



Fire Emergency procedure

Taken from the NIS Fire Safety Policy: Newcastle International School

1. Introduction

This Fire Safety Policy demonstrates Newcastle International School's dedication to safeguarding its students, staff, visitors, and all affiliated persons from potential fire hazards. This is in adherence to the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

2. Aim

To ensure the School complies with the RRFSO while embedding a strong fire safety culture throughout its environment.

3. Scope

This policy covers the entire Newcastle International School infrastructure, its students, staff, visitors, and contractors.

4. Responsibilities – NIS management must ensure that the following are in place:

- a. Management: Committing resources and conducting periodic reviews of this policy via a NIS Risk Assessment Committee, as Fire Risk Assessment is included within the scope the Committee's TOR's.
- b. Fire Safety Warden (The 'responsible person') : Undertaking and revisiting fire risk assessments, upholding fire safety protocols, and organizing fire drills.
- c. Staff: Acquiring knowledge on fire safety protocols, attending related training sessions, and bringing any potential fire hazards to attention.
- d. Staff and Students (and visitors): Abiding by fire safety rules and promptly evacuating during alarms.

5. Fire Safety Measure – NIS management must ensure that the following are in place:

- a. Risk Assessments: These will be carried out annually (through the FRA and annual review) or in the event of notable changes to the premises' structure or function.
- b. Emergency Exits: Must be clearly signposted and are consistently inspected for unobstructed pathways.
- c. Alarms: Fire alarms will be examined weekly with comprehensive evacuation drills conducted annually.
- d. Equipment: All firefighting tools, including extinguishers, will undergo yearly checks by qualified individuals.
- e. Training: Staff will be offered fire safety training upon joining and at regular intervals thereafter.



6. Fire Procedures for Everyone – NIS management must ensure that the following are actioned in the event of a fire:

1. On hearing the fire alarm, immediately evacuate the room.
2. Proceed calmly to the nearest emergency exit. Do not run.
3. Abandon all personal belongings.
4. If you're the last to leave a room, ensure you shut the door.
5. Heed the green FIRE EXIT signs. Staff members will guide you.
6. If you suspect someone hasn't evacuated, notify a staff member of their last known location.
7. Only gather at designated assembly points. Avoid other areas unless given clearance by an authorized staff member.
8. The assembly point is situated next to the main entrance of the Discovery Museum building in Blandford Square.

7. Specific Fire Procedures for Teachers and Staff – NIS management must ensure that the following are actioned in the event of a fire:

1. Immediately guide students towards the nearest emergency exit.
2. Assist any students requiring special help.
3. Ensure orderly evacuation, discouraging running or panicking.
4. Before exiting a classroom or any room, check for any remaining students.
5. Close doors once everyone has left a room.
6. Head to the designated assembly point and conduct a roll call of students if possible.
7. Report any missing individuals and their last known location to senior staff or emergency personnel.
8. Stay with students at the assembly point until an all-clear signal is given or further instructions are provided.

8. Strategic Evacuation Plan for Persons with Disabilities or classes with young learners – NIS management must ensure that the following are actioned in the event of a fire:

Due to the specific layout of the Newcastle International School building, a strategic evacuation procedure has been put in place to ensure the smooth and safe evacuation of all young learners and other at risk individuals, particularly those with disabilities:

Classroom Areas: There are two staircases, A and B.

1. Staircase A: Located at the back of the building and consists of three flights of stairs. This will be the default route for all able-bodied students and staff.
2. Staircase B (Main Entrance): This consists of two flights of stairs and provides a more direct route. Any younger learners' classes or any student with disabilities and the assisting staff member will utilize this staircase to ensure no delay in the evacuation of others.

Staff and Admin Areas: Two potential exits exist here.

1. Staircase C: To be used by all able-bodied staff and administrators during emergencies.

2. Staircase B (Main Entrance): Just as in the classroom areas, any staff, young learner classes or administrators with disabilities, along with their assisting personnel, will use this staircase for evacuation.

All staff and students will be informed of this procedure during their induction and regular training sessions to ensure efficient evacuation during emergencies.

In the event when we have both young learners and students with disabilities, we will ensure that young learners use the same emergency staircases as the adults, that is, staircases A and C.

9. Review – NIS management must ensure that the following (and above official evacuation plan) procedural areas are reviewed every year as this policy will undergo annual evaluations, or sooner if any significant changes emerge that could affect its relevance or efficacy.

Key escape routes

Follow the **green** 'Fire Exit' signs - however; a trained member of staff (fire marshal) will always be there to lead you in the correct direction.

There are two main routes of escape:

- 1) Follow the main staircase down to the Discovery Museum front entrance.
- 2) At the end of the corridor there is a fire exit leading to a staircase down to the car park.

Sam Fenwick is our trained Fire Marshal.

Places of assembly and roll call

The main assembly point is the Discovery Museum front entrance, in Princess Square.

2 escape routes will bring you to the front of the school and 1 brings you to the side street near the bins.

Fire fighting equipment is provided

In the hall on the 2nd floor, next to the lift, at the entrance to the reception, next to the emergency fire exit, at the entrance of the common area, and also in the kitchen area.

In the event of a fire in a school or any other setting, the primary concern is always the safety of individuals. When it comes to using fire-fighting equipment, there are several considerations to be aware of - review the following - is this knowledge on how to deal with a fire in place for our staff and students?

Training is Essential:

Only those individuals who have been trained in the use of fire-fighting equipment, such as fire extinguishers, should attempt to use them. Without proper training, there's a risk of using the equipment incorrectly, which can exacerbate the situation.

Assess the Situation:

If the fire is small and contained (like a wastebasket fire), and the individual feels confident and has been trained, they may use a fire extinguisher to put it out.

However, if the fire is spreading quickly, producing a lot of smoke, or blocking the exit route, it's safer to evacuate immediately rather than trying to put it out.

Know the Equipment:

Fire extinguishers come in different types (A, B, C, D, K) designed for different kinds of fires. It's crucial to use the right type for the specific fire. For example, using a water-based extinguisher on an electrical fire can be dangerous.

Evacuation is Priority:

Evacuating students and staff safely should always be the primary focus. No one should ever put themselves at risk by trying to fight a fire. If there's any doubt about whether it's safe to use an extinguisher, it's best to evacuate immediately.

Activate the Fire Alarm:

Regardless of whether an individual plans to use a fire extinguisher, the fire alarm should be activated first to alert others and initiate evacuation procedures.

Positioning:

If using a fire extinguisher, individuals should ensure they are standing a safe distance away and that they have a clear exit route behind them in case they need to retreat.

Never Re-enter the Building:

After evacuating, no one should re-enter the building until it has been declared safe by fire professionals.

Regular Drills and Training:

Emergency evacuation drills in educational institutions, including language schools in the UK, are crucial for ensuring the safety of students, staff, and visitors. The recommended time for completing an emergency evacuation can vary depending on several factors, such as the size of the building, its layout, the number of occupants, and the nature of the emergency.

In general, the aim is to evacuate the building as quickly and safely as possible. The UK's Health and Safety Executive (HSE) does not specify a fixed time limit for evacuation drills, as this can differ based on individual circumstances. However, a common benchmark used in various settings is to evacuate the building within 2 to 3 minutes during a drill.

In real-life situations, the time to evacuate can differ from drills due to factors like the actual presence of danger, panic, and unforeseen obstacles. Therefore, it's important for NIS to:

- Conduct regular evacuation drills to ensure everyone is familiar with the procedure.
- Keep evacuation routes clear and well-marked.
- Ensure that staff and students are trained on what to do in an emergency.

Have a clear communication plan for emergencies. NIS will conduct regular fire drills (at a minimum of 3 or 4 times per year) to ensure that all our students, teachers, and staff know how to evacuate the building safely. Fire safety training, including the use of fire-fighting equipment, should be provided to designated staff members. The results of these drills 'fire and safety' folder should be logged in the admin office.

NOTE:

NIS aim to evacuate the school in under 2 minutes during every drill and if the team/students/visitors cannot achieve this benchmark, we must analyse why we have not been able to and find a solution before the next drill is conducted during which time the changes are evaluated again.

Equipment Maintenance:

All fire-fighting equipment, including extinguishers, should be regularly (at least annually) inspected and maintained to ensure they are in good working condition.

Consult Local Regulations:

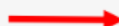

Fire safety regulations can vary by region or country. Schools should be familiar with local regulations and ensure they comply.

In summary, while fire-fighting equipment can be useful in certain situations, it should only be used by those trained to do so, and the primary focus should always be on ensuring the safety of all individuals. If there's any doubt, we need more training and we need to make sure everyone knows that the best course of action is to evacuate and call the emergency services.



Newcastle International School—Fire Escape Plan

Sept 2023

-  Escape route shows down direction on stairs
-  Occupation staircase shows down direction on stairs
- FUP** On pavement at front of building, both escapes and occupation staircase route exit at front of building at pavement level