



BRIDGWATER AND TAUNTON COLLEGE TRUST

TRUST COMPOUND

FIRE EVACUATION PLAN

2020-2021

Contents

- 1 Fire Drills
- 2 Evacuation

Appendices

- 1 Assembly Points
- 2 Trust Compound Evacuation Procedure
- 3 Typical Information Required By The Fire Service

1 Fire Drills

The preservation of life and safe evacuation of staff overrides all other considerations.

A Personal Emergency Evacuation Plan (PEEP) will be required for staff with special needs or mobility issues. A copy of this must be kept with them at all times.

The evacuation routine is based on a critical sequence of events, these being:

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.
- All outbreaks of fire or any suspected fire, however small, must be reported immediately to Polden Reception as the Trust Compound is located close to some BCA buildings which may also need to be evacuated.
- The senior member of staff present at the Trust Compound will make the decision as to whether the Polden fire alarm should be activated and the site evacuated to their Assembly Point.
- In cases where flames or smoke have actually been seen, the Fire Service must be called without delay and the olden fire alarm activated.
- Polden Reception telephone number is 01278 727327

2 Evacuation

- On hearing the fire alarm, everyone at the Trust Compound must be instructed to leave the building in a calm and orderly manner.
- The senior person present will take charge, indicate the exit route to be used and everyone and direct everyone to a predetermined Assembly Point.
- Specific arrangements must be made for anyone with physical or mental disabilities to ensure that they are assisted during an evacuation.
- Before leaving the work area, windows and doors should be closed if it is safe to do so.
- Doors must **NOT** be locked.

- No running is permitted.
- On staircases, everyone must descend to the right hand side, holding the handrail. Overtaking must not be permitted.
- No-one will be permitted to return to collect personal items.
- Anyone who is not in the Trust Compound when the fire alarm sounds must evacuate immediately to the Assembly Point.
- No one must be allowed to re-enter the building until told it is safe to do so by the attending Fire Service or, in the case of a fire drill, by the Fire Evacuation Officer or by the senior person in charge.
- Evacuation procedures can be found in Appendix 1.

**On hearing the fire alarm
All users are to switch their radio to channel 9.**

Academy Assembly Points

The Assembly Point for the Trust Compound is the grass area between the drive and the Quantock Campus. Should this area not be tenable, everyone should proceed through the netball courts to the Polden Fire Assembly Point on the sports field, between the Sports Hall and Parkway or Sedgemoor Campus playground, whichever is safest.

It is very important for everyone to remain silent so that instructions can be clearly heard.

Bridgwater College Academy: Quantock Campus

All occupants of the Trust Compound

Academy Drive

The Assembly Point must be in a position that does not put students, staff or visitors at risk from Emergency Services vehicles responding to the incident or from the incident.

Should the designated areas not be tenable, the senior member of staff present must direct everyone to the Polden Campus Sports Field between the Sport Hall and Parkway or Sedgemoor Campus playground, whichever is safest.

Evacuation Procedure

All radio communication must be on Channel 9.

Senior Member of Staff Present must:

- Evacuate everyone from all buildings in the Trust Compound in a calm and quiet manner, taking the fire register and Visitors Book with them.
- Guide everyone to the Assembly Point.
- Maintain silence at the Assembly Point.
- Check the register and record any absences.
- Check with those present whether those absent were on site.
- If someone is missing, use the radio to locate them and/or call their mobile number.

A member of staff will man the Trust Compound entrance once the buildings are evacuated to prevent anyone entering until it is safe to do so.

The Assembly Point must be in a position that does not put students, staff or visitors at risk from Emergency Services vehicles responding to the incident or from the incident.

Should the designated areas not be tenable, the senior member of staff present must direct everyone to the Polden Campus Sports Field between the Sport Hall and Parkway or Sedgemoor Campus playground, whichever is safest.

Typical Information Required By The Fire Service

- Address of the Trust Compound.
- Bridgwater College Academy
Polden Campus
Parkway
Bridgwater
TA6 4QY
- Whether everyone is accounted for
- If anyone is missing or known to still be in the building:
 - How many people?
 - What is their usual location?
 - Where were they last seen?
- Where the fire is
- What is the nature of the fire if known, for example:
 - Chemical
 - Electrical
 - Combustibles
- If there are any hazardous substances involved in the fire or stored in the building, for example:
 - Chemicals
 - Solvents
 - Liquefied Petroleum Gas
 - Acetylene Cylinders