



Fire evacuation plan for community users

In the event of a fire alarm activation outside of normal school hours, the usual staff that take up roles in the main fire evacuation plan, may not be on site. Please can all community users of the facilities at Noadswood school read the following information and procedures, and ensure all group leaders understand and adhere to it in the event of an evacuation.

All group leaders to share with all group members and gain understanding and agreement to adherence.

Information for group leaders

- On your first visit to the school, please familiarise yourself with the nearest call points and fire extinguishers to the facility you will be using.
- Ensure all group members are familiar with the layout of the site, and how to get to the tennis courts (assembly point), from the facility you are using.
- Ensure you have an up-to-date list of members to hand to roll call from.
- Familiarise yourself with the location of the site team office, and reception to locate a two-way radio if needed.
- Save the site team mobile number and email address to your contacts

Mobile: 07984 297116

Email: siteteam@noadswood.hants.sch.uk



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Primary actions

- On finding a fire, sound the fire alarm at the nearest fire alarm call point.
- On hearing the fire alarm, staff, students and others, including all lettings groups members, will leave the building in the predetermined manner and proceed to the assembly point.
- On hearing the fire alarm, the site team will consult the fire panel and investigate the area showing as the fire zone.
- Site team will answer the call from the fire monitoring service and, if possible, hand over to another member of staff on site in order to investigate the zone that has activated the alarm.
- Site Team to use discretion in standing down fire brigade and turning off bells as less likely to have ready access to a member of SLT.

Firefighting arrangements

Generally, with the exception of reactive fire-fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe and confident to do so.

When staff use fire extinguishers, they **must** follow the advice below:

- Only tackle small fires.
- Ensure they are always located between the fire and the exit.
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire.

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

When using extinguishers to tackle a fire, the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.



First aid arrangements

Community users are expected to have first aid provisions in place as part of their activity risk assessment whilst using the facilities at Noadswood. This must include a trained first aider, a first aid kit, and an up-to-date list of group members for roll call.

The school Matron will not be on site outside of core school hours of 8.30am to 3.30pm weekdays, and not at all on weekends.

Ensuring everyone is accounted for

- All community users are to evacuate and assemble on the **tennis courts**, or the plaza (paved area outside the tennis courts). With the exception of WGC who may assemble outside the Gym unless advised otherwise.
- **Please leave all belongings behind.**
- Community users are responsible for carrying out their own roll call to ensure all group members are accounted for.
- If anyone is unaccounted for, please report this to the site team, or the fire brigade (whichever arrives first) as soon as possible.
- Await arrival of a member of the site team for further instructions.
- Do not re-enter the building until the alarm has stopped, and/or the site team have advised it is safe to do so.
- Anyone arriving to the site during a fire alarm activation, is to remain outside and away from the building until the alarm stops. Please can all group leaders share this information with their group so everyone is aware.

Locations according to the map

1	Admin office & Reception	9	Canteen and location of site office
2	Maths block	10	Main block
3	Science block	11	Library (LRC)
4	Maths block	12	Technology (Art/DT rooms)



Noadswood

5	Music block	13	Gym
6	Sports Hall	14	Astro
7	Drama Studio	15	Tennis courts and Fire Assembly Point
8	Main Hall		