



Fire and Emergency Evacuation Plan

General Emergency Evacuation Plan for: ElliTe Studios

Premises address and contact number: Penny Appeal Campus, Thornes Park, Wakefield, WF2 8QZ. 07908 808696

Plan date: 01/08/2023

Review date: Aug 2024

Sound of the alarm

The sound of the alarm will be:

A continuous warning siren

Raising the alarm

In the event of a fire:

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 or commencing manual warning (whistle, shout etc.)

If fire is detected by automatic detectors, 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:

- Senior Management Team will take charge and lead in the fire evacuation. In their absence, any other member of staff will take charge.
- On confirmation of fire, 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.
- Pick up visitors signing in book/sheet from reception / corridor. This is not necessary if the building is small/there are no hidden areas etc and it is obvious where any contractors / visitors would be and so would be easily covered in a sweep.
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger buildings into areas/sections to be swept by designated staff members), providing assistance to those needing additional help in evacuating.
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site).
- Lifts are not to be used for evacuation.
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.
- 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, staff members, pupils and visitors are accounted for
- To liaise with Fire Service upon their arrival.

Escape routes

The escape routes from the building are:

1. Front door main entrance
2. Fire door at opposite end of corridor
3. Studio 2 door
4. Via the caretakers cupboard by the stairs (small exit, not intended as main route)

Fire assembly point

The assembly point is: in the main car park, away from the building

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

- Gas supply shut off:
 - Mains fuse box:
 - Mains water inlet:
 - Gas/oxygen cylinders:
 - Location of fire alarm panel:
- (Seek advice and info from Facilities Manager)

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, number of trained staff needed on duty varies according to the building occupancy.
- Occupancy <20: 1 (Weekdays during college term times and timetabled times only roughly 9.30am – 3.30pm, school holidays, weekends, late evenings, early mornings)
- Occupancy 20-49: 2 (Weekday evenings during school term times only roughly 7pm – 9pm, weekends)
- Occupancy 50-99: 4 (Weekday evenings during school term times only roughly 3.30pm – 7pm, Thurs to 8.30pm. weekends)

Equipment needed to effect the emergency plan

Mobile phones (also with torch capacity), class registers, sign in sheets.

Variations to plan

Times when occupancy may be greater than 100 i.e. show dress rehearsals, large auditions. Plan would remain the same but number of staff would increase with the assistance of licensed volunteer parent chaperones.

Back up arrangements

In the event of fire alarm failure, staff will shout to raise alarm.

In the event of staff absences, volunteer parent chaperones will be used.

Responsibilities

For ensuring the plan is up to date

Principal

For ensuring adequate staff are on duty to carry out the evacuation plan

Senior Management Team

For training staff on the evacuation plan and in their roles and responsibilities

Senior Management Team