HOLTON SLEAFORD
— INDEPENDENT SCHOOL —

Fire and Emergency Evacuation Plan

Emergency Evacuation Plan for:	Holton Sleaford Independent School
Premises address and contact number	Kesteven Business Centre Units 9-12 Kesteven Street NG34 7DT
Plan date	18/08/2020
Review date	18/09/2021

Sound of the alarm
The sound of the alarm will be (cross through as appropriate): A continuously ringing bell

Raising the alarm
In the event of a fire beginning: • If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point (smash the glass) • If fire is detected by automatic detectors (smoke alarms), this will trigger the fire alarm

Action staff should take on hearing the alarm
The following actions will be taken upon the fire alarm being sounded/raised: (modify/delete as applicable to your site) • DANIEL LAUGHTON (Fire Marshal) will take charge and lead in the fire evacuation • Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire • Staff will commence evacuation of the building – ensuring this is done in a

calm and orderly manner, providing assistance to those needing additional help in evacuating

- Staff to sweep building, under direction of the Fire Marshal to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below in the Premises Map provided
- DANIEL LAUGHTON (Fire Marshal) to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for
- DANIEL LAUGHTON (Fire Marshal) to liaise with Fire Service upon their arrival

Escape routes
The escape routes from the building are: (shown on Premises Map)   1. Through main HSIS entrance down the stairs, through Fire Door and exit through main entrance, turn right – rally point outside the West Wall of the Old Ambulance Station.   2. Through last door on right (opposite office) at end of main corridor, down rear stairs and exit through rear door into Hub Car Park – walk through car park to West Wall of Old Ambulance Station

Fire assembly point
The assembly point is: West Wall of Old Ambulance Station (at the very end of Kesteven Street)

Fighting fires – Extinguisher use
Fire extinguishers will only be used where: • Staff have received training and feel confident in their use   • Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small   **Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire**

Location of key safety hazards or other fire related equipment
• Fire Alarm Call Point 4

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 2 number of trained staff are needed on duty
- Site open between 0800 and 1700

Equipment needed to affect the emergency plan

Mobile phone, torches, hi-visibility tabards

Variations to plan

Lone working, staff member to exit building safely after sounding alarm

Back up arrangements

Detail back up arrangements in the event of fire alarm failure or staff absence etc

Fire Marshal (or other responsible person) to coordinate a verbal alarm call and if safe a physical sweep of the premises

Responsibilities	
For ensuring plan is up to date	LUKE HOLLINGWORTH (Proprietor)
For ensuring adequate staff are on duty to carry out the evacuation plan	LUKE HOLLINGWORTH (Proprietor)
For training staff on the evacuation plan and in their roles and responsibilities	DANIEL LAUGHTON (Fire Marshal)

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

See Premises Plan with Key Locations marked