



Tilbury
Pioneer
Academy

Part of The Gateway Learning Community Trust

FIRE PROCEDURES

TILBURY PIONEER ACADEMY

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| This Policy was ratified by the Board of Directors on: | Summer 2024 |
| This Policy will next be reviewed: | Summer 2027 |
| This Policy will be reviewed by: | GLC Board |

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

Statement of Intent:

This Fire Safety Plan and Procedures outline our commitment and strategy for the protection of all users of the premises from the consequences of fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

We manage Fire Safety within the buildings by both structural fire precaution methods and a proactive fire safety management culture.

The aim of this fire safety policy is to ensure that the potential for fire ignition is reduced to a minimum and that all fire escape routes and other fire safety systems are maintained and reviewed to ensure effectiveness in protecting life and the School.

All pupils, staff and visitors are protected by our safe working practices and fire safety management procedures. The School will ensure that all staff are appropriately trained in their responsibilities relating to fire safety and responding to a fire emergency and full evacuation process.

A copy of this Policy will be made available to all members of staff. The Policy will be kept up to date and reviewed every year by the Principal and the Business Manager and submitted to the Governors for approval and signature.

Signed
Chair of Governors

Signed
Head of School

Signed
Chief Executive Officer

Date

Review date: June 2024

FIRE PROCEDURE

TILBURY PIONEER ACADEMY

The likelihood of fire in the school building may well be small but the consequences are so extreme that every effort must be made to ensure that effective procedures are in place. Anyone finding a fire should immediately use the nearest fire alarm call point (break glass) and raise the alarm.

Please note the following:

1. The manual unlocking of fire doors.

Any door fitted with a 'Snib' lock (thumb turn) will be opened by **Site Staff** at the start of each day this will also include any areas used by lettings on evenings & weekends. **Site Staff** will be responsible for locking these doors at the end of each day as part of the security lock-up procedures.

2. Years 5 & 6 teaching block (Phase 1).

All external doors within the year 5 & 6 teaching block (Phase 1 block) are fitted with both 'Snib' locks and a secondary deadlocks. The deadlocks operate manually by key and are to be unlocked by **Site staff** at the start of each day and locked by them at the end of the day as part of the security lock-up procedures.

3. Access controlled fire doors.

All access controlled fire doors have been integrated into the buildings fire alarm system and will unlock/release automatically on activation of the schools fire alarm. (Note) Power to the security maglocks will be restored once the fire panel has been fully reset.

4. Automotive gates - vehicle & pedestrian gates (main school entrance gates only).

On activation of the fire alarm system an open output signal will be sent to the schools main vehicle & pedestrian gates, this function will allow access for emergency vehicles attending the site.

5. Mains power failure.

In the event of a mains failure to any building on the campus the following statement will apply; No after-dark occupation of the site will take place until the external emergency lighting has been fully retested.

6. Manually operated gates.

In the interest of Health & Safety, Security and Safeguarding purposes it is necessary for internal gates to remain locked during normal school operating times. For evacuation purposes combination padlock codes and gate keys will be given to selected members of the evacuation team; Senior Management, Fire Marshals, Site-Staff, Reception Staff or any other member of staff playing a key role in the evacuation process.

The Support Service Manager will be responsible for the allocation of these gate keys & padlock codes and should include clear instructions on what to do in the event of an evacuation.

7. Lifts.

In the event of a fire the lifts will remain on the ground floor and will remain inoperable until the fire alarm system has been fully tested and reset. Disabled persons will be evacuated either by ramp, being helped by other persons or via evacuation chairs situated at each refuge call point (above ground level).

For more information on disabled evacuation please see: **GLC - Disabled Persons Evacuation Procedures.**

Please note: gates allowing emergency access by the fire service will be locked using a standard fire brigade padlock (pictured below) copies of the fb key will be issued to key members of the evacuation team.



STANDARD FIRE BRIGADE PADLOCK (FB)

1. Introduction

- 1.1 This guidance is specific in dealing with an evacuation of the school buildings in the event of a fire. Separate plans have been prepared and adopted for the evacuation of disabled occupancies within the building and in the event of a bomb warnings and/or terrorist alert.

Please click on link to view these procedures;

[Welcome to Gateway Learning Community](#)

- 1.2 This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 1997 [as amended] and The Management of Health and Safety at Work Regulations 1999.
- 1.3 Staff, temporary staff and appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Support Service Manager or GLC – Finance & Operations Director.

2. Action in the event of a fire or suspicion of a fire:

- 2.1 If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should if applicable (and if possible), isolate and shutdown any work equipment, electrical equipment, etc. in use as part of the classroom activity or lesson.
- 2.2 The main priority is to get everyone out of the room/area as quickly and as safely as possible then on final exit, are to proceed to the designated assembly point. If a fire develops within the room/area you are occupying and you are not supervising students and it is safe to do so then shut any windows that may be open. Finally, close the door to the room [or area], which will help to prevent both the

development of smoke and flames from spreading to other products of combustion and slow the development fire into neighbouring areas.

- 2.3 Immediately raise the alarm by activating the nearest available fire alarm call point.

3. How to raise the alarm:

- 3.1 Activate the nearest Manual Call Point, like the one pictured below (Figure 1). The call point can be activated by pressing firmly at the centre of the clear panel section which is incorporated within the call point unit. The fire alarm will be activated once pressure has been applied.



Figure.1

Note: If unable to raise the alarm using the call point due to a system failure, then efforts should be made to notify the Reception Office: T: **01375 488420** Once the call has ended then efforts should be made to alert others in the surrounding areas.

4, Action to take on hearing the alarm

- 4.1 On hearing the fire alarm, staff should immediately commence the evacuation of their classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area to **Leave the building via the nearest available escape route**, where they are to assemble at their designated fire assembly point. However, occupants must be prepared to be directed to a secondary assembly point should conditions at the first assembly point deteriorate or are unfavourable.

Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.

- 4.2 The school's appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc. to establish that they have been evacuated.
- 4.3 Once a detailed sweep of the building has been carried out by then Fire Marshals they are to leave the building by the nearest available escape route and report that their area is clear to the Head of School/Deputy Head of School.
- 4.4 Fire marshals should then at a safe distance, ensure no individual subsequently re-enters the building until the building is confirmed to be safe and that all occupants have been accounted for authorisation will come via the fire co-ordinator (a member of the Premises Management team).
- 4.5 The Chief Fire Marshal with confirmation from fire marshal deputies that building has been fully evacuated should then notify the fire evacuation co-ordinator that the building is both clear and report any changes in the condition/deterioration of the building.

Important notice: Fire marshals must never place themselves or others at risk in order to complete their inspection. Marshals must report any areas that have not been fully checked due to any particular risks involved. This information can then be passed to emergency services on-arrival.

Premises Management Team:

Support Service Manager, Duty Site Manager/Caretaker, GLC - Estates Manager.

Post - Fire Evacuation Feedback.

Note: Following an evacuation of any kind, Fire Marshals along with the duty Site Manager and/or Support Service Manager will meet up for a post fire evacuation analysis. Any items raised for concern should then be reported directly to a member of SLT (Senior Leadership Team). System failures must be reported immediately so that the relevant contractor(s) responsible for maintenance can be notified.

4.6 In the event of an actual fire, the alarm monitoring station will contact the emergency services.

4.7 In the event that the alarm monitoring station for some reason fails to make contact with the Academy the following instructions to contact emergency services should be carried out: dial '9' for an outside line, then 999 for emergency services. Once the call is answered, ask for the fire service, then once through to the fire brigade control room inform the operator of the following:

**THERE IS A FIRE AT:
THE TILBURY PIONEER ACADEMY
DICKENS AVENUE
TILBURY
ESSEX
RM18 8HJ**

Note: The member of staff phoning the fire brigade should not end the telephone call until the fire brigade operator has repeated all of the address details given.

5. Fire Panel Activation - Alarm Monitoring & Contact Protocols.

5.1 The fire panel, on activation, will automatically dial the alarm monitoring centre (EMCS) who will then contact: 'Quadrant Security Group' to confirm there has been an activation of the school's fire alarm.

5.2 'Quadrant Security Group' will then call the school to establish contact with a member of the school's Premises Management team to ascertain if the school premises are occupied and to ascertain if known the type/cause of the activation i.e. Confirmed, false or undetermined and to seek instructions from the school to call the Fire Brigade.

Note: If an activation occurs out of normal school operating hours; then the Fire Brigade will be called automatically by EMCS followed by a call to Quadrant Security.

Emergency contact list for site personnel; Site Manager, Support Service Manager, GLC - Estates Manager.

6. Evacuating the school building- arrangements for people with disabilities:

- 6.1 One to one carers and/or the schools appointed fire marshals will assist those staff, students or visitors with sight, hearing, learning or mobility impairments to evacuate from the building.
- 6.2 Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements for evacuating the building and should follow the plan provided for them.

7. Ensuring that everyone is out of the building - school fire marshal duties:

- 7.1 As previously stated, the schools appointed fire marshals will undertake a check of their designated area of the school building including; offices, toilets and ancillary rooms etc.
- 7.2 The schools appointed fire marshals (where applicable) will assist in the evacuation of staff, students and visitors.
- 7.3 The schools appointed fire marshals will notify the Chief Fire Marshal once building is clear.
- 7.4 Fire marshals once they have completed a full sweep of their allocated area, should then proceed to their designated safe area and ensure individuals **do not** attempt to re-enter the building(s) unless permitted to do so by the duty fire evacuation co-ordinator (a member of the premises management team).
- 7.5 Fire marshals should report any deteriorations of conditions so that information can be passed to emergency services on their arrival.

8. Location of assembly points for Tilbury Pioneer:

Assembly Point A: Adjacent to main car park.

Assembly Point B: Hard standing area, adjacent to early year's outdoor play.

See figure 2. Below:

Stage 2 Assembly Point C:

'Grassed area' located along: Kipling Avenue via Thackeray Avenue.

Note: Evacuation to the stage 2 assembly point will only be permissible if points A&B become unfavourable due to deterioration of conditions i.e. smoke/flames and is likely to endanger those assembled at points A&B.

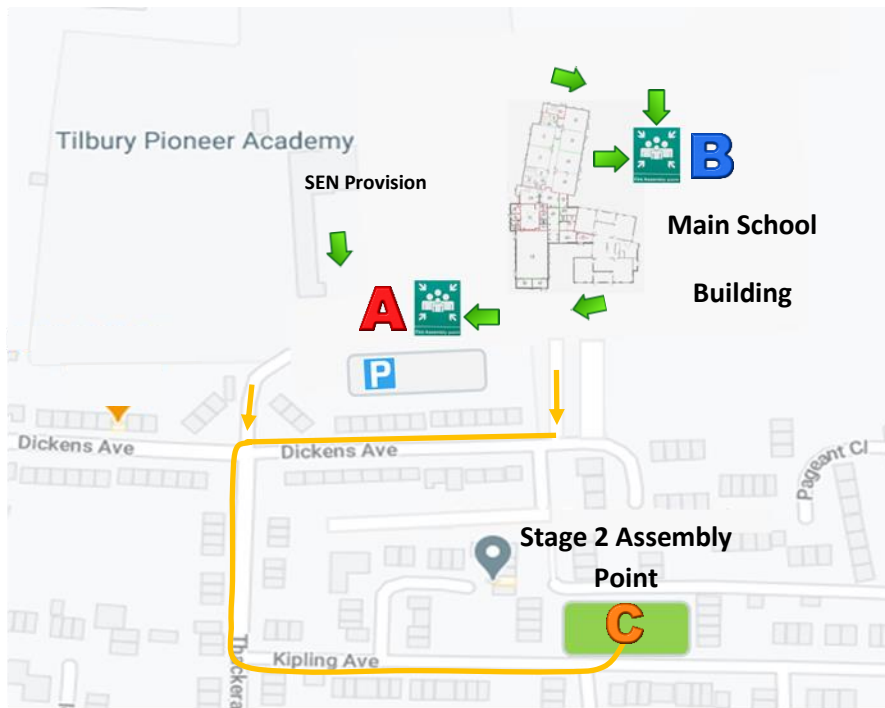


Figure 2.

Above: directional arrows (marked green) depicting the main access routes to assembly points [A&B]. Orange line shows the route to be taken in order to reach the stage 2 (off site) assembly area.

9. Evacuation to the schools designated fire assembly points: [A&B] including the duty fire evacuation co-ordinators duties: [Stage 1 evacuation]

- 9.1a Tutors and students shall assemble in their assigned year group locations, located at their designated fire assembly point **[A] Adjacent - Main car park** or **[B] Hard standing area adjacent Early Years outdoor play**. The Head of School/Deputy Head will be notified by the heads of year: who will co-ordinate the roll call to establish if all tutors and their students are accounted for. Tutors should encourage students to stay calm and to remain quiet.
- 9.1b Student registers should be collected and brought to the relevant Assembly Points by the attendance officer or by person(s) responsible for collating student registers.
- 9.2 Support-staff, contractors and visitors will need to assemble at the nominated area within **Assembly Point [A] - School car park**. The Head of School/Deputy Head will be notified by the senior receptionist who shall co-ordinate the roll call for all non-teaching personnel to establish that all non-teaching personnel are accounted for. Once the roll call for contractors and visitors has been carried out, the results must then be reported to the Support Service Manager.
- 9.3 To facilitate the above the Senior Receptionist will collect and bring to the assembly point; the staff attendance records + visitor & contractor signing in book. The senior receptionist also brings provision for basic first aid i.e. first-aid. The receptionist will also ensure that any relevant keys available to open emergency gates ready for responding emergency services.
- 9.4 Staff, students, contractors and visitors will then await the arrival of the fire brigade.
- 9.5 The duty fire evacuation co-ordinator (duty member of the Premises Management team) will ensure that they greet the fire brigade on arrival. The duty fire evacuation co-ordinator will then inform the

fire officer-in-charge of any persons not accounted for including any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved plus any dangerous machinery not shutdown, etc.

- 9.6 Staff, students and visitors must not be allowed to re-enter the school buildings until they are told that it is safe to do so by either the fire brigades officer-in-charge or by the duty fire evacuation co-ordinator.
- 9.7 In the event that first aid is required, individuals should make themselves known (if possible after being registered), the individual will be escorted to the designated First Aid area, where a qualified member of staff will assist.

10. Stage 2. Evacuation:

- 10.1 In the event that the fire develops rapidly and conditions at either assembly points [A or B] deteriorate due to heat, smoke or flames - acting on advice of the fire brigade officer in charge, the Head of School/Deputy Head of school may instruct those assembled at assembly points [A&B] to leave their current assembly point and resort to the **Stage 2. Evacuation - Assembly Point [C] Kipling Avenue** (see figure 2.)
- 10.2 In the event that the instruction is given to evacuate assembly points **[A&B]**, all staff, students, contractors and visitors will be ushered away from their current location and directed to an appropriate emergency exit route, led by the Head of School/Deputy Head and assisted by senior staff to ensure that all personnel are led effectively to the **Stage 2. Assembly point**. Please be aware this route may be altered in view of any changing circumstances.
- 10.3 Staff, students, contractors & visitors must remain at the stage 2 Assembly point until told it is safe to return to the school site by the fire brigade / officer-in charge.
- 10.4 In an event whereby first-aid is required; individuals should make themselves known to evacuation staff, the individual will then be directed to a member of staff who is trained to assist in their first aid requirements.







11. Arrangements for exam candidates:

- 11.1 On hearing the alarm invigilators should stop candidates from writing, make a note of the time the exam was stopped. Candidates will be advised to leave all papers, scripts and belongings in the room and to leave the room calmly and in silence. Candidates must not talk to each other.
- 11.2 Invigilators will escort the candidates to the necessary assembly point keeping students apart as much as possible (ideally 1.25 meters). Once at the assembly point students will be registered in the area specifically designated by the exams officer.
- 11.3 Candidates returning to the exam room will be allowed the full allocated exam time.

12. Extinguishing a fire (if safe to do so):

- 12.1 In the event of a small fire e.g. such as a fire within a waste paper bin, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.

- 12.2 Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed. If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.
- 12.3 For fires involving **paper, wood and textiles**, a **water extinguisher** should be used to extinguish the fire.
- 12.4 If the fire involves **live electrical equipment**, a **carbon dioxide or dry powder** extinguisher should be used to extinguish the fire.
- 12.5 If the fire involves **flammable liquids**, a **foam or dry powder** extinguisher should be used to extinguish the fire. (Please see extinguisher guidance chart below).

| Fire Extinguisher Type and Use Guide | | | | | | |
|--|-------|------------|------|-----|--------------|----------------|
| FIRE CLASS | WATER | DRY POWDER | FOAM | CO2 | WET CHEMICAL | SPECIAL POWDER |
| Carbonaceous Materials  | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ |
| Flammable Liquids  | ✗ | ✓ | ✓ | ✓ | ✗ | ✗ |
| Flammable Gases  | ✗ | ✓ | ✗ | ✗ | ✗ | ✗ |
| Flammable Metals  | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ |
| Electrical Equipment  | ✗ | ✓ | ✗ | ✓ | ✗ | ✗ |
| Cooking Oils  | ✗ | ✗ | ✗ | ✗ | ✓ | ✗ |

City Fire Brigade 2010

Important Note: This guide must be viewed in colour

- 12.6 **If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should not attempt to try to fight the fire.** It will be safer to evacuate the area (if possible closing windows and doors behind you), activate the fire alarm and await the arrival of the fire brigade.
- 12.7 **In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - DO NOT OPEN THE DOOR. You may be placed at immediate and serious risk** if by opening the door the fire receives an inrush of oxygen. (E.g. the fire may “flashover”). **In the event of these circumstances you must not attempt to try to fight the fire.** Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.

13. Procedures in the event of fire alarm system failure

- 13.1 In the event of the fire alarm systems failing the school will designate fire marshals to sweep the buildings for signs of fire at 30-minute intervals whilst the building is in use.
- 13.2 If a fire is discovered the fire marshal shall notify the duty receptionist or a member of site-staff to contact the fire brigade. The Caretaker/duty receptionist will then sound the alarm manually via the ‘sound alarm’ button found on the nearest fire panel. In the event of a complete system failure Fire marshals will be deployed to their assigned areas to ensure occupants start the evacuation procedures.

- 13.3 Fire marshals will then ensure the building is evacuated following normal evacuation procedures.
- 13.4 Fire marshals should then proceed to their designated safe areas (externally) to ensure that individuals do not try to enter the building(s) until authorised by the duty fire evacuation co-ordinator.

14. Maintenance of escape routes

All staff have duty of care and should ensure that escape routes in their area are kept clear at all times.

The Site Manager is be responsible for the monitoring of the buildings fire escape routes and will report any particular problems to the Support Service Manager. A full inspection of the fire escape routes should be carried out by the Site Manager on a half-termly basis. The Site Manager is also responsible for the routine inspection of extinguishers and the weekly functionality of the fire alarm system.

15. Fire Drills & Periodic testing.

A full fire drill will take place on a termly basis or at the discretion of the Head of School or equivalent other. Testing of the fire alarm system will be conducted on a weekly basis and records maintained. All users of the building, including temporary staff should follow the Evacuation Procedures outlined within this document.

This document forms part of the GLC's key Policies & Procedures and can be viewed on the GLC's website. [Welcome to Gateway Learning Community](#)

A hard copy of this document can also be obtained from the schools Support Service Manager.

Bullet point versions of this document will be posted in all occupied areas within The School buildings.

Fire plans depicting the location of firefighting equipment and pre-determined fire routes will be placed in strategic areas around the building. In addition to this a copy of the fire escape plan will accompany this document.

Fire action
If you discover a fire

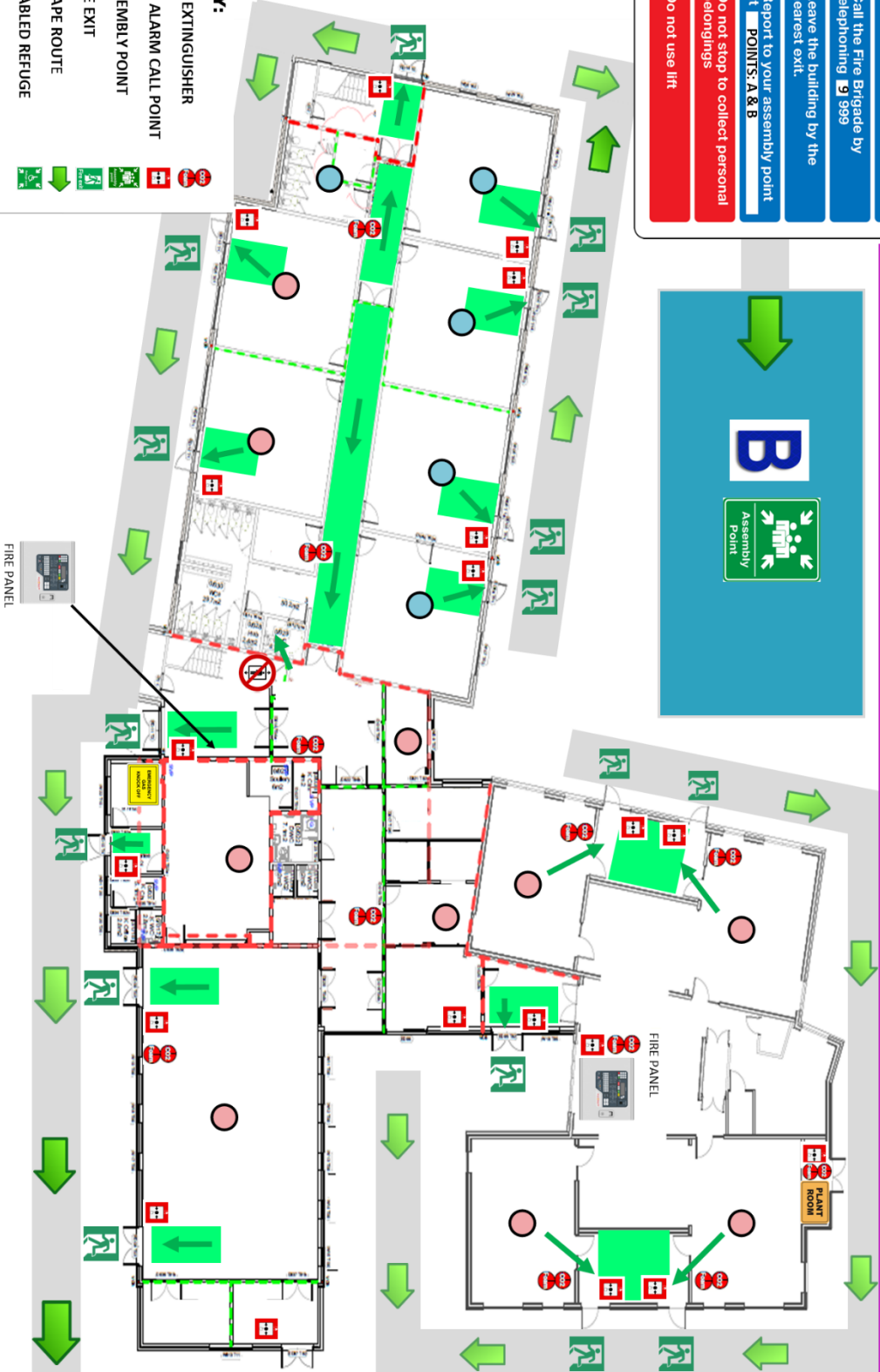
- Operate nearest fire alarm point.
- Call the Fire Brigade by telephoning **999**
- Leave the building by the nearest exit.
- Report to your assembly point at **POINTS: A & B**
- Do not stop to collect personal belongings
- Do not use lift

FIRE ESCAPE PLAN - Ground Floor

GIC
Tilbury Pioneer Academy



- KEY:**
- FIRE EXTINGUISHER
 - FIRE ALARM CALL POINT
 - ASSEMBLY POINT
 - FIRE EXIT
 - ESCAPE ROUTE
 - DISABLED REFUGE



ASSEMBLY POINT (A) ADJACENT MAIN CAR PARK

ASSEMBLY POINT (B) REAR OF EARLY YEARS



DESIGNED BY: L. SMAL, 2021



GIC
Tilbury Pioneer Academy

FIRE ESCAPE PLAN - First Floor



GIC
The Gateway Learning Community Trust

B



KEY:

- FIRE EXTINGUISHER
- FIRE ALARM CALL POINT
- ASSEMBLY POINT
- FIRE EXIT
- ESCAPE ROUTE
- DISABLED REFUGE

ASSEMBLY POINT (A) MAIN CAR PARK

ASSEMBLY POINT (B) REAR OF EARLY YEARS

Fire action
If you discover a fire

- Operate nearest fire alarm point.
- Call the Fire Brigade by telephoning **999**
- Leave the building by the nearest exit.
- Report to your assembly point at **POINTS A & B**
- Do not stop to collect personal belongings
- Do not use lift



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