Annex A: Fire and Gas Leak Procedures (2019/20)

One type of emergency that schools may face is a fire or gas leak. In these situations, schools should be prepared to take steps to isolate students, teachers, staff and visitors from danger by instituting a school evacuation. The aim in any emergency is to protect others from harm or to prevent others from experiencing further harm.

1.0 ACTION IN THE EVENT OF DISCOVERING A FIRE

All staff should be aware of their role during an emergency evacuation procedure. This information is located in the document “Annex A - Emergency Response Duties (2019-20)”. The first person to notice the fire or gas leak should initiate the evacuation procedure by:

A) Shouting “FIRE! FIRE! FIRE!” to alert those in the immediate area
B) If a staff member: send a responsible student (or fellow staff member) to the closest section office (Primary, Secondary or 6th Form) to initiate fire alarm. If safe to do so, continue monitoring area until fire alarm sounds.
   If no other person(s) are present, then that staff member should move to the closest fire alarm system point and initiate alarm (see below for fire alarm locations).
   If a student or visitor: immediately notify a TBS staff member who will follow the above action.
C) Operation of the main school fire alarm system: There are 20 individual points around the school that can activate the alarm system. Please see the end of this document for the full list.

1) Once the fire alarm is activated, all sections of the school must follow the evacuation procedure regardless of location, intensity or level of perceived danger.
2) Evacuation Point: Primary astro
   If in a lesson: staff should encourage students to remain calm and quiet. All activities should be stopped and the teacher should lead the students to the emergency evacuation point (items and belongings should be left behind).
   If not in a lesson: students and teachers should calmly move to their emergency evacuation point. Teachers are responsible for directing students and maintaining order.
   Students and staff should not be running as this creates potential for injury.
3) If the school site is considered higher risk, students and staff should then proceed to the school car park. OIC from each section will be responsible for safely organising the students in this area.
4) Mentors should complete registers and inform OIC of missing person(s). Registers will be presented to staff at the emergency evacuation point by the relative office manager (or covering administration staff member). Mentors should hold the “green card” if all students are present, or the “red card” if a student is missing. It is important that staff members remain calm and provide the names of missing students to the OIC.
5) During this time, the office manager (or covering administration staff member) will be responsible for taking the register of staff. Any missing staff members must be reported to the OIC.
6) Once complete, OIC should communicate attendance to the CMO.
7) CMO to review information and initiate search teams if necessary.
8) Students and staff remain at evacuation point until the CMO has declared the site is safe to continue operations.

9) Staff (as indicated in Annex A - Emergency Response Duties 2019-20) will contact the local authorities for assistance if required. If considered safe to do so, trained staff can attempt to put out the fire using fire extinguishers under the instruction of the CM team.

10) Once the site has been declared safe by the CMO, all activities can resume as normal.

2.0 ACTION IN THE EVENT OF DISCOVERING A GAS LEAK

1) When a gas leak is detected (usually via smell - or visual if a severe leak), then follow the same procedures as for a fire.

2) During the evacuation procedure, the CM team will decide an appropriate course of action. If safe to assess the area, assigned staff will control the gas leak and safely remove the bottle. Removal of the bottle must not create increased risk for others, so a clear path should be identified and others moved from nearby areas. Only trained staff can assess the safety of the bottle and the risks involved in moving the bottle. Only the necessary staff must be involved at this time to eliminate all unnecessary risks.

If not safe, CM team should isolate the area and maintain a “safe” perimeter. Trained external support must be called to remove the danger.

3) Once the risk is eliminated, CM management will inform staff that activities can resume as normal.

LOCATIONS OF FIRE ALARM SYSTEM

1. Outside primary main entrance
2. Primary reception
3. P14
4. Hall rear of stage
5. Hall side of stage
6. Hall near main entrance
7. DT1
8. DT2
9. L3
10. S9
11. L2
12. A1
13. S5
14. S2
15. Guard house
16. 6th form ground floor staircase
17. 6th form 1st floor staircase
18. 6th form 2nd floor staircase
19. M2
20. D1

Instructions for use:

a) Lift cover
b) Press and hold the “press here” button
c) If not working, lift finger and try again
d) Once the alarm is signalled, follow evacuation procedure.