St Dunstan's College

PART OF
ST DUNSTAN'S EDUCATION GROUP

FIRE SAFETY MANAGEMENT PLAN

Policy Owner:	Chief Operating Officer (COO)
ISSR Reference:	Part 3 – Welfare, Health and Safety of Pupils;
Date of review:	Spring 2026
Approved by:	Group Board
Date of next review	Spring 2027

Version control information

Reason for Amendment	Role	Date	Main Changes
Annual review	Chief Operating Officer (COO)	Lent 2025	Transfer to new template
Interim Review	Chief Operating Officer (COO)	Trinity 2025	JS evacuation point updated
Annual review	Chief Operating Officer (COO)	Spring / Lent 2026	Updated evacuation procedures [Appendix A and B]

1. Aims and introduction

This Fire Safety Management Plan is applicable to staff, pupils, parents / carers, visitors, contractors and hirers.

St Dunstan's College (the school) aims to:

- Prioritise fire safety as this presents a major risk to staff, pupils and other building users and would cause significant disruption to the delivery of education and other frequent users of the facilities
- Prioritise the safety and welfare of all building occupants by ensuring that there are effective fire evacuation procedures
- Take all necessary precautions to reduce the risk of fire by eliminating and reducing these risks where reasonably practicable and then managing the remaining residual risks by ensuring adequate control measures are in place
- Promote fire safety awareness with a programme of fire safety training for staff, pupils and other regular building users
- Maintain fire readiness by regularly testing and reviewing the fire alarm systems, evacuation procedures and fire risk assessments to ensure preparedness.

2. Legislation and definitions

2.1 Legislation

This policy is based on advice from health and safety consultants XSELV, and informed by the following legislation:

- The Building Regulations 2010
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005 (RRO)
- Workplace (Health, Safety, and Welfare) Regulations 1992

2.2 Definitions

Competent person	An individual with the necessary training, experience, and knowledge to assist in the implementation of fire safety measures, including risk assessments, fire drills and equipment maintenance. This is the health and safety consultant, XSELV.
Fire compartmentation	The use of fire-resistant walls, doors and floors to contain fire and smoke within specific areas of a building, limiting its spread.
Fire safety logbook	A record keeping document used to track and monitor fire safety procedures, inspections, and maintenance activities. It includes logs for fire drills, alarm tests, equipment inspections, maintenance records and remedial action.
Fire safety equipment	Devices and systems installed to prevent or respond to fire incidents, including fire alarms, extinguishers, emergency lighting and sprinkler systems.
Fire safety management plan	A formal document outlining procedures, responsibilities, and measures implemented to prevent, manage and respond to fire-related risks in a building or premises.
Fire risk assessment	A systematic process used to identify potential fire hazards, evaluate risks, and establish measures to minimise or eliminate risks. The fire risk assessment is conducted by a competent person, health and safety consultant, XSELV.
Responsible person	As defined under the Regulatory Reform (Fire Safety) Order 2005, the individual accountable for fire safety within a building. This is the Chief Executive Officer.

3. Key responsibilities

The governors of St Dunstan's Education Group and the Chief Executive Officer 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.

3.1 St Dunstan's Education Group

The governing body has ultimate responsibility for fire safety but will delegate day-to-day responsibility to the Chief Executive Officer. The governing body has a duty to:

- Ensure the Group complies with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005
- To review and approve annually each school's Fire Safety Management Plan
- Ensure there is adequate resource for implementation, maintenance and continual improvement of the Fire Safety Management Plan
- Receive annual reports on the effectiveness of the Fire Safety Management Plan and the associated fire risk assessments
- Ensure adequate resources are provided to implement and maintain effective fire systems and procedures
- Support investment in fire safety infrastructure, such as alarm systems, emergency lighting and fire doors
- Hold the Chief Executive Officer, the Chief Operating Officer and the respective Heads of the schools accountable for fire safety performance.

The governor who oversees fire safety is the health and safety link governor.

3.2 Chief Executive Office

The Chief Executive Officer (CEO), as the individual 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 below.

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 by a competent person
- A competent person is appointed to assist in the undertaking of preventative and protective measure
- An appropriate means of detecting and warning of a fire, easily accessible firefighting equipment, and 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 other building users 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
- 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
- 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.

3.3 Head of the Junior School and Head of the Senior School

The Head of the Junior School and the Head of the Senior School are responsible for implementing fire safety measures within their respective schools. This includes:

- Communicating fire safety information to staff, pupils, and parent / carers
- Overseeing the coordination of fire drills and evacuation procedures
- Ensuring all staff under their leadership receive and adhere to appropriate fire safety training
- Reporting fire safety issues or concerns to the Chief Operating Officer.

3.4 Chief Operating Officer

The Chief Operating Officer (COO) has overall responsibility for ensuring effective implementation, and regular review, of the Fire Safety Management Plan. This includes:

- Reviewing all fire safety related policies and procedures, including this Fire Safety Management Plan
- Appointing competent persons to assist with fire safety management

- Monitoring fire safety performance and reporting on performance to the Health and Safety Committee, the Finance and Resources Committee and the Full Governing Body
- Ensuring that the fire safety measures identified in the fire risk assessment are implemented
- Supporting a culture of safety by promoting awareness and accountability across the Group and individual schools
- Liaising with external enforcement authorities, such as the fire brigade, as required.

3.5 Head of Health and Safety

The Head of Health and Safety supports the COO with day-to-day fire safety management. This includes:

- Reviewing the fire risk assessment and maintaining an up-to-date action plan
- Ensuring that there are regular inspections of fire safety equipment and escape routes
- Ensuring that there are appropriate mechanisms for reporting hazards or fire safety deficiencies
- Observing fire drills and maintaining evacuation records
- Monitoring the contractor engagement process to ensure full compliance
- Ensuring that a training needs analysis is carried out for relevant role holders
- Ensuring that fire safety awareness training is arranged, records are maintained, and that refresher training is scheduled
- Delivering fire safety awareness training for out of cycle new starters
- Reviewing the records and completeness of the Fire Safety Log Book
- Assisting with the development and review of the Fire Safety Management Plan
- Raising any concerns regarding fire safety performance with the COO.

3.6 Director of Estates & Commercial Activities

The Director of Estates & Commercial Activities has strategic and day-to-day oversight of the Group's estate and is responsible for:

- Assisting with the development and review of the Fire Safety Management Plan
- Ensuring that the estates and enterprises teams complete all fire safety related checks

- Ensuring competent contractors are appointed in accordance with the Contractor Management Policy
- Acting as a key holder and contact for the alarm companies at both sites
- Raising any concerns regarding fire safety performance with the COO.

3.7 Head of Building Operations

The Head of Building Operations has day-to-day responsibility for the safe operation of the school site and is responsible for:

- Ensuring competent contractors are appointed in accordance with the Contractor Management Policy
- Managing and updating the Premises Information Box at the main Stanstead Road site
- Coordinating day-to-day management of fire safety checks and maintenance. For example, checks of fire doors, emergency lighting, firefighting equipment and weekly emergency lighting fire alarm tests at the Stanstead Road site
- Coordinating the estates team response during a fire alarm activation
- Ensuring that at the main Stanstead Road site, housekeeping standards are maintained, and escape routes are kept clear at all times
- Reviewing all reports and paperwork received from contractors following testing and maintenance and scheduling any remedial action, where required
- Maintaining all fire safety records in the Fire Safety Logbook the main Stanstead Road site
- Acting as a key holder and contact for the alarm companies at both sites
- Raising any concerns regarding fire safety performance with the COO.

3.8 Head of Commercial Activities

The Head of Commercial Activities has day to day responsibility for the safe operation of the Jubilee Ground and is responsible for:

- Ensuring competent contractors are appointed in accordance with the Contractor Management Policy
- Managing and monitoring the contents of the Premises Information Box at the Jubilee Ground site

- Coordinating day-to-day management of fire safety checks and maintenance. For example, checks of fire doors, emergency lighting, firefighting equipment and weekly fire alarm tests at the Jubilee Ground site
- Ensuring that at the Jubilee Ground, housekeeping standards are maintained, and escape routes are kept clear at all times
- Reviewing all reports and paperwork received from contractors following testing and maintenance and scheduling any remedial action, where required
- Maintaining all fire safety records in the Fire Safety Logbook for the Jubilee Ground site
- Serving as a key holder and contact for the alarm company at the Jubilee Ground
- Raising any concerns regarding fire safety performance with the COO.

3.9 Radiation Protection Supervisor

The Radiation Protection Supervisor (RPS) is responsible for ensuring the safe management and use of radioactive sources in the Science Department. This role is critical in managing fire safety risks related to radioactive materials and includes:

- Ensuring that radioactive sources are stored securely in fire-resistant containers within designated, controlled areas to minimise risks during a fire emergency
- Informing the Head of Building Operations of the presence, location and nature of radioactive sources so that they can inform the emergency services should a fire occur to ensure appropriate handling and response
- Implementing and enforcing department rules for the safe handling and storage of radioactive materials
- Conducting regular inspections and inventory checks of radioactive sources, ensuring that they remain accounted for and securely stored
- Ensuring that appropriate signage, fire safety measures and emergency equipment (e.g. spill kits) are in place in areas where radioactive materials are used or stored
- Delivering staff training on the safe use and handling of radioactive materials and the emergency procedures specific to these hazards
- Maintaining accurate records of radioactive sources, the Radioactive Protection Folder, including storage, usage, and disposal, and ensuring compliance with all legal requirements
- Reviewing and updating risk assessments related to radioactive materials, particularly in the context of fire safety.

3.10 All staff

All staff members play a critical role in maintaining fire safety and are responsible for:

- Ensuring the health, safety and welfare of themselves, colleagues, pupils and members of the public at all times, including in the event of an emergency
- Cooperating with the CEO, the Heads of the schools, the COO and their nominated deputies to always maintain fire safety and not do anything that will place themselves or other persons at risk from fire
- Attending fire safety inductions and relevant training sessions
- Familiarising themselves with how to sound the alarm, evacuate and assemble
- Participating in fire drills
- Reporting any identified failings in fire precautions using the correct defect reporting procedure to ensure remedial action is taken
- Having completed Fire Safety Awareness Training, assume the role of a Fire Warden, which includes:
    - Checking that their designated areas are clear during evacuations
    - Assisting pupils and visitors with following fire evacuation procedures
    - Assisting individuals requiring additional support, such as those with Personal Emergency Evacuation Plans (PEEPs)
    - Reporting fire incidents and unsafe practices to the Head of Health and Safety or the COO.

3.11 Pupils

All pupils are expected and required to:

- Not interfere with anything provided for fire safety, e.g. not 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
- Report any defects noted in anything provided for fire safety.

3.12 Contractors

Contractors working on-site must comply with fire safety requirements outlined in the Contractor Management Policy and the site induction that they receive. Responsibilities

include:

- Participating in a fire safety induction
- Following fire safety protocols while on the premises, including obtaining a Permit to Work for any hot works, or works that may interfere with or trigger the fire alarm system
- Reporting hazards or unsafe conditions to the contractor engagement manager
- Ensuring their risk assessments and method statements consider fire safety risk
- Ensuring flammable materials are stored and handled safely.

3.13 Hirers

Hirers are responsible for ensuring compliance with fire safety procedures during the hire period, in accordance with the Lettings Policy and the terms and conditions of hire. This includes:

- Familiarising themselves with all fire safety arrangements, including emergency exits, evacuation routes, assembly points and fire alarm procedure, as detailed in the hire checklist
- Reviewing and understanding any fire safety information provided
- Ensuring that activities and equipment used do not compromise the fire safety of the premises, e.g. by blocking exits, interfering with fire safety equipment, or introducing hazardous materials such as candles
- Conducting a risk assessment to identify fire hazards and appropriate control measures and discussing any risks with St Dunstan's Enterprises in advance of the activity
- Ensuring all attendees are briefed on evacuation procedures, fire exit locations and assembly points
- Participating positively in fire drills
- Designating a responsible person to act as the lead for fire safety, including coordinating an evacuation, during the hire period
- Ensuring all attendees evacuate promptly in the event of an alarm activation.

In accordance with the terms and conditions of hire, failure to comply with these responsibilities may result in the termination of the hire agreement.

3.14 Competent person / health and safety consultant, XSELV

Health and safety consultants, XSELV, are appointed to provide expertise and assistance. Their responsibilities include:

- Conducting annual Fire Risk Assessments and health and safety audits
- Providing professional advice on fire safety measures.

4. The premises

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 building 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 then only 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, Catford, SE6 4TY Standard opening hours: Monday to Friday: 7am	Main building Refectory STEM/Junior School block Wellness Centre Leisure Centre Navy Hut External play areas and sports pitches	Series 6000 Fire Alarm Control Panel 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. **Panel Locations**	There is emergency light coverage across the whole site.

to 7pm main site 7am to 10pm Leisure Centre Saturday and Sunday: 0800 to 1630		Main College Reception 1st Floor of Main Building, by room 231 Leisure Centre Bottom of Headmaster's House Wellness Centre STEM block, lower ground by accessible toilet The Lodge	
Jubilee Grounds Canadian Avenue, SE6 4SW Standard opening hours: Monday to Sunday: 8am to 10pm	Pavilion Groundsman's House (used by holiday camp providers) Pitches: Cricket, football and rugby MUGAs: football, hockey, netball, tennis Storage archway Grounds Cabin External fuel and waste storage	Category L3 System (M) Alarm Control Panel 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.	All internal areas of the Jubilee Ground have internal emergency light coverage. The external grounds (pitches) have solar light units on escape routes to provide sufficient light to aid evacuation.

5. Competency and training

To prevent the risk of fire and for fire evacuation procedures 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 staff are trained in fire safety. Full training is carried out as close to appointment as possible and repeated on a three-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 Emergency procedures The carrying out of events risk assessments Awareness of relevant Personal Emergency Evacuation Plans (PEEPs)
Fire Safety Awareness Training	What to do on discovering a fire How to raise the alarm and what happens then What to do upon hearing the alarm Procedure for alerting pupils, visitors, contractors and directing them to exits Arrangements for calling the fire and rescue service Evacuation procedure to reach an assembly point Location and, where appropriate, the use of firefighting equipment Location of escape routes How to open emergency exit doors Importance of keeping fire doors closed to prevent the spread of fire, heat and smoke Importance of keeping escape routes clear at all times Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire Reasons for not using lifts during an evacuation Safe use of and risks from storing or working with highly flammable and explosive substances Importance of general fire safety, e.g. good housekeeping and electrical safety Carrying out of event risk assessments Use of premises by outside bodies e.g., summer camp providers Specific staff roles and responsibilities Testing and maintenance requirements.

In addition to the responsibilities of pupils set out in Section 3.11, fire safety training for pupils also includes:

- Reminders of the evacuation procedures at the start of each term
- Participating in regular fire drills.

6. 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 fully considered by the school.

6.1 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. These passive fire precautions include:

- Locations of fire doors and escape routes consider the needs of pupils, staff, people with disabilities, contractors, the public, etc. This includes the division of areas by fire doors, compartmentation of escape stairs and areas of higher fire risk such as kitchens and plantrooms
- Deep fat frying does happen but solely by approved catering contractors
- Building services such as gas and electricity are located in appropriate safe and secure locations
- There is 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
- Fire action notices are prominently located to inform people of the action to be taken in the event of fire
- Protected areas such as stairwells, escape routes and external walkways, dead end corridors and foyers are actively managed. 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
    - 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.

A robust Fire Safety Logbook is maintained with complete records of testing, maintenance, changes of the fire safety systems including all remedial action.

6.2 Catering and cleaning contractors

The contracts with the catering and cleaning contractors include:

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

6.3 Visitors and contractors

All contractors and visitors are 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 and any works that may impact the fire alarm system.

6.4 Hirers

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

- The Emergency Evacuation Plan and the importance of briefing all attendees

- Use of electrical equipment on site, including not to use electrical items unless those items can be proved to have been Portable Appliance Tested or are brand new
- Not to interfere with any fire safety management provisions
- Use of the kitchen and servery
- Alcohol consumption.

7. Active fire precautions

7.1 St Dunstan's College, Stanstead Road

The school has two fire alarm systems installed, Main building 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, 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.

7.2 St Dunstan's College, Jubilee Ground

St Dunstan's Jubilee Ground has a Esento Excel –Haes 12 Zone wired 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.

8. 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 health and safety consultants, XSELV.

The fire risk assessment will ensure that:

- Fire hazards such as faulty electrical appliances, combustible materials, use of flammable substances or oxidising chemicals are identified
- 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
- Fire Safety training fire evacuation procedures are reviewed to identify gaps and action required.

9. Emergency planning

9.1 Emergency evacuation plan

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

9.2 Fire drills

Fire drills will be conducted at least once a term on each site. The drills will:

- Confirm both staff and pupils' understanding of evacuation procedures
- Identify areas for improvement
- Verify the effectiveness of training.

All fire drills are monitored with feedback provided immediately. The drills are recorded by the Head of Health and Safety and discussed at the school's Health and Safety Committee. On occasions, these drills 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
- Sweep of the building review
- Simulation of the fire alarm being faulty
- 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 times
- 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.

9.3 Personal Emergency Evacuation Plan (PEEP)

The school acknowledges its responsibility to ensure that a means of escape is provided for all building users, including those who may have a disability. This may include occupants who are in one of the ten following groups, as identified in the 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 Personal Emergency Evacuation Plan (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, People Operations 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
- Refuge areas and specific evacuation procedures.

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

9.4 General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place for both sites. These are used for occasional visitors 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 evacuation strategies are detailed in Appendix G.

9.5 Communication with the Fire Brigade

9.5.1 St Dunstan's College, Stanstead Road

At the Stanstead Road site, when alerted to the sounding of the fire alarm the Monitoring Company, 1st Ace Security, as detailed in 9.5.3, 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 will call the Fire Brigade. The Fire Brigade will be met by the Head of Building Operations, or their nominated deputy

- **Out of hours:** calling the Fire Brigade immediately and contacting the key holders listed in Appendix H.

9.5.2 St Dunstan's College, Jubilee Ground

At the Jubilee Ground, when alerted to the sounding of the fire alarm, the Monitoring Company, 1st Ace Security, as detailed in 9.5.3, 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
- **Out of hours:** calling the Fire Brigade immediately and contacting the key holders listed in Appendix H.

9.5.3 Monitoring companies

The fire alarm monitoring companies are detailed below:

St Dunstan's College, Stanstead Rd, Catford, SE6 4TY	1st Ace Security 93-97 Holmesdale Road, Bromley, Kent, BR2 9LE
Jubilee Grounds Canadian Avenue, SE6 4SW	1st Ace Security 93-97 Holmesdale Road, Bromley, Kent, BR2 9LE

9.6 Contingency planning

9.6.1 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 Head of Building Operations will inform all building users of the issue. This will be via email and will include:

- An explanation of the issue and a reminder of fire safety and evacuation procedures
- A request to monitor emails for updates and ensure pupils and visitors understand the change in method for reporting a fire
- A request to use the manual method of shouting 'fire-fire, evacuate immediately' should the alarm need to be raised
- A request to dial 999 should a fire be identified
- Details of persons responsible for specific areas of the building and key contacts.

The Serious Incident Management Team (SIMT) 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 the SLTs 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. Walkie talkies will be used to ensure timely communication between the SIMT and those nominated to monitor specific areas of the site. Audiebant announcement system allows for communications across the whole site or any individual sections, the site is split into the following areas, Main Building, Main Ground, Refectory, Junior School, Playing Fields, Plaza, STEM, Sports Centre, Wellness and History.

9.6.2 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:

- An explanation of the issue and a reminder of fire safety and evacuation procedures

- A request to monitor emails for updates and other building users understand the change in method for reporting a fire
- A request to use the manual method of shouting 'fire-fire, evacuate immediately' should the alarm need to be raised
- A request to dial 999 should a fire be identified
- Details of persons responsible for specific areas of the building and key contacts. In areas where there is limited means of escape (e.g. dance studio), consideration will be given to cancelling bookings and events and /or closing off the area.

The SIMT will meet to discuss what procedures need to be put in place. 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 be manually monitored for the duration. Consideration will also be given to limiting higher risk activities such as 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.

10. 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 Head of Building Operations will be responsible for ensuring the appointments are scheduled, paperwork received and reviewed, and remedial action taken, where required.

11. Monitoring

This policy will be formally reviewed by the COO and Head of Health and Safety annually. At every review, the policy will be approved by the Group board. Active reviews by the

Head of the Health and Safety 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.

There will also be an annual audit of all fire systems by 1st Ace Security for the main Stanstead Road site and the Jubilee Ground to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

12. Links with other policies

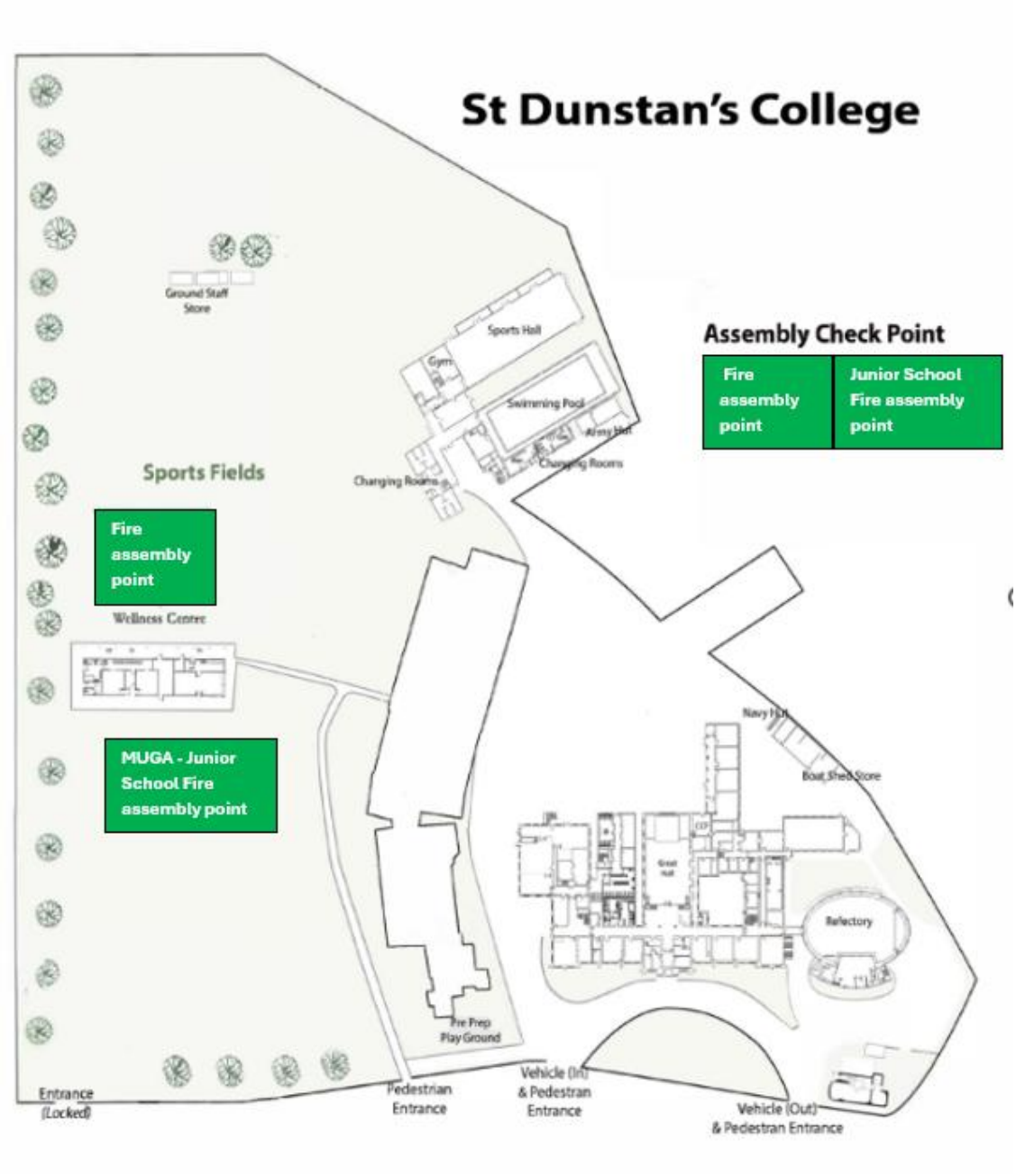
This Fire Safety Management Plan links to the following policies:

- Risk and Compliance Policy (Group)
- Critical Incident Plan (school)
- Fire and Disaster Emergency Evacuation Plan (school)
- Health and Safety Policy (Group)
- Jubilee Ground Fire Evacuation Procedure (school)
- Lettings Policy (school)
- Lift Use Procedure (school)
- Lockdown & Shelter in Place Procedure (school)
- Management of Contractors Policy (school)
- Risk Assessment Policy (Group)

13. Appendices contents

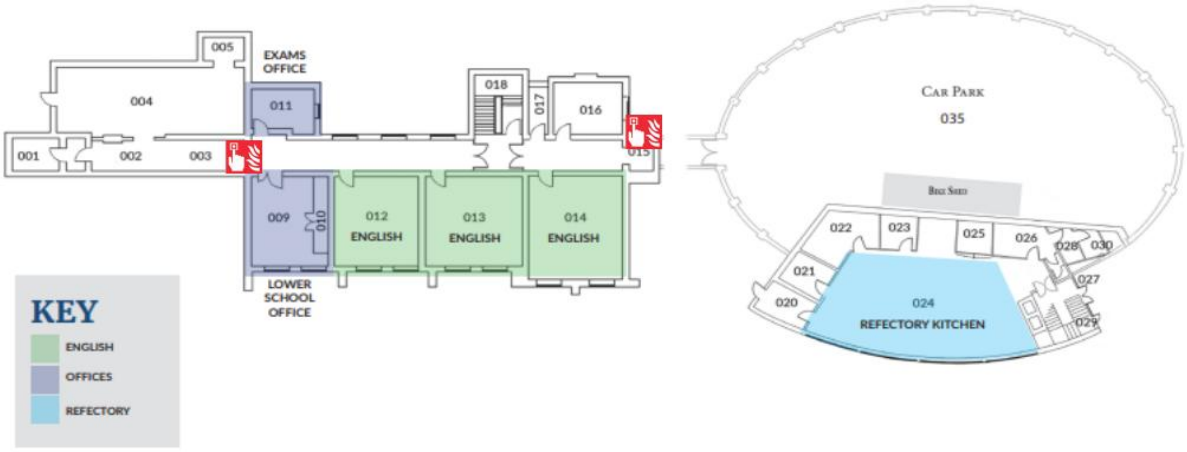
Appendix A	Site Plans
Appendix B	Fire and Disaster Evacuation Procedure – St Dunstan's College, Stanstead Road
Appendix C	Fire and Disaster Evacuation Procedure – St Dunstan's College, Jubilee Ground
Appendix D	Cause and Effect Matrix - St Dunstan's College, Stanstead Road
Appendix E	Cause and Effect Matrix St Dunstan's College, Jubilee Ground
Appendix F	Completing a PEEP
Appendix G	Completing a GEEP
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

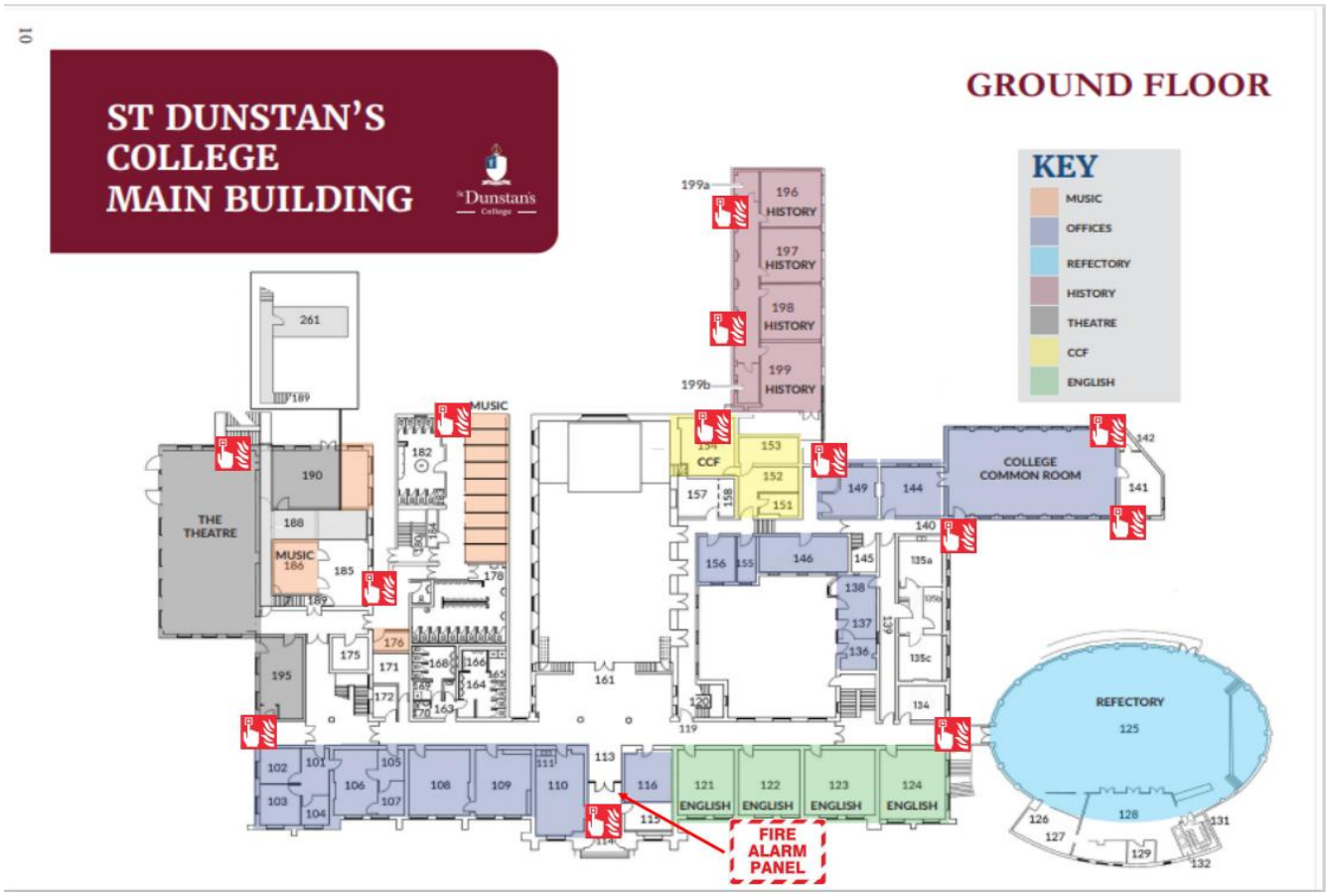
Appendix A: Site plans



ST DUNSTAN'S COLLEGE MAIN BUILDING & REFECTORY

BASEMENT – FLOOR 0




ST DUNSTAN'S COLLEGE MAIN BUILDING
Dunstan's College
GROUND FLOOR
KEY
MUSIC
OFFICES
REFECTORY
HISTORY
THEATRE
CCF
ENGLISH
196 HISTORY
197 HISTORY
198 HISTORY
199 HISTORY
199a
199b
261
189
190
188
THE THEATRE
MUSIC
186
185
182
MUSIC
178
176
175
171
195
172
168
166
164
163
161
153
152
151
157
158
CCF
149
144
COLLEGE COMMON ROOM
142
141
140
156
155
146
145
138
137
136
135a
135c
134
REFECTORY
125
128
126
127
129
131
132
102
101
103
104
106
105
107
108
109
110
111
113
116
121 ENGLISH
122 ENGLISH
123 ENGLISH
124 ENGLISH
FIRE ALARM PANEL

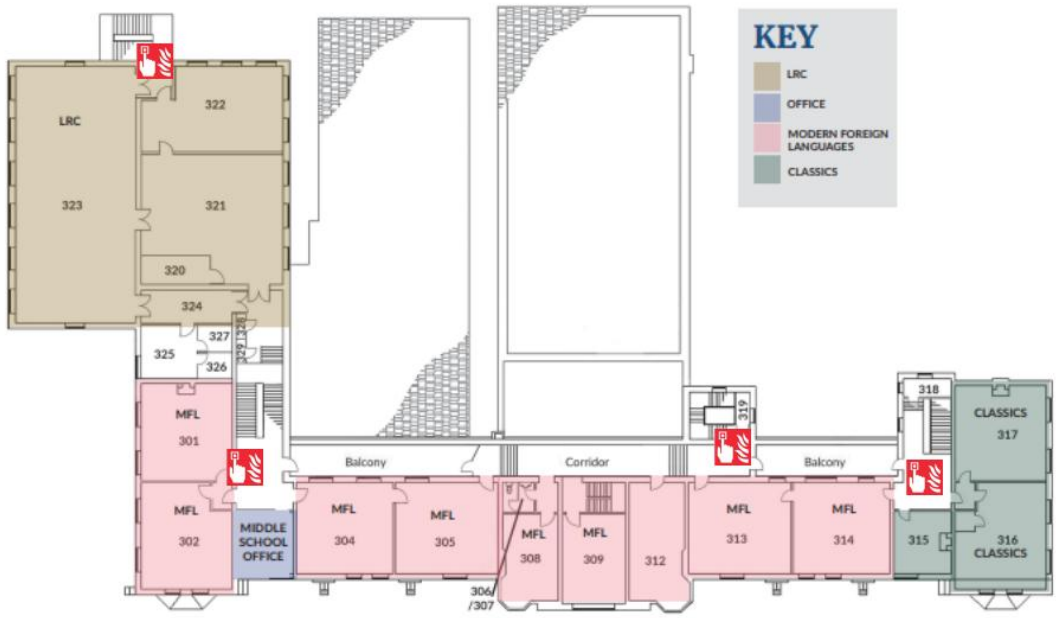
ST DUNSTAN'S COLLEGE MAIN BUILDING

FLOOR 1



ST DUNSTAN'S COLLEGE MAIN BUILDING

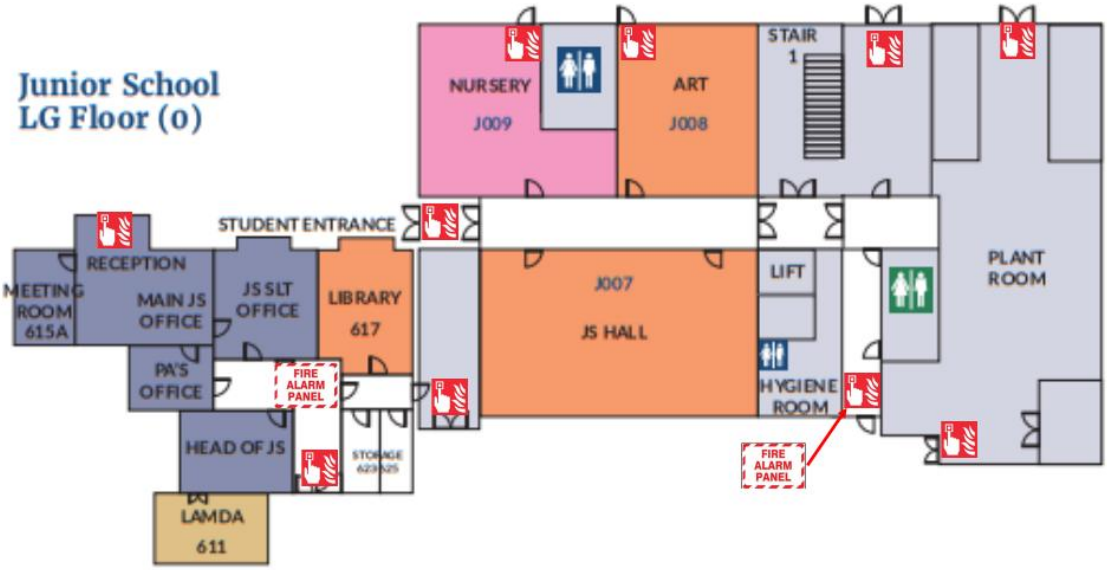
FLOOR 2



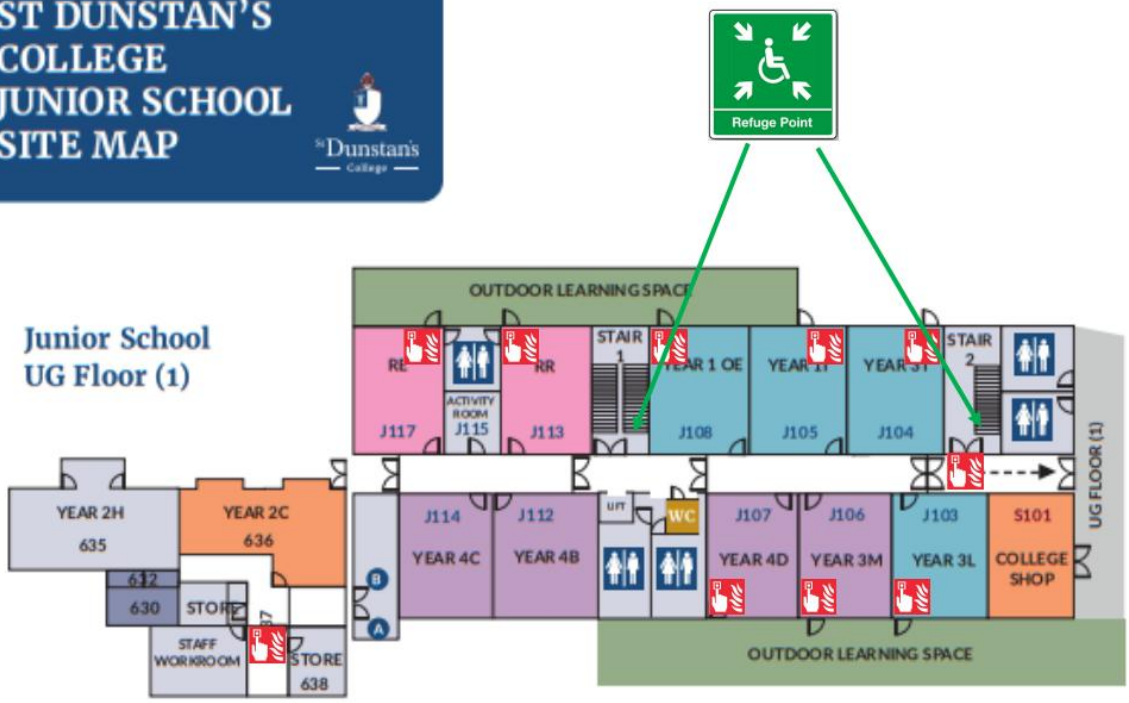
ST DUNSTAN'S COLLEGE JUNIOR SCHOOL SITE MAP

St Dunstan's College

Junior School LG Floor (0)



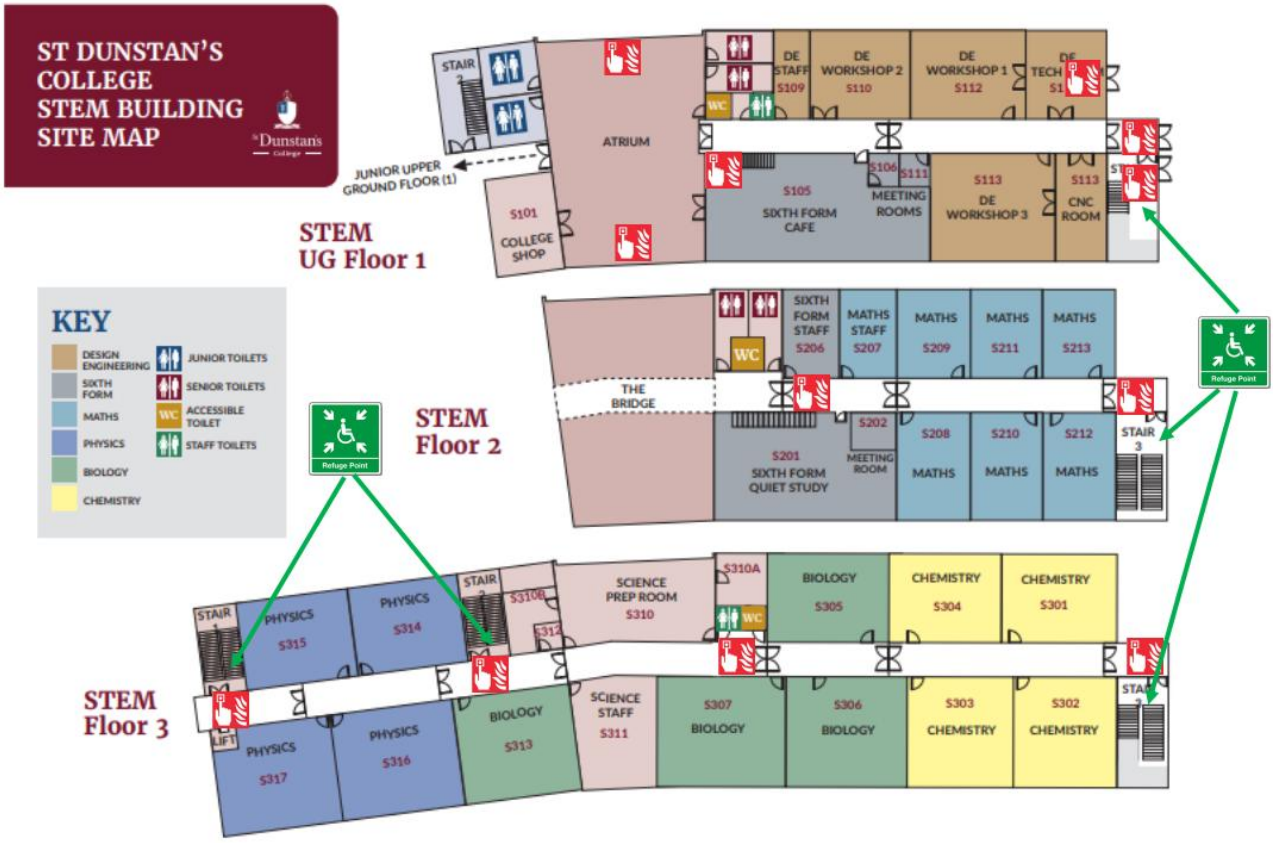
ST DUNSTAN'S COLLEGE JUNIOR SCHOOL SITE MAP



ST DUNSTAN'S COLLEGE SITE PLANS

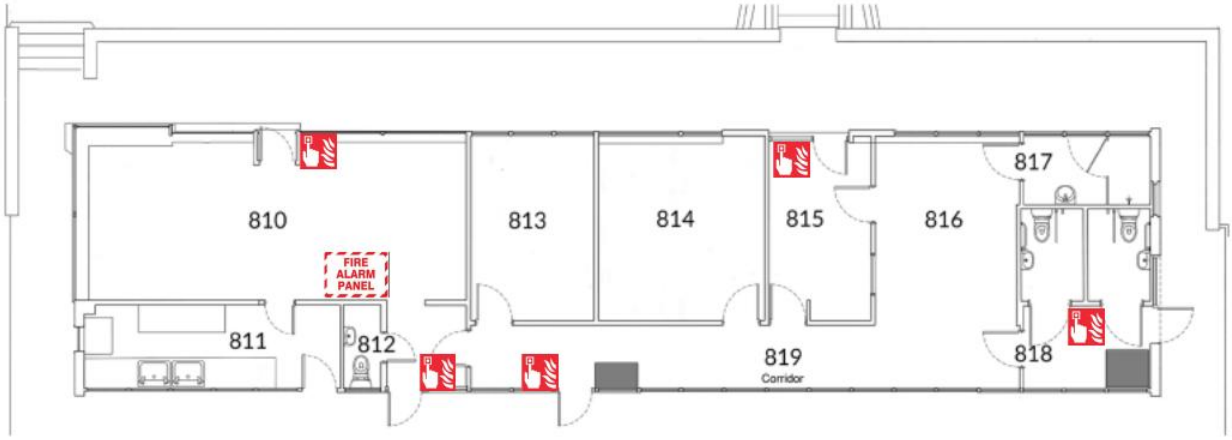
COLLEGE FLAT




ST DUNSTAN'S COLLEGE STEM BUILDING SITE MAP
St Dunstans College
KEY
DESIGN ENGINEERING
SIXTH FORM
MATHS
PHYSICS
BIOLOGY
CHEMISTRY
JUNIOR TOILETS
SENIOR TOILETS
ACCESSIBLE TOILET
STAFF TOILETS
STEM UG Floor 1
JUNIOR UPPER GROUND FLOOR (1)
STAIR 2
ATRIUM
S101 COLLEGE SHOP
DE STAFF S109
DE WORKSHOP 2 S110
DE WORKSHOP 1 S112
TECH S1
S105 SIXTH FORM CAFE
S106
S111 MEETING ROOMS
S113 DE WORKSHOP 3
S113 CNC ROOM
STEM Floor 2
THE BRIDGE
SIXTH FORM STAFF S206
MATHS STAFF S207
MATHS S209
MATHS S211
MATHS S213
S201 SIXTH FORM QUIET STUDY
S202 MEETING ROOM
S208 MATHS
S210 MATHS
S212 MATHS
STAIR 3
Refuge Point
STEM Floor 3
STAIR 1
PHYSICS S315
PHYSICS S314
S310B
S312
STAIR 2
SCIENCE PREP ROOM S310
S310A
BIOLOGY S305
CHEMISTRY S304
CHEMISTRY S301
LIFT
PHYSICS S317
PHYSICS S316
BIOLOGY S313
SCIENCE STAFF S311
S307 BIOLOGY
S306 BIOLOGY
S303 CHEMISTRY
S302 CHEMISTRY

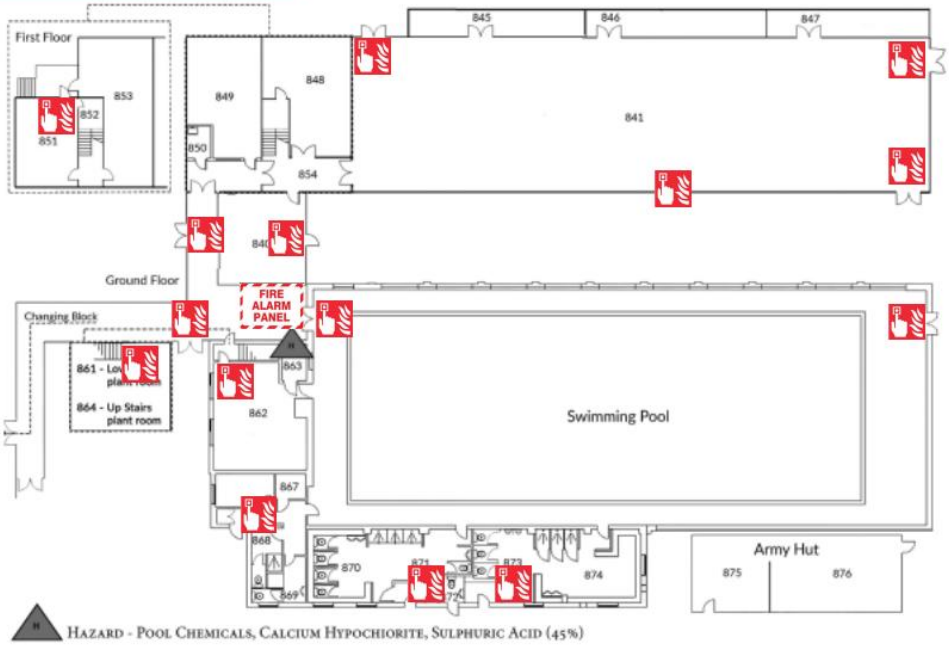
ST DUNSTAN'S COLLEGE SITE PLANS

WELLNESS CENTRE



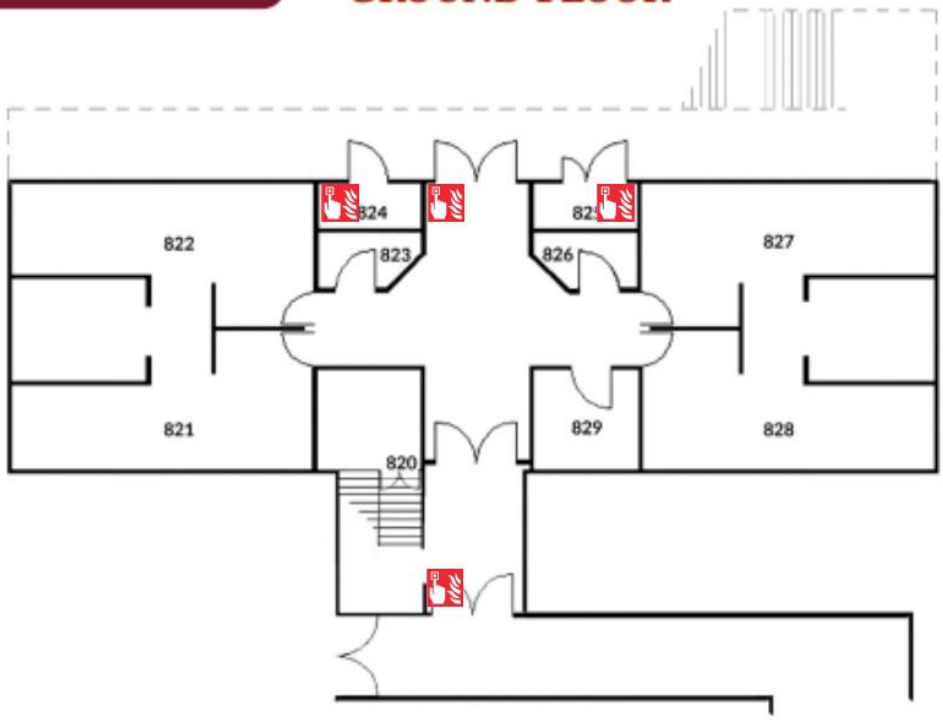
ST DUNSTAN'S COLLEGE SITE PLANS

SWIMMING POOL



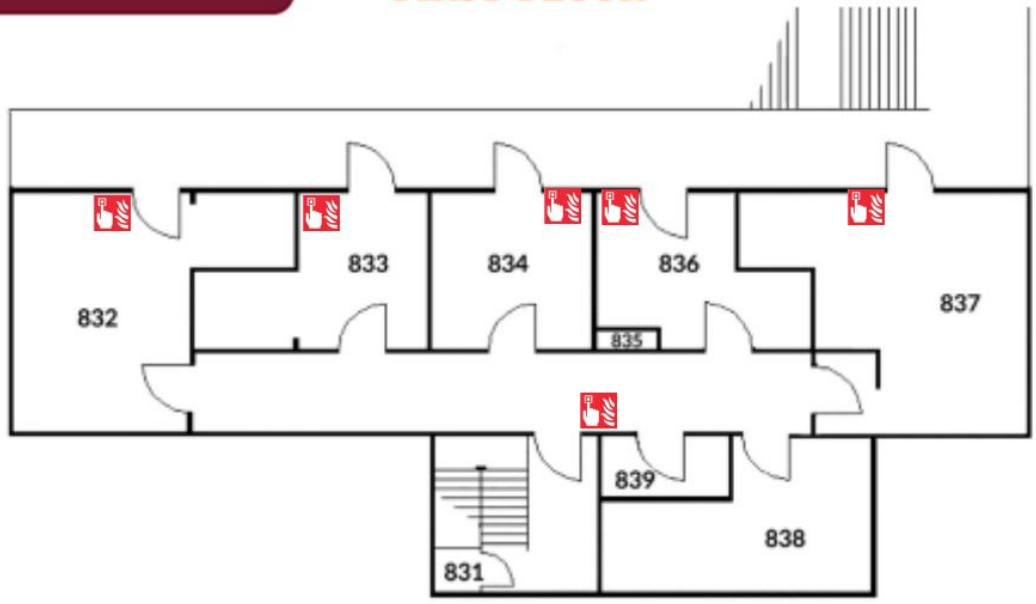
ST DUNSTAN'S COLLEGE SITE PLANS

CHANGING BLOCK GROUND FLOOR



ST DUNSTAN'S COLLEGE SITE PLANS

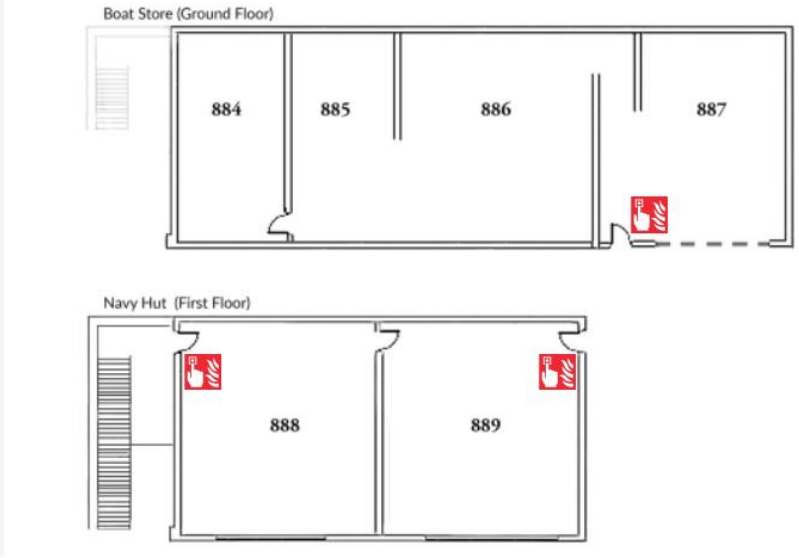
CHANGING BLOCK FIRST FLOOR



ST DUNSTAN'S COLLEGE SITE PLANS

Navy Hut & Boat Store

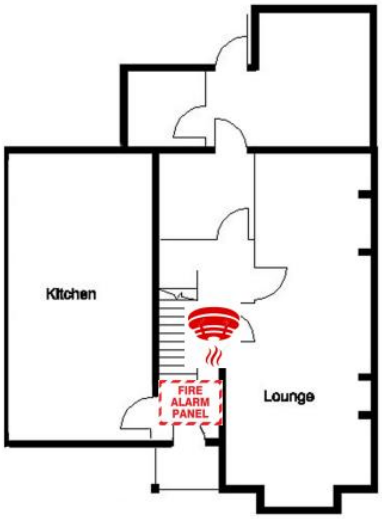
NAVY HUT AND BOAT STORE



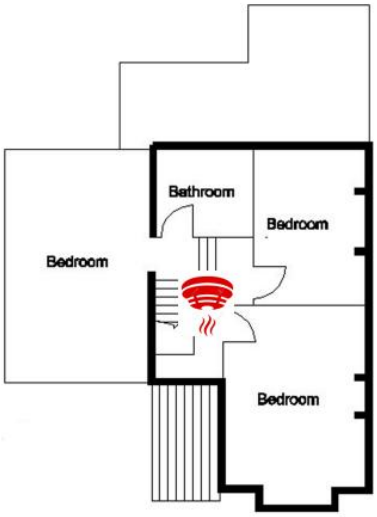
ST DUNSTAN'S COLLEGE SITE PLANS

The Lodge

Ground Floor



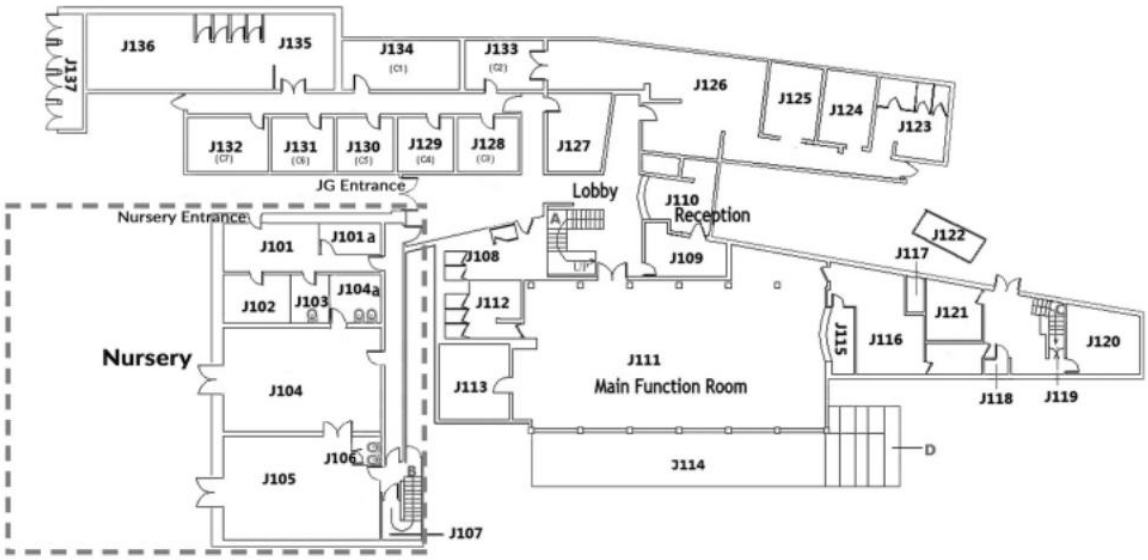
First Floor



32

ST DUNSTAN'S COLLEGE SITE PLANS

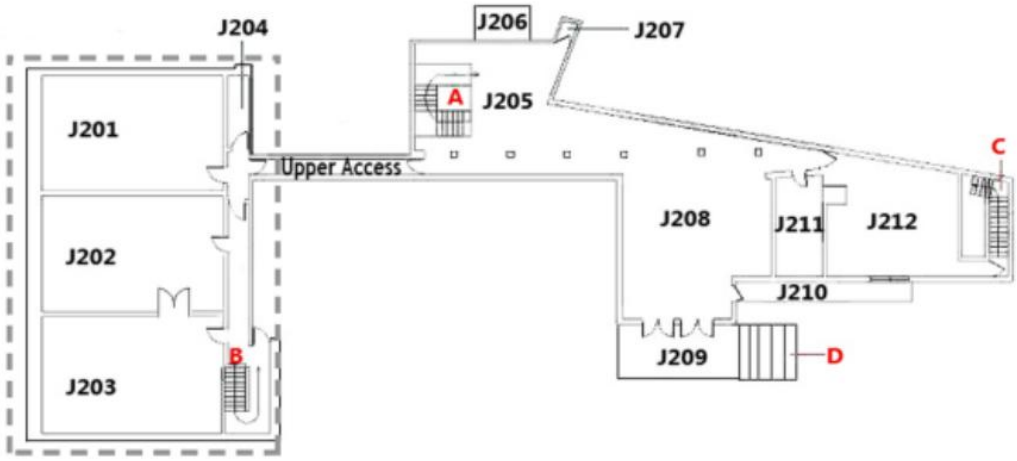
JUBILEE GROUND SITE GROUND FLOOR



ST DUNSTAN'S COLLEGE SITE PLANS

JUBILEE GROUND

FIRST FLOOR



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

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 – 1535**
Years 3-6	**0820 – 1535**
Senior School	
All year groups	**0820 to 1615**

Initial actions	
Action to be taken on discovery of a fire	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	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 – MUGA Senior School – Top Field closest to Cricket Square

	Non-teaching staff, visitors & contractors – the MUGA-side of the Wellness Centre unless circumstances dictate otherwise See **Appendix A** for Assembly Point **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**
Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require 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 (PEEP) or General Emergency Evacuation Plan (GEEP) 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 Head of the Senior School
Registering at the Assembly Point	
Senior School Heads of Section	1. Collect fire registers from relevant school office staff 2. Distribute registers to Heads of Year 3. Collect in checked registers from Heads of Year 4. Register presence of Form Tutors and Heads of Year overseeing registration of their section, using SignIn App 5. Note any discrepancies and inform Deputy Head (Pastoral) including noting absence / presence of Form Tutors overseeing registration of their section
Senior School Heads of Year	1. Collect fire registers from relevant Head of Section 2. Distribute registers to Form Tutors 3. Collect in checked registers 4. Note any discrepancies and inform Deputy Head (Pastoral)

Head of Sixth Form	1. Collect fire registers from relevant school office staff 2. Distribute paper registers to Sixth Form Tutors 3. Cross-reference completed registers with Sign-In app information 4. Note any discrepancies and inform Deputy Head (Pastoral)
Sixth Form Tutors	1. Use SignIn App and / or paper registers to register form groups 2. If using a paper register initial and return to Head of Sixth Form 3. If using SignIn App, notify Head of Sixth Form of any discrepancies
Senior School Form Tutors	1. Collect register from appropriate Head of Year 2. Mark on the sheet any known discrepancies (e.g. dental appointment) 3. Initial register and return to appropriate Head of Year
Junior School Form Teachers	1. Collect register from Junior School Office staff 2. Mark on the sheet any known discrepancies (e.g. dental appointment) 3. Initial register and return to Junior School Deputy Head (Pastoral)
Senior School Academic Leadership Team	1. Support initial lining up of Senior School pupils 2. Report to **Point SS** and then assemble outside the MUGA-side of the Wellness Centre, unless circumstances dictate otherwise
Visiting Music Teachers (VMTs)	1. Take pupil(s) to appropriate form group 2. Report to **Point SS** and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Junior School teaching and teaching support staff <u>not</u> registering pupils (e.g. TAs)	Report to **Point JS** and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Senior School Teaching Staff (<u>unless</u> 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	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)]	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 Head of Senior School regarding staff / visitor /contractor registration status 4. Liaise with Head of Building Operations via radio, regarding status of evacuation and incident 5. Confirm if / when the building can be re-entered
Head of Senior School [Deputy: Head of Junior School]	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
Head of Building Operations [Deputy: Head of Administrative Services]	1. Make way to West Gate to liaise with Fire Brigade 2. Communicate, via radio, with Estates Team Leader 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)	1. Make way to the MUGA 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) and Head of Junior School
Junior School Deputy Head (Academic)	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 using SignIn app 3. Note any registration discrepancies and inform Head of Senior School
Event lead (e.g. school assembly)	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, coordinated by Office Manager	1. Take Senior School registers and i-Pad with SignIn app 2. Take to Wellness Centre: Radio, and senior school registers. The fire box is located at the Wellness Centre containing blank class lists for the whole school. 3. Take to Wellness Centre: Late book, radio, visitors list, senior school registers, fire box (located in Wellness Centre) 4. Distribute registers to Heads of Section 5. Stand at Point V and register Visitors 6. Report any discrepancies to Head of Senior School
Junior School Office staff coordinated by Office Manager	1. Take Junior School registers, radios and i-Pad with SignIn app 2. Distribute form lists to Form Teachers within the MUGA 3. Stand at Point JS and register Junior School Staff using SignIn App 4. Report any discrepancies to Head of Senior School
EA Team	1. Take i-Pad with SignIn app 2. Go to Wellness Centre 3. Stand at Point SS and register teaching staff (not involved in registering pupils) 4. Report any discrepancies to Head of Senior School
Finance and People team	1. Take i-Pad with SignIn app 2. Go to Wellness Centre, stand at Point P and register Professional Services staff

	3. Report any discrepancies to Head of Senior School
Swimming teachers & lifeguards	1. Ensure all swimmers exit the pool immediately 2. Swimmers line up pool side and prepare to evacuate 3. Radio Estates Team Leader 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 Estates Team Leader 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 Estates Team Leader 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	1. All catering staff follow instructions provided by Director of Catering, or their nominated deputy 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 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 Director of Catering must radio Head of Senior School to confirm discrepancies / evacuation complete
Estates Team Leader / Estates Team	1. Go to fire panel in main lobby to ascertain location of incident and inform Head of Building Operations 2. Maintain communication with Estates Team and allocate following roles:

	• Monitor building exit points and direct to assembly point • Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access, including unlocking bollards • Pupils, staff and visitors attempting to enter site should be asked to wait off site until end of incident 3. Estates Team Leader must radio Head of Senior School 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 & 1535 – 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	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.	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 – MUGA Senior School – Top Field closest to Cricket Square Non-teaching staff, visitors & contractors – the MUGA-side of the Wellness Centre unless circumstances dictate otherwise. See **Appendix A** for Assembly Point **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE INCIDENT LEAD**
Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require 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 (PEEP) or General Emergency Evacuation Plan (GEEP). 3. Occupants who are waiting to be evacuated from a designated refuge, must be reported to the Incident Lead.
Registering at the Assembly Point	
Junior School teaching and teaching support staff not registering pupils	Report to **Point JS** and then assemble outside MUGA-side of 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 MUGA-side of Wellness Centre, unless circumstances dictate otherwise

Professional Services Staff	Report to **Point P** and then assemble outside MUGA-side of Wellness Centre, unless circumstances dictate otherwise
Visitors	Report to **Point V** and then assemble outside MUGA-side of Wellness Centre, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
Incident Lead (as per rota)	1. Take radio with them. 2. Make way to Wellness Centre to co-ordinate registration of **all** pupils and staff 3. Confirm registration of before/after school care and Forder clubs 4. Liaise with any Senior School activity leads regarding registration 5. Liaise with Estates Team regarding status of evacuation 6. Confirm if / when the building can be re-entered
Event Lead (e.g. for school assembly)	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	1. Print out visitors list 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 Incident Lead
Junior School Office staff	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 Incident Lead
Before / After School Care Coordinator	1. Take radio and before / after school care register to the MUGA 2. Take register 3. Note any registration discrepancies to Incident Lead, or their nominated deputy
Junior School Forder Club teachers	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 Incident Lead.

Swimming teachers & lifeguards	1. Ensure all swimmers exit pool immediately 2. Swimmers line up pool side and prepare to evacuate 3. Radio Estates Team Leader 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 Estates Team Leader 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 Estates Team Leader 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 Incident Lead, 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	1. Take register of activity / event 2. Note any registration discrepancies to Incident Lead
People and Finance	1. Take i-Pad with SignIn app 2. Go to Wellness Centre, stand at Point P and register Professional Services staff 3. Report any discrepancies to Incident Lead
EA team	1. Take i-Pad with SignIn app 2. Go to Wellness Centre 3. Stand at Point SS and register teaching staff (not involved in registering pupils) 4. Report discrepancies to Incident Lead
Catering Staff	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 Incident Lead to confirm discrepancies / evacuation complete
Estates Team	1. Go to fire panel in main lobby to ascertain incident location and inform Incident Lead 2. Maintain communication with Estates Team and allocate following roles: • Monitor building exit points and direct all to assembly point • Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access, including unlocking bollards • Pupils, staff and visitors attempting to enter site should be asked to wait off site until end of incident 3. Estates Team Leader must radio Incident Lead to confirm discrepancies / evacuation complete for Estates Team who cannot report to main assembly point 4. Liaise with Fire Brigade

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	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	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 **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR INCIDENT LEAD**
Evacuation for building users requiring additional assistance	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)	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 Incident Lead is from Estates Team: 7am to 7pm Monday to Friday and 8am to 2pm Saturday Incident Lead is from Enterprise Team: 7pm to 10pm Monday to Friday and 1pm to 4:30pm Saturday
Event lead / external hirer	1. Provide clear instructions to participants on evacuation procedure 2. Register participants and inform Incident Lead of any discrepancies
Swimming teachers & lifeguards	1. Ensure all swimmers exit pool immediately 2. Line all swimmers up pool side and prepare to evacuate

	3. Radio 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 staff should then go to the assembly point to confirm registration and any discrepancies, or radio Incident Lead 7. Pool users await further instruction and must not re-enter the pool until the incident is confirmed over by the Incident Lead 8. 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	1. Go to fire panel in main lobby to ascertain incident location and inform Incident Lead 2. Maintain communication with Estates and Enterprises Team and allocate, where possible, following roles: • 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 3. Communicate, via radio, with Incident Lead regarding status of evacuation and location of incident 4. 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	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	1. Leave all personal belongings behind 2. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 3. Lifts must not be used 4. Exit the building using nearest safe exit 5. Make way to West Gate to meet Fire Brigade or alarm monitoring service 6. 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. **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**

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	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	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. **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**
Evacuation for building users requiring additional assistance	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	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 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**)	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**)	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)	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)	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	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	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

St Dunstans 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
Fire alarm fault condition	X															

Notes:
Refuge Comms System always active. Person by JS/STEM panel can use system

Main building

St Dunstans 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 Dunstans College - JUBILEE	Indicate On Panel Zone 1 - Entrance Foyer & Male Changing	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 8 - 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 Personal Emergency Evacuation Plan (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, People Operations 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 school 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 STEM lower ground.

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.

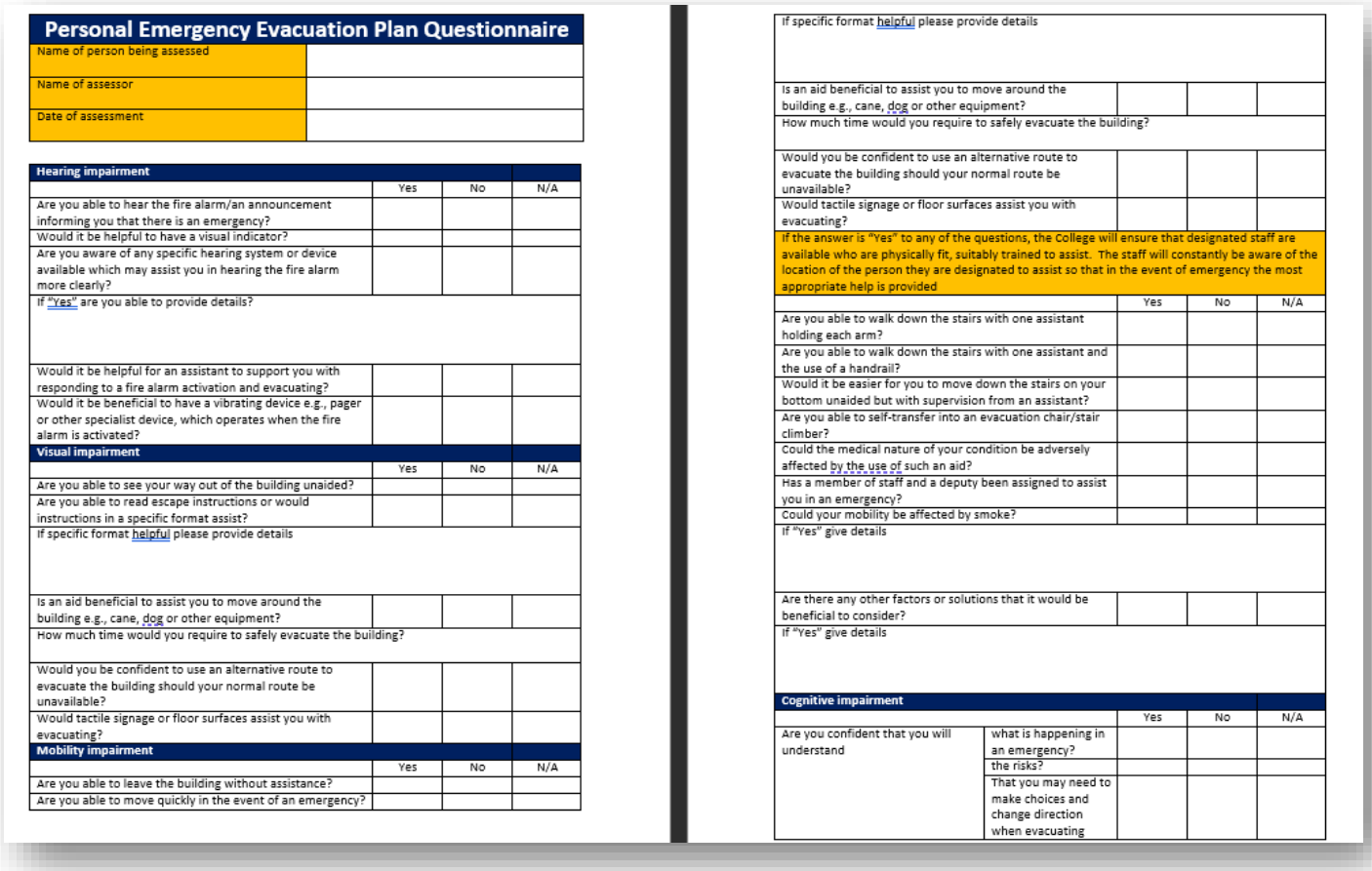
The procedure for completing a PEEP will start with the completion of the PEEP Questionnaire in figure 1 below. This will then help to formulate the PEEP Action Plan in figure 2.

This process will ensure that consideration has been given to:

- The ability of the person to transfer onto 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 and 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 and gates
- 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			
	Yes	No	N/A
Are you able to hear the fire alarm/an announcement informing you that there is an emergency?			
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?			

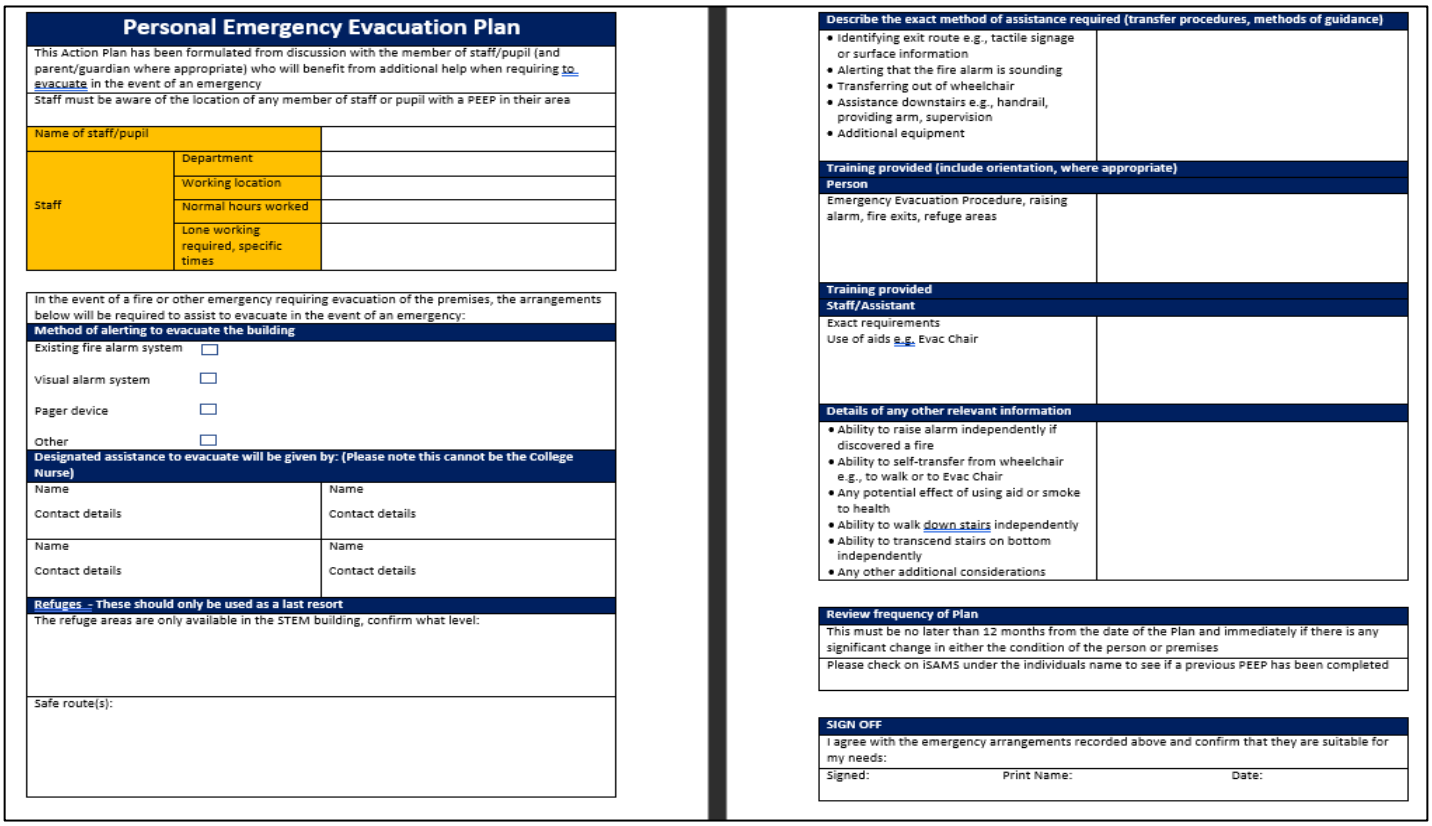
Visual impairment			
	Yes	No	N/A
Are you able to see your way out of the building unaided?			
Are you able to read escape instructions or would instructions in a specific format assist?			
If specific format helpful please provide details			
Is an aid beneficial to assist you to move around the building 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			
	Yes	No	N/A
Are you able to leave the building without assistance?			
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?			
If the answer is "Yes" to any of the questions, the College will ensure that designated staff are available who are physically fit, suitably trained to assist. The staff will constantly be aware of the location of the person they are designated to assist so that in the event of emergency the most appropriate help is provided			
	Yes	No	N/A
Are you able to walk down the stairs with one assistant holding each arm?			
Are you able to walk down the stairs with one assistant and the use of a handrail?			
Would it be easier for you to move down the stairs on your bottom unaided but with supervision from an assistant?			
Are you able to self-transfer into an evacuation chair/stair climber?			
Could the medical nature of your condition be adversely affected by the use of such an aid?			
Has a member of staff and a deputy been assigned to assist you in an emergency?			
Could your mobility be affected by smoke?			
If "Yes" give details			
Are there any other factors or solutions that it would be beneficial to consider?			
If "Yes" give details			

Cognitive impairment				
		Yes	No	N/A
Are you confident that you will understand	what is happening in an emergency?			
	the risks?			
	That you may need to make choices and change direction when evacuating			

Figure 2: Personal Emergency Evacuation Plan (Action Plan)



Personal Emergency Evacuation Plan

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 evacuate in the event of an emergency

Staff must be aware of the location of any member of staff or pupil with a PEEP in their area

Name of staff/pupil		
Staff	Department	
	Working location	
	Normal hours worked	
	Lone working required, specific times	

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:

Method of alerting to evacuate the building

- Existing fire alarm system ☐
- Visual alarm system ☐
- Pager device ☐
- Other ☐

Designated assistance to evacuate will be given by: (Please note this cannot be the College Nurse)

Name Contact details	Name Contact details
Name Contact details	Name Contact details

Refuges – These should only be used as a last resort

The refuge areas are only available in the STEM building, confirm what level:

Safe route(s):

Describe the exact method of assistance required (transfer procedures, methods of guidance)

- 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

Training provided (include orientation, where appropriate)

Person

Emergency Evacuation Procedure, raising alarm, fire exits, refuge areas

Training provided

Staff/Assistant

Exact requirements
Use of aids e.g. Evac Chair

Details of any other relevant information

- 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 down stairs independently
- Ability to transcend stairs on bottom independently
- Any other additional considerations

Review frequency of Plan

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

Please check on iSAMS under the individuals name to see if a previous PEEP has been completed

SIGN OFF

I agree with the emergency arrangements recorded above and confirm that they are suitable for my needs:

Signed: Print Name: Date:

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 school may not have prior knowledge regarding number of persons and the assistance they may require.

The school 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:	
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:	
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
Mark Sandberg	Director of Estates & Commercial Activities
Saffron Hutt	Chief Operating Officer
Sandry Murphy	Estates 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
Mark Sandberg	Director of Estates & Commercial Activities

Jubilee Grounds

Jubilee Ground (0800 – 2200 Monday to Sunday)

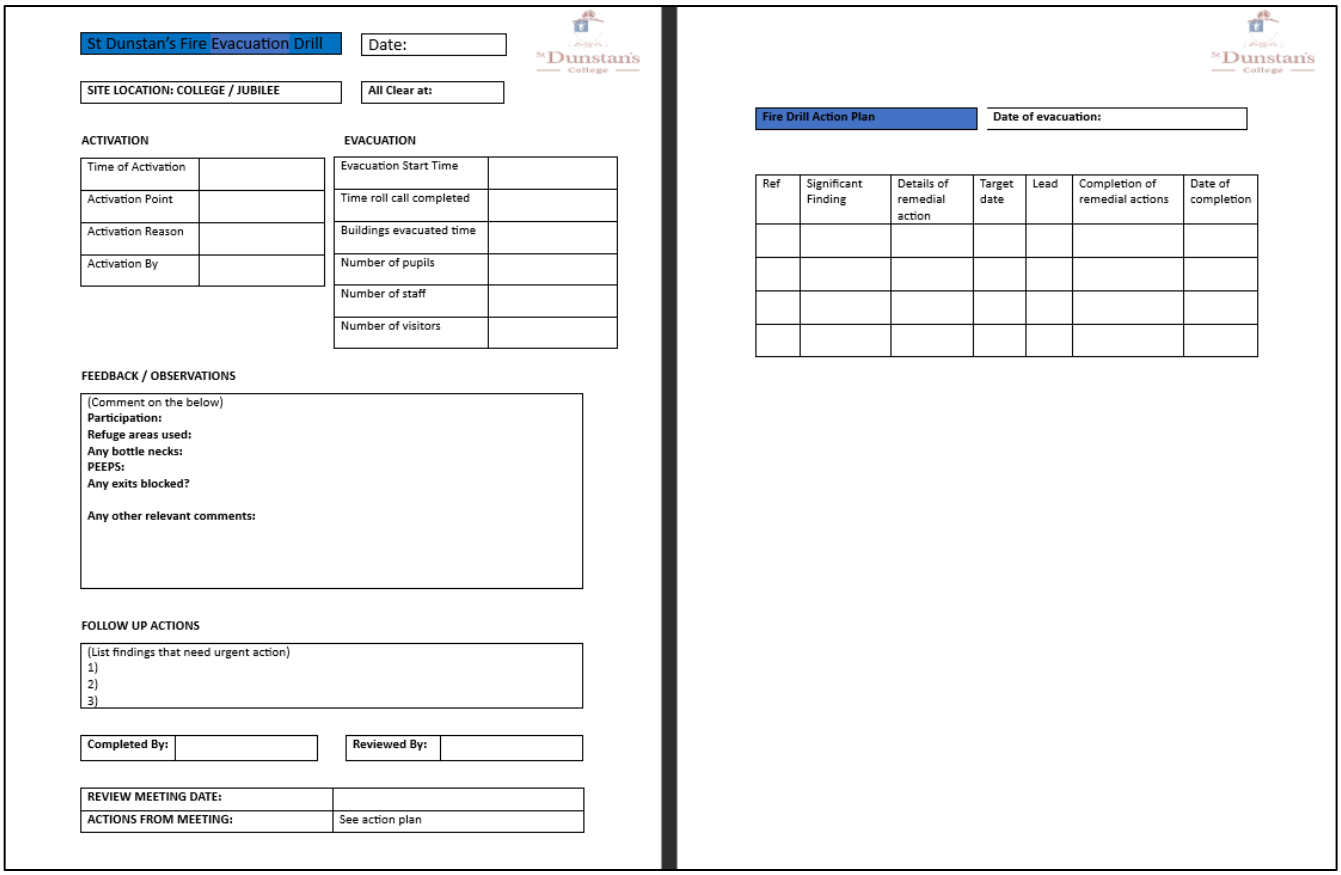
Name	Position
Vacant	Head of Commercial Activities (Jubilee Ground)
Amy Jerome	General Operations Manager (Jubilee Ground)
Saffron Hutt	Chief Operating Officer

Mark Bacon	Head of Building Operations
Mark Sandberg	Director of Estates & Commercial Activities

Jubilee Ground (2200 – 0800 Monday to Sunday)

Name	Position
First Ace Security	Who will then notify one of the below should there be a confirmed fire
Vacant	Head of Commercial Activities (Jubilee Ground)
Amy Jerome	General Operations Manager (Jubilee Ground)
Saffron Hutt	Chief Operating Officer
Mark Bacon	Head of Building Operations
Mark Sandberg	Director of Estates & Commercial Activities

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

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

Daily	Checks to be carried out and action to be taken	Action by
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	Estates Team

	e) the fire risk and its enclosure have not changed f) the quantity of extinguishing medium is correct.	
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.	Director of Catering
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 & Head of Health and Safety Contractor: 1st Ace Security
Fire doors	a) heat-activated seals and smoke seals are undamaged	Estates Team

	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.	
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 **Emergency and escape lighting systems** **Self-contained luminaires with sealed batteries, if more than 3 years old** **Smoke ventilators and smoke control 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 & Head of Health and Safety Contractor: 1st Ace Security Contractor: Barton Knight Electrical Contractor: 1st Ace Security

Fire dampers **Fire mains (Dry risers)** **Firefighting equipment** **Kitchen extract system** **Kitchen fire suppression system**		Contractor: 1st Ace SecurityContractor: Southern Dry Riser Testing Ltd Contractor: 1st Ace SecurityContractor: 1st Ace Security Contractor: Contractor appointed by Holroyd Howe Contractor: Marlowe

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

Daily	Checks to be carried out and action to be taken	Action by
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.	St Dunstan's Enterprises Duty Manager

	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.	
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 door and frame relationship, and therefore the ease of operation of escape devices.	St Dunstan's Enterprises Duty Manager
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 & Head of Health and Safety Contractor: 1st Ace Security
Fire doors	a) heat-activated seals and smoke seals are undamaged;	Estates Team

	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.	
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 **Emergency and escape lighting systems** **Self-contained luminaires with sealed batteries, if more than 3 years old** **Firefighting equipment** **Kitchen extract system**	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.	Head of Commercial Activities & Head of Health and Safety Contractor: 1st Ace Security Contractor: Barton Knight Electrical Contractor: 1st Ace Security Contractor: Bright Hygiene

Appendix L: References

REFERENCES
The Regulatory Reform (Fire Safety) Order 2005 SI 2005 No. 1541
BS 9999:2017 *Incorporating Corrigendum No. 1* 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