



Fire Evacuation & Prevention Policy

Policy reviewed, updated and ratified by the GB:	June 2024
Date of next review:	May 2027

School Address and Emergency Contact



Northwood School,

Pinner Road,

Middlesex,

HA6 1QN,

United Kingdom.

Site Contact: 01923 836363

Site Email: premises@nwschool.org.uk

Table of Contents

School Address and Emergency Contact	1
Fire Alarm Information	2
Alarm Response	2
Discovering a Fire.....	3
Evacuation Response & Designated Responsibilities	3
Action when the alarm is sounded:	3
During Examinations	4
Staffing:	4
Disabled/Temporarily Immobile Strategy	5
Site Operation	5
Refuge Points/Disabled Toilet Refuge Alarm	5
Exterior Refuge Point	5
Interior Refuge Point	6
Toilet Alarm.....	6
Unique Requirements.....	6
Publication of this Policy.....	6
Hires of the Building	6
Backup Arrangements.....	7
Fire Evacuation Drawings	8
Appendix 1 – Ground Floor	9
Appendix 2 – First Floor, Main Building	10
Appendix 3 – Second Floor, Main Building.....	11
Appendix 4 – Roof, Main Building	12
Appendix 5 - Ground Floor, Sports Building.....	13
Appendix 6 - First Floor (Plant Room), Sports Building	14
AstroTurf – Fire Assembly Point.....	15

The school's absolute priority is to ensure there is no risk to life in the event of a fire. We strive to make staff fully aware of our fire action plan (partly included in this policy).

Fire Alarm Information

Our main fire panel is located in the main reception where the zones of compartments can be found on the wall. We have remote panels on every floor and the entry to the sports building. The alarm itself consists of a continuous siren and flashing beacons.

Alarm Response

When our fire system is activated, a designated fire and security monitoring company will be sent a signal from our site automatically. During school hours, the fire monitoring company will not automatically alert the fire brigade. They will call three school

keyholders where a designated member of the premises team will answer the phone immediately to inform the call handler whether this is a false alarm or not – if it is, the handler will alert the fire brigade; otherwise, they will log this as a 'false alarm'.

We have three keyholders who will be alerted to a fire by a 24-hour, 7 day a week monitoring company. These are:

- The premises site manager.
- The premises assistant.
- The operations assistant.

Out of normal school hours, the fire brigade will be automatically dispatched to the school and keyholders will be alerted.

Discovering a Fire

When anyone onsite discovers a fire, the closest fire callpoint (shown in the figure below) should be sounded to initiate the evacuation response as outlined below. To prevent misuse of a callpoint, we have retractable covers built over the top that sound a separate siren to alert members of staff to the activation.



Evacuation Response & Designated Responsibilities

Action when the alarm is sounded:

Where referred to the Headteacher, if he/she is not onsite it will be up to the duty manager (the most senior member of LG on duty).

- An onsite **fire warden** will locate the fire based on the location given by the fire panel closest to them. It is up to the fire wardens to have knowledge of their closest panel.
- Each morning, the **attendance officer** will print a physical fire report after initial registration is taken – in the event of an evacuation, the attendance officer will distribute these registers to the relevant **form tutors/HOYs** at the assembly point. The **receptionist staff** are responsible for signing visitors in/out during their time onsite – a report for this is available on the 'Sign In App' for all **fire wardens**.
- **All teachers/cover staff** will lead their class to the nearest fire exit which is directed on the back of their classroom doors.
- **All teachers/cover staff** will ensure EvacChair users are attended to by a designated **EvacChair operator**. If necessary, a refuge point should be pressed to alert a fire warden of the location of the disabled individual.
- **All teachers/cover staff** should ensure their **class** walks in silence allowing for fire wardens to listen for individuals in distress.
- **HODs or 2i/c's** will check their department areas including toilets.
- **All teachers/cover staff** will direct their class to the fire assembly point: 3G AstroTurf. From there, the **students** will silently and quickly assemble in their form groups in alphabetical order. **All teachers/cover staff** who tutor a form will register their students and report to the **headteacher** to confirm the students in their care. Teachers who do not tutor a form and support staff/visitors

and/or contractors will assemble on the near side of the AstroTurf to be registered by the **office manager** who will report to the **headteacher**.

- **AHTs/DHTs** will account for their staff and report to the **headteacher**.
- The **fire wardens** will carry out a full sweep the site to ensure a full evacuation has been carried out. Any discrepancies with the registration process will be investigated by the **fire warden**.
- The **fire warden** will liaise with the **headteacher** over the radio to discuss whether this is a false alarm or a genuine fire
- **Fire wardens/the Headteacher/all LG members/office staff** will always carry a radio on their person.
- The **lead fire warden/headteacher** is to ensure nobody re-enters the building without their confirmation.
- Once the **fire warden** has given the **Headteacher** confirmation of the situation, the **Headteacher/duty manager** will be responsible for giving the 'all clear'.

During Examinations

- Exam invigilators will be responsible for leading their candidates out of the building safely without compromising exam conditions.
- Invigilators/candidates should exit the building as normal through their nearest fire exit and assemble on the AstroTurf with the examination officer who will register invigilators/candidates.
- The examination should continue so long as the headteacher says that it is safe to do so. No time will be lost, and the relevant exam boards should be notified if required.

Outside of School Hours

- Outside of normal school hours (such as Saturday intervention/summer school), if the lead fire warden or the Headteacher is not onsite, the most senior member of staff will take charge of the evacuation.
- Teachers should be with students/visitors at all times.
- The general principles outlined within this entire document will stand and each teacher will be responsible for evacuating the students/visitors under their care.
- A non-term time register should be completed and handed to the premises team located in reception.
- The fire brigade will be called automatically outside of school hours – but, if in doubt, dial 999.

It is the duty of everyone who enters the site to make themselves aware of their closest fire evacuation point.

Staffing:

Lead Fire Warden: Ben Jefferis

Health & Safety Co-Ordinator: Sherly Tanadi

Fire Wardens: Ben Jefferis, Steve Hanson, John Dempsey, Paul Masters, Ryan Hickman

EvacChair Trainers: Ben Jefferis, Sally Manders

EvacChair Operators: Ben Jefferis, Sally Manders, Steve Hanson, Paul Masters, Ryan Hickman, Uzmaan Al Kuthubdeen, Daniel Smith, Felix Oviedo, Corina Hicks, Miles Winkworth, Shaheiyar Hajghassem.

LG Member for Fire Safety: Clare Foskett

Disabled/Temporarily Immobile Strategy

At Northwood School, we have invested in EvacChairs to ensure all immobile individuals have a means of evacuation. They are located on the 1st & 2nd floors on the East & West stairwell and on the 1st floor external staircase. Staff and students are made aware that they should get themselves to the nearest staircase to them to meet an EvacChair trained operator who will erect the chair and transport them to the AstroTurf.

Any required user of an EvacChair will have a tailored PEEP (Personal Emergency Evacuation Plan) that is signed by the health & safety co-ordinator, an EvacChair trainer, and (in a student's case) their relevant carer.

Site Operation

The following will happen upon a fire signal being triggered:

- Sirens will sound constantly.
- Beacons will flash constantly.
- The main reception automated door, and the sports hall automated door will open.
- All external doors will unlock.
- All internal corridor doors will disconnect from their 'maglock' and close.
- The three lifts will drop to the ground floor and open their doors.
- The ground floor fire curtain will drop.
- The canteen fire shutter will drop.
- The plant room will turn all gas devices off.
- The sprinkler shed will put the electric pump & the diesel pump on standby ready for a sprinkler head to burst.
- Smoke vents will enable if smoke is detected on the east/west stairwell.
- The emergency roof exit hatch on the top of the east/west stairwell will open.
- Gas/water/electricity/machinery will automatically turn off in the science & DT classrooms.

The main building has full sprinkler coverage and fire extinguishers are prominent across the site (especially in high-risk areas). Fire blankets are also accessible in high-risk areas.

All equipment is serviced and maintained in accordance with the latest BS EN standards.

Refuge Points/Disabled Toilet Refuge Alarm

The refuge points can be located in the following areas:

North Stairwell – Exterior – First Floor and Second Floor

East Stairwell – Interior - First Floor and Second Floor

West Stairwell – Interior - First Floor and Second Floor

In addition, all disabled toilets have emergency refuge callpoints.

All these alarms call an onsite phone on the groundfloor located in the main reception for the main building and the initial walkway in the sports building.

Exterior Refuge Point



Interior Refuge Point



Toilet Alarm

The disabled toilet alarms are activated by the red string hanging next to each toilet.

Training

Staff are to undergo an induction to our onsite (in-house) fire prevention/evacuation training. This will be a yearly occurrence for all staff alongside a yearly (online) fire awareness training. EvacChair operators go through termly refresher training and students/staff who require the use of an EvacChair will go through this termly too which ensures a sense of reassurance, understanding and confidence amongst operators and users.

Unique Requirements

Northwood School ensures the following are carried out:

- Stairways and fire exit doors must never be obstructed or prevented from being opened.
- Rubbish and combustible waste must not be allowed to accumulate in laboratories, workshops, practical rooms, boiler rooms and storage areas or passageways.
- In laboratories and workshops DES Safety Series must be applied.
- No hazardous experiments should be conducted near doorways.
- Storage of flammable liquids must be limited to prevailing guidelines.
- Electrical office equipment should be switched off at the end of each day.
- Wiring should only be undertaken by a qualified electrician.
- Cables should be as short as possible for the purpose required.
- Fuses may only be replaced with others of the appropriate rating.
- Refuge points/external doors/fire panels/emergency lighting/emergency signage have a backup battery that keeps power to important hardware when the site has no power.

Publication of this Policy

We vow to ensure fire assembly points are prominent in each room across the site. We ensure that evacuation points are visually shown to all stakeholders across the site; otherwise, a responsible person will remain with the individual(s) during their time at Northwood School who can escort them to their nearest evacuation point accordingly. No obstructions such as bags or equipment are to be left in rooms. Students are reminded of this on a termly basis and staff have access to the policy on our website.

Hires of the Building

All school hirers are asked to send-in their own tailored fire evacuation policy informing the school of the following:

- The responsibility of the hirer to their attendees.
- The fire assembly point tailored to the hirer.
- What to do if a fire is discovered.
- Their registration process.

All plans from external hirers are assisted from the operations assistant.

Any hirer using the 1st floor or higher is shown how to use the EvacChair safely and this is refreshed every six months unless requested otherwise.

Hirers will undertake two fire drills per annum.

Backup Arrangements

If the fire alarm isn't operational, the headteacher/duty manager is to decide whether the building is safe for use or not. In the event that the site is to remain open, the following arrangements will be followed:

- The contracted fire servicing company is to be alerted instantly for remediation.
- Any fire alerts will be publicised by a constant 40 second sound of the school bell.
- Science/DT departments must not have access to gas/electric/water to minimise the risk of fire in high-risk areas.
- If possible, the fire warden will need to manually ensure that smoke vents, the fire curtain, the fire shutter, and all fire doors have shut.
- The main reception door/sports hall door are to be 'held open' by the 606 key.
- The car park entrance barrier is to be manually opened.

If backup fire arrangements are to be used, the headteacher/duty manager will communicate this to all staff immediately.










Fire Evacuation Drawings

KEY

-  30 Minutes Fire Wall
-  60 Minutes Fire Wall
-  120 Minutes Fire Wall
-  Fire Panel location*
-  Fire Exit
Minimum escape width / final exit width required (Refer to Fire report)
-  30FDs Fire Door
-  60FDs Fire Door
-  Running man Fire Exit Sign*
-  Cavity batten with fire resistance
-  Wall opening with fire curtain 60 minute FR
-  Wall opening with roller shutter 30 minute FR
-  roller shutter linked to fire alarm
-  Travel Distance
-  Fire Alarm Call Point at Each Exit*
- KLS** Keep Locked Shut
- HO** Hold Open Device
- PB** Pushbar door knockongery
- EM** Emergency Lighting

* Refer to DMA Signs Sign Location Plan

Fire Compartment Legend

-  Compartment 1
-  Compartment 2
-  Compartment 3
-  Compartment 4
-  Compartment 5
-  Compartment 6
-  Lift Protected Shaft
-  Stair 2 Protected Shaft
-  Stair 3 Protected Shaft

Fire Compartment	Area
Compartment 1	1525 m ²
Compartment 2	1422 m ²
Compartment 3	1424 m ²
Compartment 4	1216 m ²
Compartment 5	1225 m ²
Compartment 6	1309 m ²

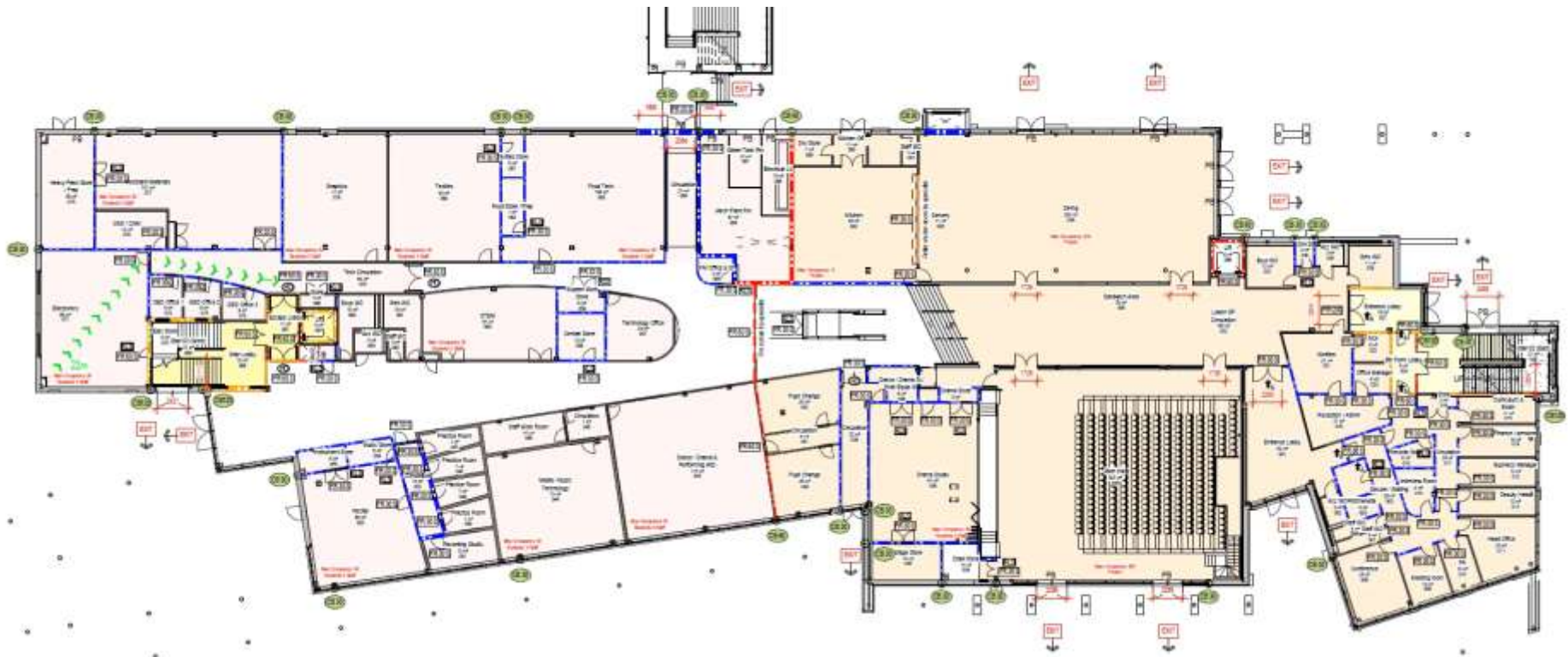
Revisions

No.	Description	Date	Issued by
2	Record Drawing	01/09/16	JE
1	Issued for Construction	10/10/15	DB
G	CP Submission 13/08/15 for Information Only	13/08/15	DR
F	Issued for information	07/07/15	GM
E	Issued for information	04/05/15	FB
D	CP Submission 29/05/15 for Information only	29/05/15	FB
C	Issued for information	19/05/15	FB
B	Issued for information. Window panels and louvers to follow M&E information.	15/05/15	JC
A	Issued for "Stage E" information	18/03/15	FB

No. Description Date Issued by

Use figured dimensions only. All levels and dimensions to be checked on site. This drawing is to be read in conjunction with all other relevant drawings and specifications. All rights reserved. Hunters South Architects Limited.

Appendix 1 – Ground Floor



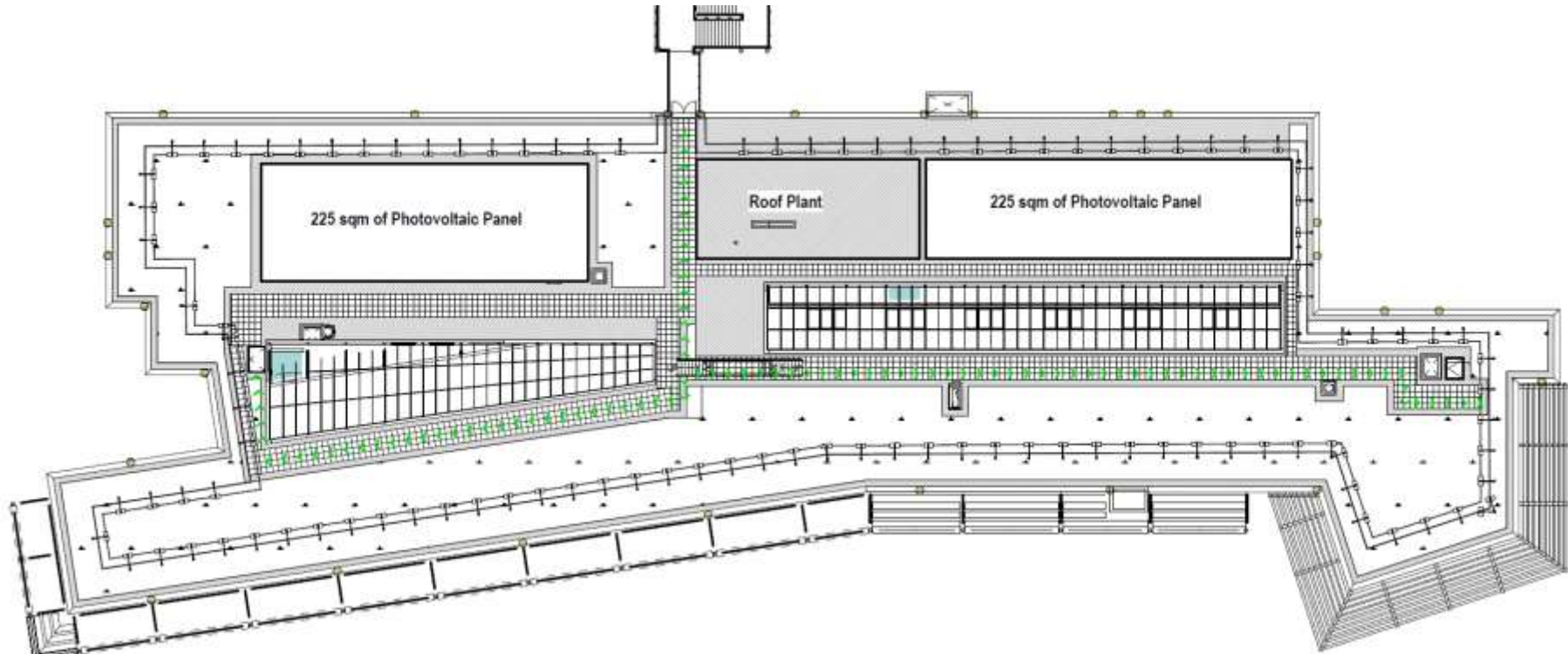
Appendix 2 – First Floor, Main Building



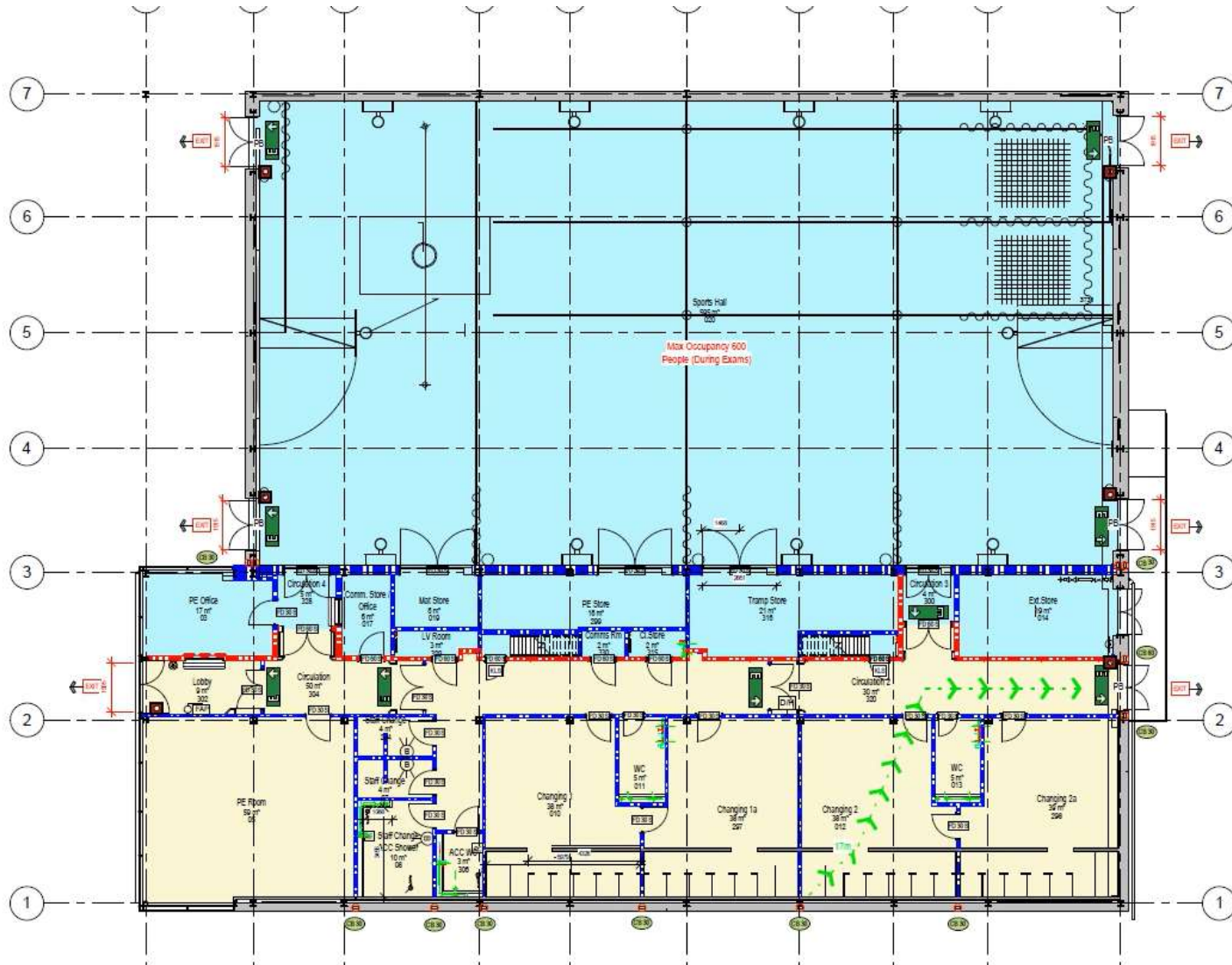
Appendix 3 – Second Floor, Main Building



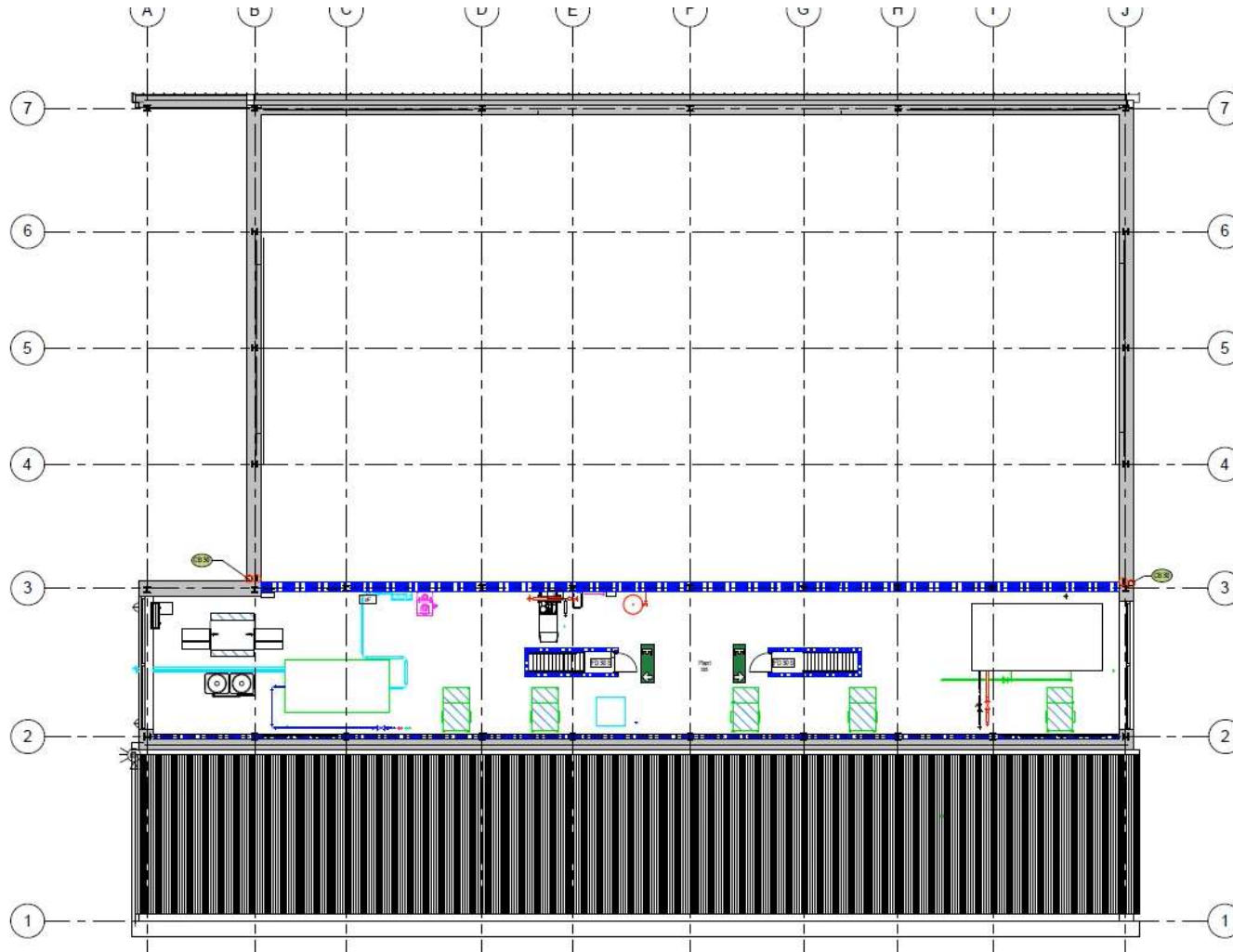
Appendix 4 – Roof, Main Building



Appendix 5 - Ground Floor, Sports Building



Appendix 6 - First Floor (Plant Room), Sports Building



AstroTurf – Fire Assembly Point

