

FIRE SAFETY PROCEDURES, TARPORLEY HIGH SCHOOL AND SIXTH FORM COLLEGE CAMPUS (HIRERS)

Evacuation procedure – Hirers of the Site and Visitors

On hearing the continuous ringing of bells you should evacuate the building by the nearest fire escape and make your way to the external assembly point, located on the green at the front of the school (indicated on the attached site plan). Close doors behind you. Only re-enter the building when told it is safe to do so either by A Site Team member or the fire brigade.

Doors secured by security access pads will open automatically when the green break glass unit next to each is broken, this will override the magnetic locking mechanism.

If you discover a fire, break the nearest fire alarm call point to sound the alarm, then leave the building as above. Alert a member of the Senior Team or Site Team to the location of the fire when you reach your assembly point. Only fight the fire if you have been trained and feel confident to do so. Always raise the alarm first.

A fire evacuation drill is carried out once per Term (Autumn, Spring and Summer).

Fire alarm bells (and associated fire detection equipment) are tested on a weekly basis.

Site Team response - Out of Hours Use of Campus

When the alarm sounds the Site Team Members on duty will call (9) 999 to summon fire brigade, giving the address as:

Tarporley High School and Sixth Form College
Eaton Road
Tarporley
Cheshire CW6 0BL

The main fire alarm panel is located in the school's main reception area, to the left of the automatic access doors. A secondary fire panel is situated at the bottom of the stairs leading from the central linkway to the Design and Technology Area and further fire panel is located in the school's inclusion resource centre.

The member of the site team on duty will remain near to main entrance where they will advise staff not to re-enter the building until instructed to do so.

Site staff will investigate the cause of the alarm and wait at the out of hours assembly point to liaise with Cheshire Fire Service (CFS) and direct them to the location of the alarm. The alarm will only be silenced with authorisation of CFS. CFS and site staff will either allow building users back into the building or in the event of a fire or other emergency situation CFS will take charge and advise on further action.

The EM will report all fire incidents to the Business Manager (BM). BM will lead on any consequent investigations/advice.

In the event of a confirmed false alarm, only the site team member on duty can take the decision not to call the CFS.