

# Fire and Emergency Evacuation Procedures

## Aims

The aim of this emergency evacuation procedure is to ensure the life safety of all pupils, staff and other users or visitors to the site of the Dojo premises of Newcastle Goju Ryu Academy.

## Objectives

The primary objectives are;

- to ensure life safety
- to evacuate as quickly and safely as possible
- to ensure the Fire Service is called on confirmation of a fire
- to ensure security of staff, children and other visitors

The secondary objectives are;

- to minimise damage
- to ensure security of the building

## Scope

This procedure will apply to all persons on the Newcastle Goju Ryu Academy site in the event of a fire, alarm or other emergency, unless specifically stated, requiring evacuation.

It will not apply to any 'active shooter' emergency or lock down situation.

## Responsibilities

### Responsible person – Academy Owner

- will ensure that evacuation plans are in place and fit for purpose
- will ensure that all staff, instructors and sub-letting users are sufficiently trained and information is provided to all users to ensure an effective and robust evacuation procedure, thereby ensuring life safety
- this will include; means of contacting fire service, details of the detection, alarm and fire fighting equipment, the relevant evacuation routes and procedures, exits and assembly point and an effective means of conducting a roll call

- will ensure that a delegated authority is on site during the hours of operation

#### Assistant Instructors

- will comply with all safety instructions and policies
- assist the senior instructor present in all aspects of the evacuation procedure carrying out duties as designated at the time of the incident
- will not put themselves or any other person at risk

#### All persons

- are responsible for their own safety and that of any person under their supervision or care whilst on site
- all staff and occupants must comply with the instructions within this plan and those of the on - site, responsible person; senior instructor present

#### Actions on Discovering or being informed of a fire.

#### All persons

##### On discovering a fire

- alert all other occupants by shouting 'FIRE'
- follow the below instructions

##### On activation of the fire alarm or being informed of a fire

- all persons must immediately leave the building by the nearest safe exit and make their way to the assembly point
- report to an instructor present at the assembly point
- activate a fire call point at the earliest opportunity – in the event of an alarm activation this is not necessary
- do not stop to collect personal belongings
- do not attempt to fight the fire unless trained and it is safe to do so
- follow the instructions of the senior instructor present
- do not re-enter until authorised by the senior instructor present

#### Senior instructor and assistants

- on being informed of a fire the senior instructor present will assume overall responsibility for the evacuation
- they will instruct all people present to immediately exit via the safest route; this will usually be the front staircase unless access is restricted by fire or other significant hazard
- ensure the fire service are contacted at the earliest opportunity by calling 999
- they will ensure a responsible adult leads the evacuation route and ensures children are not left unsupervised
- cause the register of attendance to be taken to the assembly point

- turn off any electrical or other equipment if safe to do so
- particular attention should be paid to any emergency shut offs over which you have control – gas and electricity
- close doors and windows behind you if safe to do so
- remain vigilant to ensure no children or others become separated or left behind
- ensure all rooms including toilets are checked and clear with the senior instructor leaving once the site is cleared
- do not open any door if there is suspicion of a fire behind it
- will cause parents or carers to be contacted at the earliest opportunity
- do not allow re-entry until the site has been checked and found to be safe and the alarm reset – this decision will be taken following liaison with the fire service

### Alarm Re-set

- following activation and on notification of a false alarm the alarm will be reset
- in the event that the alarm can not be re-set an engineer will be called
- in the event that the alarm can not be re-set the site will not be reoccupied

### General Information

If you are escorting any child or vulnerable person to safety; **DO NOT STOP TO ATTEMPT TO FIGHT A FIRE**

**NEVER JEOPARDISE YOUR OR ANY OTHER PERSONS SAFETY TO FIGHT A FIRE**

**DO NOT FIGHT A FIRE FROM A POSITION FROM WHICH YOU CAN NOT IMMEDIATELY EXIT AWAY FORM THE FIRE**

None of these duties should be allowed to jeopardise safety or effective evacuation times

Exit routes and fire exits are marked with signs indicating direction and location;



### Assembly point

The assembly point is designated as being on the pedestrian area outside of the Coop store. There is no sign in place as it is a public area.

### Roll call

A roll call will be taken by the senior instructor present to ensure all persons have safely evacuated the building.

### Vulnerable Persons

All persons identified as vulnerable and requiring assistance to evacuate beyond the usual capabilities of children for the relevant age group will be subject to a Personal Emergency Evacuation Plan (PEEP).

This will be implemented on any activation of the alarm or emergency situation by the person nominated as responsible.

### Provision of information

This plan will be made available via the academy web site and on display within the premises.

The main points above will be displayed within the 'fire action signs' on the premises

### Suspicious package procedure

In the event of a suspicious package on site do not interfere with it until it has been assessed.

The HOT protocol will be utilized by the senior instructor present; A judgement will be made to classify the item as lost property or a suspicious package;

Consider whether the package is HIDDEN or Concealed as it is unlikely a bomb will be left where it will easily be noticed

Is it OBVIOUSLY Suspicious, showing signs of being a bomb, unexpected delivery, or more likely no one present has any knowledge of it

Is it TYPICAL of what should be on site – a sports bag would be less suspicious than a sealed box

Does anyone on site have knowledge of the item.

**As a matter of policy no personal items will be left on site beyond the relevant class times. This will assist in assessing whether an item is suspicious.**

If this assessment suggests a threat the evacuation procedure will be initiated and the Police Called. Do not use a mobile phone in the vicinity of the package. Go outside to call.

The senior instructor present will cause the site to be evacuated via the safest route away from the package.

The location of the package should then be clearly marked/noted in order to be described to emergency responders.  
Doors will be left open as the premises is evacuated.

Further instructions will then be taken by the responding services and must be complied with.

Once accounted for in the roll call all persons not required should leave the scene.

Parents and carers will be called at the earliest opportunity to collect their children.

**If not suspicious then deal with as a lost property item**