

Emergency Evacuation Policy

Sept 2021

Version 2

1. Scope

All employees of Expanse Learning

2. Overview

The purpose of Emergency Evacuation simulations (Fire Drills) is to prepare our students and staff in the event of a fire or other emergency. Fire drills are used as an avenue to systematically identify various fire safety issues, such as:

- Allowing occupants to familiarise themselves with drill procedures, location of fire exits, and the sound of the fire alarm
- Identifying problems with the fire alarm components
- Determining if additional equipment is necessary in certain areas of the building
- Monitoring whether the evacuation of the building is performed as required; and
- Providing information on the amount of time it takes to evacuate a building and which exit are generally used.

3. Frequency of Drills

Periodic fire drills shall be conducted at various times throughout the year to ensure all staff and students are aware of what is expected of them

<i>Responsible Person</i>	<i>Expanse Learning The School</i>	<i>Expanse Learning The College (Leigh)</i>	<i>Expanse Learning The College (Wigan)</i>
Lead:	Health, Safety & Facilities Manager	Health, Safety & Facilities Manager	Health, Safety & Facilities Manager
Support:	School Business Officer	College Manager	College Manager
Support:	Fire Warden	Fire Warden	Fire Warden
Frequency:	Minimum 1 per Term (3 times per annum)	Minimum 1 per Term (3 times per annum)	Minimum 1 per Term (3 times per annum)

Fire drills in academic buildings shall be conducted so as to minimize disruption to the College's educational mission.

4. Procedures

When conducting any fire drill at Expanse Learning, the following procedures shall be followed:

- Fire Marshal shall schedule a date and time for the drill.
- Prior Notice. Drills will be held at both expected and unexpected times in order to simulate the unusual conditions that can occur in an actual emergency. Accordingly, the Health, Safety & Facilities Manager shall determine whether prior notice will be given regarding the conducting of any fire drill.

Please note: Any alarm activations that are unplanned will not be counted towards the frequency in the table above.

Announced Drills (Term 1 only)

Announced drills will allow the building occupants an opportunity to prepare for the evacuation and can be used as a structured learning exercise. Announced drills will be used to introduce occupants to the concept of fire drills and ensure they are made aware of expectations with regards to these exercises. When it is determined that prior notice will be given, the following guidelines shall apply:

- Notice will be given no less than three (3) days prior to the drill.
- Notice will be posted throughout the building in visible areas, such as entrances and communal areas.

Unannounced Drills (Term 2 & 3)

While more disruptive than announced drills, unannounced drills are typically a better indicator of what will occur in an actual emergency. Accordingly, unannounced drills will be used to test the response capabilities of the Expanse Learning community.

During all evacuation the Fire Wardens will be recognised with a high visibility jacket.

Evacuation of the Building

The orderly evacuation of a building during an emergency depends on early warning and the staff's awareness of proper evacuation procedures.

All building occupants shall immediately evacuate the building when the fire alarm sounds. Occupants should not assume the alarm is a false one. The following steps must be followed:

- All occupants shall continue to evacuate the building, even if the alarm stops.
- All occupants shall use the nearest exist when evacuating the building.
- All occupants shall ensure that all interior doors are closed but left unlocked.
- All occupants should always use the stairs during an evacuation, whether real or simulated.
- Fire doors will keep out fire and smoke if they are closed and will protect an occupant until they get outside.
- ***Elevators (if applicable) shall not be used during the evacuation. If the power in the building fails, an occupant will be trapped inside the elevator.**
- All occupants will remain outside of the building until such time as they are authorised by the Fire Warden to go back into the building.
- Once outside, Class Teachers shall conduct an attendance check to ensure no students are missing. Fire Warden will check the visitors log to ensure all visitors and contractors have vacated the building.
- If a student is unaccounted for, the Class Teacher shall immediately notify the Fire Warden who will notify emergency services on sight.
- These Assembly points are designated for occupants to assemble following the evacuation

* This only applies to *Expanse Learning, The College (Leigh), The Stadium, Sale Way, Leigh Sports Village, Leigh, WN7 4JY*

	<i>Expanse Learning The School</i>	<i>Expanse Learning The College (Leigh)</i>	<i>Expanse Learning The College (Wigan)</i>
Assembly Point:	Car park to the right of the building when exiting through the main reception. <i>If this assembly point becomes unsafe then the assembly point will be moved across the main road next to the park.</i>	Car park to the left of the stadium when exiting the building from the min reception	Main Carpark Gates

For any students with disabilities limiting their mobility; staff will follow the Personal Emergency Evacuation Plan (PEEP) that will detail the procedure for their evacuation. Class Teachers and support staff will ensure assistance is provided to the student until the evacuation has been completed. When the Fire Warden is certain that all occupants have evacuated the building, the fire alarm will be silenced, re-set and the occupants may be permitted to re-enter the building.

5. Report

Emergency Evacuation shall be monitored for effectiveness and recorded within DatabridgeMIS.

6. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Corporate Services
Policy Reference:	ELGR-POL-HSE-001
Version:	2
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

Prepared by Scott Roberts (Assoc. CIPD) 01/09/2021  Head of Corporate Services	Approved by Tony Brown 01/09/2021  CEO	Counter Signatory Richard King 10/09/2021  Director of Schools, Pre 16 Education
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Version Control

Version	Date	Revision	Review Date
1	01/09/2020	Policy Reviewed and updated	31/08/2021
2	01/09/2021	Policy Reviewed	31/08/2022

Appendix 1 - Fire Drill Notice

In the event of fire, it is the first duty of all concerned to prevent injury or loss of life. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.

Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher or hose reel, you should also be familiar with how to use them.

**IF YOU DISCOVER A FIRE,
or one is reported to you, you should
SOUND THE ALARM.**

The Fire Warden in Charge, or the authorised deputy, is responsible for ensuring that the Fire Service is called immediately on the sounding of the fire alarm.

Immediately after the fire alarm has been sounded, you should:

- ✓ See that any doors immediately surrounding the fire situation are closed;
- ✓ escort the persons in your charge from the building in accordance with the detailed fire drill procedure, ensuring that all doors through which you pass are closed behind you;
- ✓ When the persons arrive at the Assembly Point, which is:

	<i>Expansive Learning The School</i>	<i>Expansive Learning The College (Leigh)</i>	<i>Expansive Learning The College (Wigan)</i>
Assembly Point:	Car park to the right of the building when exiting through the main reception. <i>If this assembly point becomes unsafe then the assembly point will be moved across the main road next to the park.</i>	Car park to the left of the stadium when exiting the building from the main reception	Main Car Park

The roll call must take place and the Fire Warden notified ASAP of the result
(e.g. all persons present, or one missing and the name and likely location, as the case may be)

By accepting this policy through DatabridgeMIS staff are declaring that they have read and understood Expansive Learning's Emergency Evacuation Policy and agree to work to the expected standards