager will register children and staff and note any discrepancies. 4. My Ohana manager will inform the Duty Manager (Enterprises) if full evacuation has been achieved and number of children and staff evacuated.
Instructions for MyOhana nursery staff when St Dunstan's Enterprises are closed (before 0830)	<ol style="list-style-type: none"> 1. On the sounding of the alarms the manager on duty for MyOhana will initiate their evacuation procedure and act as incident manager for the site, taking fire panel keys with them 2. All staff and children are to assemble at the main assembly point 3. The MyOhana manager will register children and staff and note any discrepancies 4. The MyOhana manager will liaise with the Fire Brigade and identify any areas of the premises which were not checked during the evacuation to enable the Fire Brigade to prioritise these areas. 5. Confirm, in consultation with the Fire Brigade, if / when the building can be re-entered.
Instructions for School Activity leads (e.g. Sport Teachers)	<ol style="list-style-type: none"> 1. Provide clear instructions to pupils on evacuation procedure and assembly point 2. Take pupil registers 3. Note any registration discrepancies to Duty Manager, or their nominated deputy, identifying areas where participants could still be congregated (toilets, changing rooms etc.) 4. Inform pupils / attendees that no one is to leave the site until they are told to by a representative of the club or school who will be informed by the Duty Manager

External event leader (hirer of premises)	<ol style="list-style-type: none"> 1. Provide clear instructions to visitors on evacuation procedure and assembly point 2. If external event includes catering, all cooking appliances should be switched off via the wall power boxes prior to evacuating the kitchen, if safe to do so 3. If available, use registration list to account for attendees once at assembly point 4. Confirm registration and known discrepancies to the Duty Manager
--	---

Munchkins Office, Groundman's House, Opening Hours, Monday to Friday, 0830– 1830

Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Alert all occupants by shouting 'fire in X' evacuate immediately.' 2. Do not put out any fire unless it is blocking an escape route 3. Leave the room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing alarm	<ol style="list-style-type: none"> 1. In the event of the fire alarms being activated, staff should make their way to the nearest exit (Front door or kitchen door at rear of building). 2. Leave all personal belongings behind. 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies. 4. Fire Fighting equipment should only be used in the event that fire blocks the route to the exit. 5. Call 999 and provide address and requested details. 6. Occupants make their way to the Jubilee Pavilion and report to the Duty Manager (Enterprises) who will provide incident support and alert the main College Site.

Appendix D: Cause and Effect Matrix St Dunstan's College - Stanstead Road

JS/STEM building

ISI 12b – Fire procedures

St Dunstons College - STEM	Indicate On Panel	Manual Call Points	Solenoid Gas Valve In Plant Room Isolated	Access Control Panels	Refuge Interface To Silence Alarms When In Use	Signalling Device	Smoke Vent System Lower Ground Floor AOV, Staircore 2 and 5 AOV	Smoke Vent System Upper Ground Floor AOV and Staircore 2 and 5 AOV	Smoke Vent System First Floor AOV and Staircore 2 and 5 AOV	Smoke Vent System Second Floor AOV and Staircore 2 and 5 AOV	Fire Dampers close automatically	Lift Signal To Ground Lift And Open Doors	Sounders (Lower & Upper Ground / First & Second Floor and Roof)	Beacons (Lower & Upper Ground / First & Second Floor and Roof)	Door Holds (Lower & Upper Ground / First & Second Floor)	Indication To Head Masters House
Call Points	X	X	X	X	X	X					X	X	X	X	X	X
Smoke Detectors	X	X	X	X	X	X					X	X	X	X	X	X
Panel Evac	X	X	X	X	X	X					X	X	X	X	X	X
Indication From Head Masters House/Main College	X	X	X	X	X	X					X	X	X	X	X	X
Smoke Detector 22, 25, 8	X	X	X	X	X	X	X				X	X	X	X	X	X
Smoke Detector 114, 18, 74, 76	X	X	X	X	X	X		X			X	X	X	X	X	X
Smoke Detector 4, 8, 42, 43	X	X	X	X	X	X			X		X	X	X	X	X	X
Smoke Detector 5, 4, 6, 38, 40	X	X	X	X	X	X				X	X	X	X	X	X	X
Weekly test operation/fire drills	X	X	X	X	X	X					X	X	X	X	X	X
Fire alarm fault condition	X															
Notes: Refuge Comms System always active. Person by JS/STEM panel can use system																

Main building

St Dunstons College - COLLEGE	Indicate On All Panels	Access Control Doors released	Signalling Device - Monitoring station notified	Sounders (Main Build, Wellness Centre, Leisure Centre - All Floors)	Beacons (Main Build, Wellness Centre, Leisure Centre - All Floors)	Door Holds (Main Building - Ground Floor)	Indication To Junior School STEM Block	West Gates manually opened by Estates Team	Manual Activation
Call point activation	X	X	X	X	X	X	X		
Smoke/heat Detectors	X	X	X	X	X	X	X		
Panel Evac	X	X	X	X	X	X	X		
Indication From JS / STEM	X	X	X	X	X	X	X		
Kitchen Fire Suppression System									X
Great Hall Isolation switch activated	X								
Fire alarm fault condition	X								
Weekly test operation/fire drills	X	X		X	X	X	X	X	
Panel Locations: Reception, 1st floor outside Room 209, History block, Leisure club, Wellness Centre & The Lodge									

Appendix E: Cause and Effect Matrix St Dunstan's College - Jubilee Ground

St Dunstons College - JUBILEE										
	Indicate On Panel Zone 1 - Entrance Foyer & Male Changing Rooms	Indicate On Panel Zone 2 - Reception & Female Changing Rooms	Indicate On Panel Zone 3 - Nursery	Indicate On Panel Zone 4 - Kitchen Cellor	Indicate On Panel Zone 5 - Main Hall & 1st Floor Lounge	Access Control Panel	Signalling Device	Sounders (Main Build, Nursery - All Floors)	Manual Reset by Key	Kitchen Manual Isolation Switch
Call Points	X	X	X	X	X	X	X	X		
Smoke Detectors	X	X	X	X	X	X	X	X		
Panel Evac	X	X	X	X	X	X	X	X	X	
Electrical feed to kitchen equipment						X	X	X		X

ST.Dunstan's Jubilee Sports Ground Cause & Effect Matrix



St Dunstans Jubilee Sports Ground										
	Indicate On Panel Zone 1 - Entrance Foyer & Male Changing Rooms	Indicate On Panel Zone 2 - Reception & Female Changing Rooms	Indicate On Panel Zone 3 - Nursery	Indicate On Panel Zone 4 - Kitchen Cellor	Indicate On Panel Zone 5 - Main Hall & 1st Floor Lounge	Access Control Panel	Signalling Device	Sounders (Main Build, Nursery - All Floors)	Manual Reset by Key	Kitchen Manual Isolation Switch
Call Points	X	X	X	X	X	X	X	X		
Smoke Detectors	X	X	X	X	X	X	X	X		
Panel Evac	X	X	X	X	X	X	X	X	X	
Electrical feed to kitchen equipment						X	X	X		X

Appendix F: Competing a PEEP

For any pupil, member of staff or regular visitor who may require additional protective measures for fire safety, a PEEP will be completed. In the case of pupils, the College Nurse in liaison with the pupil and relevant teachers and the parent/carer will prepare the PEEP. In the case of a staff member, HR in consultation with the staff member and their line manager will prepare the PEEP. The PEEP will be kept under review and updated should there be any change to the condition, working area, or the method of work.

The aim will always be to facilitate independent escape wherever possible. The College will ensure that staff involved in the discussion regarding the plan are able to negotiate in a sensitive and discerning manner and do not make assumptions about the abilities of the person or make them feel under pressure to do more physically than they would be able to achieve.

Refuge areas are designated in the JS / STEM Building as illustrated in Appendix A. They are clearly signed and are a sufficient size to accommodate both the people using the area as a refuge and any people passing on their way out of the building. Each refuge area has an Emergency Voice Control (EVC) system installed to enable communication with the staff member at the fire panel in the College Lobby.

The lift in JS / STEM building is not an evacuation lift so must not be used in the event of a fire.

A person will not be left in a refuge point and regular planned practices will be undertaken to assist with the familiarity with evacuating.

The procedure for completing a PEEP will start with the completion of the PEEP Questionnaire in figure 1 below. This will then help to formulate the PEEP Action Plan in figure 2.

This process will ensure that consideration has been given to:

- the ability of the person to transfer on-to an evacuation chair – self transfer or wheelchair with collapsible side;
- the availability of safe, clear unobstructed routes – steps, stairs, doors, gates that may be encountered on route;
- the ability of the person to manage stairs slowly or shuffle down the stairs;
- the requirement for short rest periods, more time for decision making;
- if more time is required, requesting the person to wait until the main flow of people have passed to ensure their own safety and the safety of others;
- the requirement for flashing lights or vibrating pager devices– may assist with alerting persons with hearing impairments;
- the requirement for tactile information, instructions in braille or large print or audio signals/instructions;
- the need for contrasted or textured floor coverings;
- provision of good orientation facilities e.g., colour coding of escape routes;
- the requirement to read instructions to help make them clearer or provide in an alternative medium e.g., photographic or video;
- assistance required to open doors/gates; and
- arrangements when there is a guide dog.

Figure 1: Personal Emergency Evacuation Plan (Questionnaire)

Personal Emergency Evacuation Plan Questionnaire			
Name of person being assessed			
Name of assessor			
Date of assessment			
Hearing impairment			
Are you able to hear the fire alarm/an announcement informing you that there is an emergency?	Yes	No	N/A
Would it be helpful to have a visual indicator?			
Are you aware of any specific hearing system or device available which may assist you in hearing the fire alarm more clearly?			
If "Yes", are you able to provide details?			
Would it be helpful for an assistant to support you with responding to a fire alarm activation and evacuating?			
Would it be beneficial to have a vibrating device e.g., pager or other specialist device, which operates when the fire alarm is activated?			
Visual impairment			
Are you able to see your way out of the building unaided?	Yes	No	N/A
Are you able to read escape instructions or would instructions in a specific format assist?			
If specific format helpful please provide details			
Is an aid beneficial to assist you to move around the building e.g., cane, dog or other equipment?			
How much time would you require to safely evacuate the building?			
Would you be confident to use an alternative route to evacuate the building should your normal route be unavailable?			
Would tactile signage or floor surfaces assist you with evacuating?			
Mobility impairment			
Are you able to leave the building without assistance?	Yes	No	N/A
Are you able to move quickly in the event of an emergency?			
If specific format helpful please provide details			
Is an aid beneficial to assist you to move around the building e.g., cane, dog or other equipment?			
How much time would you require to safely evacuate the building?			
Would you be confident to use an alternative route to evacuate the building should your normal route be unavailable?			
Would tactile signage or floor surfaces assist you with evacuating?			
Cognitive impairment			
Are you confident that you will understand what is happening in an emergency?	Yes	No	N/A
That you may need to make choices and change direction when evacuating			
Are there any other factors or solutions that it would be beneficial to consider?			
If "Yes" give details			

Figure 2: Personal Emergency Evacuation Plan (Action Plan

Personal Emergency Evacuation Plan	
<p>This Action Plan has been formulated from discussion with the member of staff/pupil (and parent/guardian where appropriate) who will benefit from additional help when requiring to <u>evacuate</u> in the event of an emergency.</p> <p>Staff must be aware of the location of any member of staff or pupil with a PEEP in their area</p>	
<p>Name of staff/pupil</p>	<p>Department</p>
<p>Staff</p>	<p>Working location</p>
	<p>Normal hours worked</p>
	<p>Lone working required, specific times</p>
<p>In the event of a fire or other emergency requiring evacuation of the premises, the arrangements below will be required to assist to evacuate in the event of an emergency:</p>	
<p>Method of alerting to evacuate the building</p>	
<p>Existing fire alarm system <input type="checkbox"/></p>	
<p>Visual alarm system <input type="checkbox"/></p>	
<p>Pager device <input type="checkbox"/></p>	
<p>Other <input type="checkbox"/></p>	
<p>Designated assistance to evacuate will be given by: (Please note this cannot be the College Nurse)</p>	
<p>Name</p>	<p>Name</p>
<p>Contact details</p>	<p>Contact details</p>
<p>Name</p>	<p>Name</p>
<p>Contact details</p>	<p>Contact details</p>
<p>Refuges - These should only be used as a last resort</p>	
<p>The refuge areas are only available in the STEM building, confirm what level:</p>	
<p>Safe route(s):</p>	
<p>Describe the exact method of assistance required (transfer procedures, methods of guidance)</p>	
<ul style="list-style-type: none"> Identifying exit route e.g., tactile signage or surface information Alerting that the fire alarm is sounding Transferring out of wheelchair Assistance downstairs e.g., handrail, providing arm, supervision Additional equipment 	
<p>Training provided (include orientation, where appropriate)</p>	
<p>Person</p>	
<p>Emergency Evacuation Procedure, raising alarm, fire exits, refuge areas</p>	
<p>Training provided</p>	
<p>Staff/Assistant</p>	
<p>Exact requirements</p>	
<p>Use of aids e.g., Evac Chair</p>	
<p>Details of any other relevant information</p>	
<ul style="list-style-type: none"> Ability to raise alarm independently if discovered a fire Ability to self-transfer from wheelchair e.g., to walk or to Evac Chair Any potential effect of using aid or smoke to health Ability to walk <u>down stairs</u> independently Ability to transcend stairs on bottom independently Any other additional considerations 	
<p>Review frequency of Plan</p>	
<p>This must be no later than 12 months from the date of the Plan and immediately if there is any significant change in either the condition of the person or premises</p>	
<p>Please check on ISAMS under the individuals name to see if a previous PEEP has been completed</p>	
<p>SIGN OFF</p>	
<p>I agree with the emergency arrangements recorded above and confirm that they are suitable for my needs:</p>	
<p>Signed:</p>	<p>Print Name: Date:</p>

Appendix G: Completing a General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place to assist with ensuring the safe evacuation of visitors to the College for whom the College may not have prior knowledge regarding number of persons and the assistance they may require.

The College will ensure there is a process in place to enable all persons to be able to declare they may require assistance and inform them that there are procedures in place and trained staff to help them when evacuating in the event of an emergency.

One of the following GEEPs, Figures 1 to 4, kept at the College Reception, may be adapted depending on the requirement of the visitor:

Figure 1: GEEP – mobility impairment

GEEP – Mobility impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation on the level	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors	
If you are in the Main Hall and the normal evacuation route is not available	
You will be able to use the alternative marked exit.	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Please make your way to the stairwell refuge area and assistance will be provided.	
If you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Moving down the steps on your bottom 3. Walking down the stairs using handrails 4. Evacuating in an evacuation chair 	

Figure 2: GEEP – visual impairment

GEEP – Visual impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation on the level	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors	
If you are in the Main Hall and the normal evacuation route is not available	
Your assistant will take you the alternative marked exit	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Your assistant will help you evacuate down the stairs	
If you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Walking down the stairs using handrails 	
If it would be beneficial	
A large print version of any information/instructions can be provided or these can be read out.	
If you need assistance with your dog	
Please ask and this will be provided	

Figure 3: GEEP – hearing impairment

GEEP – Hearing impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will assist you with your orientation and provide you with written instructions regarding normal and alternative evacuation routes	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if required	
The activity/meeting organiser or their nominated person	
Will ensure that you have evacuated the building in an emergency	

Figure 4: GEEP – cognitive impairment

GEEP – Cognitive impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will assist you with your orientation and brief you on normal and alternative evacuation routes	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors	
If you are in the Main Hall and the normal evacuation route is not available	
Your assistant will take you the alternative marked exit	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Please make your way to the stairwell refuge area and assistance will be provided	
If you are able to use the steps to evacuate unaided please advise your host which option would be preferential for you:	
1. Making your own way down the stairs slowly	
2. Walking down the stairs using handrails	
If it would be beneficial	
A large print version of any information/instructions can be provided or these can be read out.	

Appendix H: Keyholders

The staff named below are nominated key holders and will be contacted in an emergency

St Dunstan's College, Stanstead Road (0700 – 1900)

Name	Position
Mark Bacon	Head of Building Operations

ISI 12b – Fire procedures

Saffron Hutt	Chief Operating Officer
Sandry Murphy	Facilities Team Leader

St Dunstan's College, Stanstead Road (1900 – 0700)

Name	Position
First Ace Security	Who will then notify one of the below should there be a confirmed fire
Saffron Hutt	Chief Operating Officer
Mark Bacon	Head of Building Operations

Jubilee Grounds (all hours)

Name	Position
Gavin Halil	Head of Commercial Activities (Jubilee Ground)
Saffron Hutt	Chief Operating Officer
Mark Bacon	Head of Building Operations

Appendix I: Fire evacuation report

St Dunstan's Fire Evacuation Drill

Date:

SITE LOCATION: COLLEGE / JUBILEE

All Clear at:

ACTIVATION

Time of Activation

Activation Point

Activation Reason

Activation By

EVACUATION

Evacuation Start Time

Time roll call completed

Buildings evacuated time

Number of pupils

Number of staff

Number of visitors

FEEDBACK / OBSERVATIONS

(Comment on the below)

Participation:

Refuge areas used:

Any bottle necks:

PEEPS:

Any exits blocked?

Any other relevant comments:

FOLLOW UP ACTIONS

(List findings that need urgent action)

1)

2)

3)

Completed By:

Reviewed By:

REVIEW MEETING DATE:

ACTIONS FROM MEETING:

See action plan

St Dunstan's College

Fire Drill Action Plan

Date of evacuation:

Ref	Significant Finding	Details of remedial action	Target date	Lead	Completion of remedial actions	Date of completion

Appendix J: Maintenance and Testing, St Dunstan's College, Stanstead Road

Checks to be carried out and action to be taken		Action by
Daily		
Fire detection and fire alarm systems	a) the control and indication panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken; b) any fault recorded the previous day has received attention	Estates Team
Emergency and escape lighting systems	a) every lamp is lit if the system is maintained or every indicator LED is lit if non-maintained; b) any fault found is logged and the appropriate action(s) taken	Estates Team
Fire door automatic release mechanisms	All doors that are held open by automatic release mechanisms should be released daily	Estates Team
Weekly		
Fire detection and fire alarm systems	The alarm system should be triggered by the operation of a different break glass unit each week and a check made that the control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used.	Estates Team
Gaseous extinguishing systems (Kitchen)	a) any pressure gauges are functioning correctly; b) all operating controls are both properly set and accessible; c) all indicators are functioning correctly; d) the equipment, particularly pipework and nozzles, is free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position; e) the fire risk and its enclosure have not changed; f) the quantity of extinguishing medium is correct.	Estates Team
Checking of Voice Control System	This system is tested during the weekly fire alarm system checks. The voice control system is activated at each refuge point weekly and then confirmed as responding at the main fire panel.	Estates Team
Smoke control systems for means of escape	Actuation of the system should be simulated once a week. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc.	Estates Team
Monthly		

External fire escapes	Check for stability, lack of slippery residue, general ease of use	Estates Team
Emergency and escape lighting systems	A failure of the supply to the normal lighting should be simulated once a month, during which all luminaires and exit signs should be inspected to determine whether they are functioning correctly. Any luminaires or exit signs that do not function correctly should be repaired or replaced. After restoring the supply to the normal lighting, it should be ensured that indicator lamps or devices to self-contained luminaires or internally illuminated exit signs show that the normal supply has been restored.	Estates Team
Gaseous extinguishing systems (Kitchen)	A check should be carried out to ensure that all personnel who might have to operate the equipment or system(s) are properly trained and authorised to do so, and in particular that new employees have been instructed in their use.	Catering Manager & Estates Compliance Coordinator
Automatic opening doors and shutters	The operation of fail-safe mechanisms should be tested once a month, by simulating failure of the mains power supply. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.	Estates Team
Doors on hold-open devices	The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire detection and fire alarm system. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.	Estates Team
Emergency and panic escape doors	The operation of all emergency and panic escape devices, especially on external doors not used for other purposes, should be checked once a month for ease of operation and opening of the door. Weather conditions can affect the door and frame relationship, and therefore the ease of operation of escape devices.	Estates Team
Six monthly		
Fire detection and fire alarm systems	Any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.	Estates Team & Estates Compliance Coordinator
Extinguishing systems		Contractor: ABN Integrated & 1 st Ace Security Contractor: Marlowe
Emergency and escape lighting systems		Contractor: BartonKnight Electrical
Fire doors	a) heat-activated seals and smoke seals are undamaged; b) door leaves are not structurally damaged or excessively bowed or deformed; c) gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing;	Estates Team

	d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.	
Fire mains	Inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition.	Estates Team
Yearly		
Fire detection and fire alarm systems	Annual inspections and performance tests to be carried out, any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Estates Team & Estates Compliance Coordinator Contractor: ABN Integrated & 1 st Ace Security
Self-contained luminaires with sealed batteries, if more than 3 years old		Contractor: BartonKnight Electrical
Smoke ventilators and smoke control systems		Contractor: Kingspan Contractor: Kingspan
Fire dampers		Contractor: Southern Dry Riser Testing Ltd
Fire mains (Dry risers)		Contractor: Pinnacle Fire Protection
Firefighting equipment		Contractor: Kingspan
Kitchen extract system		Contractor: Marlowe
Kitchen fire suppression system		

Appendix K: Maintenance and Testing, St Dunstan's Jubilee Ground, Canadian Avenue

Checks to be carried out and action to be taken		Action by
Daily		
Fire detection and fire alarm systems	a) the control and indication panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken; b) any fault recorded the previous day has received attention	St Dunstan's Enterprises Duty Manager
Fire door automatic release mechanisms	All doors that are held open by automatic release mechanisms should be released daily, manual check	St Dunstan's Enterprises Duty Manager
Weekly		
Fire detection and fire alarm systems	The alarm system should be triggered by the operation of a different break glass unit each week and a check made that the control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used.	St Dunstan's Enterprises Duty Manager
Monthly		
External fire escapes	Check for stability, lack of slippery residue, general ease of use	St Dunstan's Enterprises Duty Manager
Emergency and escape lighting systems	A failure of the supply to the normal lighting should be simulated once a month, during which all luminaires and exit signs should be inspected to determine whether they are functioning correctly. Any luminaires or exit signs that do not function correctly should be repaired or replaced. After restoring the supply to the normal lighting, it should be ensured that indicator lamps or devices to self-contained luminaires or internally illuminated exit signs show that the normal supply has been restored.	St Dunstan's Enterprises Duty Manager
Automatic opening doors and shutters	The operation of fail-safe mechanisms should be tested once a month, by simulating failure of the mains power supply. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.	St Dunstan's Enterprises Duty Manager
Doors on hold-open devices	The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire detection and fire alarm system. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.	St Dunstan's Enterprises Duty Manager
Emergency and panic escape doors	The operation of all emergency and panic escape devices, especially on external doors not used for other purposes, should be checked once a month for ease of operation and opening of the door. Weather conditions can affect the	St Dunstan's Enterprises Duty Manager

	door and frame relationship, and therefore the ease of operation of escape devices.	
Six monthly		
Fire detection and fire alarm systems	Any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.	Director of Enterprises & Estates Compliance Coordinator Contractor: ADT
Emergency and escape lighting systems		Contractor: BartonKnight Electrical
Fire doors	a) heat-activated seals and smoke seals are undamaged; b) door leaves are not structurally damaged or excessively bowed or deformed; c) gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing; d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.	Estates Team
Fire mains	Inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition;	Estates Team
Yearly		
Fire detection and fire alarm systems	Annual inspections and performance tests to be carried out, for any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Director of Enterprises & Estates Compliance Coordinator Contractor: ADT Contractor:
Self-contained luminaires with sealed batteries, if more than 3 years old		BartonKnight Electrical
Firefighting equipment		Contractor: Pinnacle Fire Protection
Kitchen extract system		

		Contractor: Kingspan
--	--	-------------------------

Appendix L: References

REFERENCES
The Regulatory Reform (Fire Safety) Order 2005 SI 2005 No. 1541
BS 9999:2017 <i>Incorporating Corrigendum No. 1</i> Fire safety in the design, management and use of buildings – Code of practice
PAS 79-1:2020 Fire risk assessment –Part 1: Premises other than housing – Code of practice
The Electricity at Work Regulations 1989 – Guidance on Regulations, HSR25
Safety in the Installation and Use of Gas Systems and Appliances: Gas Safety (Installation and Use) Regulations 1998 Approved Code of Practice and Guidance 5th edition, L56
BS EN 62305-1:2011 Protection against lightning - Part 1: General principles
Managing health and safety in construction Construction (Design and Management) Regulations 2015. Guidance on Regulations
Managing contractors, A guide for employers, HSG159
Dangerous Substances and Explosive Atmospheres Regulations 2002. Approved Code of Practice and guidance, L138
Control of Substances Hazardous to Health (COSHH) The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and guidance, L5
BS 5266-1:2016 Emergency lighting – Part 1: Code of practice for the emergency lighting of premises
BS 5499-4:2013 Safety signs - Part 4: Code of practice for escape route signing
BS 5839-1:2017 Fire detection and fire alarm systems in buildings - Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises
BS 5306-8:2012 Fire extinguishing installations and equipment on premises - Part 8: Selection and positioning of portable fire extinguishers – Code of practice