



Fire Emergency Action Plan (Covid-19 Measures)

The Boulevard Academy

Massey Close

Hull

HU3 3QT

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The Boulevard Academy Fire Safety Policy Statement

The risk that fire presents to staff, students, visitors and contractors at the Academy as well as the risk it represents to the property and business continuity is recognised. Fire management arrangements for this new development requires strategic planning and financial decisions to be made at the highest level within the structure of the organisation.

The Academy is committed to establishing and maintaining the highest standards of fire safety in order to protect its employees, students, visitors and contractors who are lawfully in its buildings or who may be affected by its activities.

The Academy will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks.

The Academy accepts the statutory requirements as the minimum standard and seeks to further reduce fire risk by providing suitable and sufficient information, instructions and training to all staff and students.

It is the Academy's policy, so far as is reasonably practicable to;

- Provide and maintain the premises to ensure adequate structural protection and adequate means of escape for all building occupants in the event of a fire.
- Provide and maintain suitable and sufficient monitoring and alarm systems in the premises that ensure that all occupants receive adequate early warning of any fire related event.
- Provide and maintain suitable and sufficient information and communication systems that ensure timely and efficient response by staff and that provide adequate details to the emergency fire services.
- Provide suitable and sufficient information and instruction on fire safety to Academy staff, students and visitors.
- Provide management arrangements for identifying and controlling fire risks.

Executive responsibility for fire safety lies with Mrs Janice Mitchell, Academy Principal, who is deemed as The Responsible Person for the Academy as defined in The Regulatory Reform (Fire Safety) Order 2005.

All Academy employees have a duty to observe and comply with the Academy Fire Safety Policy and are responsible for the behaviour and safe evacuation of their pupils and visitors whilst they are on the Academy premises.

Mrs J Mitchell

The Boulevard Academy Principal

1. Introduction

- 1.1 This guidance is specific in dealing with an evacuation of the Academy in the event of a fire. The Boulevard Academy is a school for students aged 11 - 16, with a maximum of 160 students in each Year group to a capacity of 660.
- 1.2 This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions (Workplace) Regulations 1997 (as amended), The Management of Health and Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005.
- 1.3 All Academy Staff and the 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 Site Manager.

2. Action to be taken in the event of a fire or suspicion of a fire

- 2.1 If you discover a fire you should: immediately raise the alarm by activating the nearest available manual fire alarm call point.
- 2.2 If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment in use as part of the classroom activity or lesson and leave via the nearest available fire exit.
- 2.3 Due to the risk of Covid-19 infection during an evacuation students and staff will be expected to wear a face covering (where they are not exempt) and Year 11 students and staff are to maintain the 2 metre social distancing where safe to do so.
- 2.4 The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated Fire Assembly point on the MUGA court/Football Pitch for Yr11. If not supervising students and it is possible, **shut any windows that may be open. Finally, close the door to the room (or area), in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.**

3. How to raise the alarm:

- 3.1 Activate the nearest break glass type manual fire alarm call point. The call point can be activated by pressing firmly onto the middle of the panel that is incorporated within the call point unit.

4. Action to be taken upon hearing the Fire Alarm

- 4.1 On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area. **Calmly leave the building via the nearest available escape route wearing your face covering and where possible maintain**

the 2 metre social distancing where it is safe to do so and assemble at the Academy's designated Fire Assembly Point (**MUGA Court/Football Pitch for Yr11. See appendix 1**). However, be prepared to be directed to a secondary assembly point should conditions at the first Fire Assembly point deteriorate or become unfavourable, this includes any falling debris or smoke at the Fire Assembly Point due to prevailing wind conditions.

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

4.2 Site Staff are to immediately investigate the cause of the alarm by reporting straight to the fire alarm panel to establish the area the alarm was activated and head immediately to the area to determine if there is a fire and report to office staff the nature of the alarm. Appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc. to establish that they have been safely evacuated.

4.3 Once this has been completed fire marshals must immediately leave the building by the nearest available escape route, and report to the Duty Fire Evacuation Co-ordinator (Business Manager, if unavailable the Office Manager will take on this role) that the building has been evacuated; then at a safe distance ensure no individual subsequently enters the building until authorised to do so. Fire marshals should also report to the Fire Evacuation Co-ordinator if conditions in that area deteriorate further. Fire marshals must not place themselves or others at risk in order to complete the inspection, and report when areas have not been checked due to the risk involved, this information can then be passed to emergency services upon their arrival.

4.4 Upon activation of the fire alarm the remote monitoring station will receive a signal indicating a fire, they will then proceed to contact the Academy (**Password: BOULEVARD1**) for clarification of fire, once confirmed they will contact the fire services. If they are unable to contact the Academy they will proceed to contact the fire services.

4.5 If for any reason the call does not come from the alarm monitoring station then Office staff are to contact the fire service. Dial 9 for an outside line and 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 Boulevard Academy
Massey Close
Hull
HU3 3QT**

It is imperative that 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 the instruction to do so.

5. Evacuating the Academy building - arrangements for people with disabilities or limited mobility.

5.1 One to one carers and/or the Academy's appointed Fire Marshals will assist with the evacuation of members of staff, students or visitors that have a sight, hearing, learning or mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

6. Fire Marshals Duties - ensuring that everyone is out of the Academy -

6.1 As previously stated, the Academy's appointed fire marshals will undertake a check of their floor or area of the Academy building, including staff and ancillary rooms, toilets etc.

6.2 The Academy's appointed Fire Marshals will also (where applicable) assist with the evacuation of staff, students and visitors.

6.3 The Academy's appointed Fire Marshals will notify the Duty Fire Evacuation Co-ordinator once their designated area is clear as soon as is practically possible.

6.4 Fire marshals should proceed to their designated safe distance locations to ensure that individuals do not enter the building before authorised by the duty fire evacuation co-ordinator.

6.5 Fire marshals should report any deterioration of conditions so that information can be passed to emergency services upon their arrival and be prepared to relocate staff students and visitors to a second assembly point.

7. Location of the Fire Assembly Point

The Fire Assembly point is located at the **South Side of the site on the MUGA court/Football Pitch for Yr11**. It will be clearly signed and at a safe distance from the building. It is very important that the fire marshals stay calm and in control of all persons they are responsible for and they do not allow anyone to impede the Emergency Service personnel.

7.1 Staff, students and visitors shall assemble at the fire assembly point in their respective Year Bubbles **(There will be 5 metres between each year bubble at the assembly point. See appendix 1)**. Tutors will be given a register for their group by the office manager to perform their roll call to establish if all students are accounted for.

7.2 Support staff, non-tutor staff, contractors and visitors shall assemble at the fire assembly point whilst maintaining social distancing using the markings on the floor. The Duty Fire Evacuation Co-ordinator will be notified by the Office Manager of all visitors and contractors on site who will then co-ordinate the roll call.

8. Evacuation to the Academy's designated fire assembly point

8.1 To facilitate the above, the Office Manager, will collect and then bring to the Fire Assembly Point the Fire Evacuation Box which contains, the school registers, the printed registers of staff and all visitors (including contractors) and a full set of PPE. Arrangements will also ensure that the keys to open boundary exit gates are available so as not to delay the Fire services.

8.2 Staff, students, contractors and visitors will then await the arrival of the fire brigade.

8.3 The Site Manager will ensure that they greet the fire brigade on their arrival. They will then inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved dangerous machinery not shutdown etc.

8.4 Staff, students and visitors are not allowed to re-enter the school building, until they are told that it is safe to do so by the fire brigade officer-in-charge or the Duty Fire Evacuation Co-ordinator.

8.5 In the event that any person requires any medical assistance they will be directed to the nominated first aider at the Academy who will then provide assistance wearing full PPE and ensure that the correct level of support is given in line with the revised first aid policy.

8.6 In the event that the fire service or Duty Fire Evacuation Co-ordinator say that it is unsafe to re-enter the building but safe to leave site, staff will contact parents and make arrangements to send students home.

9. Extinguishing a Fire (if it is safe to do so)

9.1 In the event of a small fire - such as a fire in a waste paper bin, etc. 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 you must have adequate training in the correct use of such equipment.

9.2 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 been completed.

9.3 If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the Fire Assembly Point and you should not attempt to fight the fire.

9.4 For fires involving **paper, wood and textiles**, a **water extinguisher** should be used to extinguish the fire.

9.5 If the fire involves **live electrical equipment; a carbon dioxide or dry powder** extinguisher should be used to extinguish the fire.

9.6 If the fire involves **flammable liquids**, a **foam or dry powder extinguisher** should be used to extinguish the fire.

9.7 **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.

9.8 **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.

10. Procedures in the event of fire alarm system failure

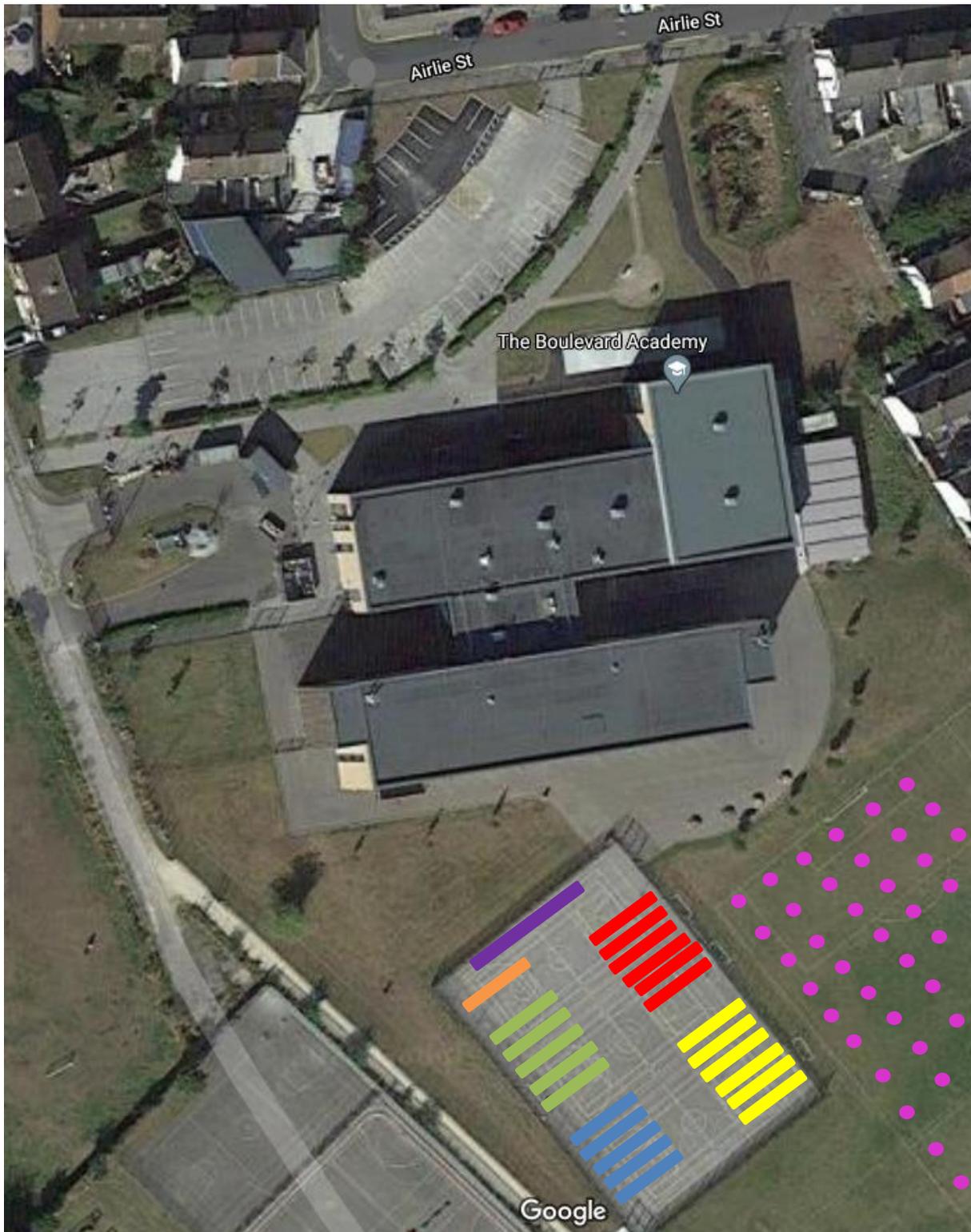
10.1 In the event of the fire alarm systems failing the Academy will designate fire marshals to sweep the buildings for signs of fire at 30 minute intervals whilst the building is in use.

10.2 If a fire is discovered the fire marshal shall notify the duty receptionist or Business Manager to contact the fire brigade and notify all staff via the school change of lesson bells rung continuously.

10.3 The fire marshal will then ensure the building has been evacuated following normal evacuation procedures.

10.4 Fire marshals should then proceed to their designated safe distance locations to ensure that individuals do not enter any building.

Appendix1



*Note plan is not to scale but represents the 2m social distancing for Yr11 Students on the football pitch.

**Between Year groups on the MUGA there is a distance of 5m

Key: Yr7- ■ Yr8 - ■ Yr9 - ■ Yr10 - ■ Yr11 - ■ Staff & Visitors ■ EAL & SEN ■