



**BRIGHTON & HOVE CITY COUNCIL
EMERGENCY EVACUATION PLAN**

Name & address of the premises	Downs View Link College, Surrenden Road, Brighton BN1 6WQ
Directorate	CYPT
Section	Schools
Description of building e.g. office, hostel, school	Special School
Person Responsible for day-to-day management of the premises	Juliet Hudson – Head of School Vanessa Hickey – Executive Head Teacher
Date plan produced and/or amended	September 2022
Name of person producing plan (print name)	Vanessa Hickey / Rae Casoria
Job title	Executive Head /SBM/Premises Admin
Signature	

Duties and identities of staff with specific responsibilities during an evacuation e.g. the Evacuation Controller, Fire Wardens, 1st Aiders

- One staff member (LTA) from each class will be Fire Wardens.
- The Head of School will be Evacuation Controller.
- Reception staff call the fire brigade.
- Out of office hours, the person discovering the fire should call the fire brigade.
- We have a number of staff who are first aid trained.

Action to be taken by a person discovering a fire

- **RAISE THE ALARM** immediately by activating the nearest Fire Alarm Callpoint to start evacuation procedures.
- **NO** attempt should be made to tackle the fire unless extinguisher training has been given.
- Leave the building by the nearest exit.
- Report to the Assembly Point.
- **DO NOT** stop to collect personal belongings.
- **DO NOT** re-enter the building until told it is safe to do so.

Fire warning system (description of type of alarm used e.g. bell/siren/voice etc, types of signals and location of system panels)

- The college has Automatic Fire Detection (AFD) on all escape routes and in all rooms that have been identified as being high fire risk.
- Call points are situated adjacent to final fire exit doors.
- The addressable Fire Alarm control panel is situated in the atrium opposite the main door.
- Sounders are installed throughout the building to give a high pitch electronic sound.
- The Fire Alarm system has been installed within the current British Standard – BS 5839.

Evacuation procedures (description of procedures to be followed)

- Evacuation must start as soon as the Fire Alarm is heard.
- **Assembly point is to the East of the building on the grass slope farthest away from Varndean College.**
- All belongings should be left unless essential. Class teachers or LTA's should take emergency medication with them.
- The nearest and safest escape route should be used.
- Do not use the lifts or hoists.
- Staff should check all surrounding rooms including quiet rooms to make sure everyone is accounted for then start evacuation of pupils and visitors.
- Ensure all doors are closed behind you as you leave.
- Receptionist to take staff signing sheets and visitors' books to the Assembly point at the front of the building, on the grass area to the East beside Room 3's garden.
- The following escape routes should be used:
- Staff and pupils in **Rooms 1, 2, Life Skills and the Common Room** should exit the building, using the external fire doors, into their individual trenches and make their way to the Assembly Point through the East gate onto the field farthest away from Varndean College.
- Staff and pupils in **Room 3** should exit the building using the external fire door, into the Assembly Point through their garden on to the field.
- Staff, visitors and pupils in the **Ground Floor Atrium, Offices, Meeting Rooms, Staff Room and Reception** should exit the building using the main external door at the front of the building and make their way to the Assembly Point. If it is not safe to do so, they should exit the building using the external fire doors at the back of the building, into the trench and make their way to the Assembly Point.
- Staff and pupils in **6** should exit the building using the external fire door into their individual garden. They should then wait at the exit gate for additional assistance in getting to the assembly point, from the fire brigade and administration staff.
- Students in **Room 6** have individual PEEP plans for their individual evacuation needs. DH to support.
- Staff and pupils in **7, 8 and 9** should exit the building using the external fire doors into their individual gardens and make their way to the Assembly Point.
- Staff and pupils in the **Personal Care Areas** should exit the building using the internal fire door into either 6 or 7, proceed through the external fire door into the garden and make their way to the Assembly Point through the patio gate. **Students**

undergoing personal care should be covered and wrapped in silver blankets if necessary then taken to the fire exit door to await instructions.

- Staff and pupils in **Rooms 4, 5** need to exit the building using the external fire doors in the nearest class room, proceed into the garden and make their way to the assembly point.
- Staff and pupils in **First Floor Atrium, Resource and Sensory Rooms** should exit the building using the external fire doors in the nearest class room, proceed into the garden and make their way to the assembly point. If it is not safe to do so then exit the building using the internal fire doors at the end of the bridge into Varndean College, press the emergency green button to release the door, turn left, proceed down the stairs on their right, exit through the double external fire doors and make their way to the Assembly point at the East of the building.
- Staff in Life **Skills Room** where cookers are used should switch them off before they leave the room.
- Once at the Assembly Point fire wardens should ensure that all their pupils and staff are out of the building. **Evacuation Controller** – must be informed of any missing pupils or staff members by the Fire Warden.

Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, members of the public e.g. use of Evac-chairs, buddy systems, additional fire wardens for public areas etc.

- Individual PEEP forms are completed for students identified as being especially at risk.
- As confirmed by BHCC Fire Officer, PMLD students are deemed a safe distance from the building if more than 10 metres away. The distance from the classroom fire exit door to the centre of the garden is 11 metres. Its 16 metres to the boundary fence.
- PMLD students will wait in their garden until assistance can come and help to evacuate further to the assembly point.
- Staff will ensure visitors in their room or area are escorted from the building along with the pupils.
- During college functions e.g. assemblies, the most senior member of staff present will give instructions to the parents/visitors.
- Contractors must liaise with the school regarding arrangements.

Location of Assembly Point(s)

- **The East of the building on the grass slope farthest away from Varndean College.**

How the Fire Service (and any other emergency services) are to be called and who is responsible for doing this

- The admin officer is responsible for contacting the Emergency Services during normal college hours.
- Staff covering her absence will be informed of the procedures.
- Out of hours the person discovering the fire will call the Emergency Services.
- The full address and telephone number of the college is :

Downs View Link College

Surrenden Road, Brighton

BN1 6WQ

Tel : 01273 507719

- On discovery of a fire 9-999 must be dialled from the reception phone, if this is not possible a mobile must be used once outside.
- The admin officer will be asked by the operator which service they require. 'Fire Service' must be clearly stated. If injuries are known then 'Ambulance Service' should be asked for as well.
- The admin officer will then be directed to the Fire Service Control Centre. They will then be asked to give a brief summary of the situation.
- The full address and telephone number of the school will then be asked for and confirmation of the address will be given by the operator.
- The admin officer should then leave the building taking the registers, staff signing in sheets and visitors' books to the assembly point.

Provision for out of hours – when fire wardens, evacuation controllers may be unavailable, including provision for staff who work late, cleaners, contractors and visitors who may be on the premises.

- Instructions on the use of the fire alarm system are located in the Fire Alarm Panel. The key to open the panel are located on top of the video entry phone in reception.
- Lone working is only possible with the prior consent of the Head Teacher. Before commencing any lone working arrangements must be in place to telephone/text a member of staff confirming the lone worker has left the building and is safe.

Procedures for liaison with the Fire Service on arrival and during the evacuation (who, where, what etc)

- The **Evacuation Controller** will meet the Fire brigade and give details on missing persons and any hazardous substances on site. Plans of the school will also be given if required. Plans of the building, registers and information on hazardous substances will be kept in an accessible folder in the admin office marked **Emergency Grab Pack**.
- The **Evacuation Controller** will advise the fire brigade of PMLD students who will require additional assistance in evacuating the site further. They will be waiting at the garden gate, retrospective to their room, at the back of the school.

Procedures for keeping access areas for the fire and rescue service clear

- Fire wardens are responsible for ensuring that access routes are clear including keys to gates.

Arrangements for fighting fire e.g. whether staff are trained to use fire extinguishers or not

- The college has adopted a strict policy on fighting fires. **NO** staff member or pupil should tackle a fire.

Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival e.g. location of highly flammable substances such as oxygen, acetylene

- The college has identified high risk areas within the building. These are:

- **Electrical intake cupboard – Ground Floor back office**
- **Electrical intake cupboard – first floor sensory room**
- **Boiler room**

Details of where staff training records are kept and arrangements for providing such training

- All fire safety training records are logged on training matrix and logged on SIMS.
- All training is given annually or when new staff or pupils start.

Identification of key escape routes e.g. Attach plans of escape routes

Plans are attached.

Contingency Plans for when life systems are out of order

- If the Fire Alarm system is inoperable whilst the school is in use then the Admin officer or member of SMT will raise the alarm by ringing the hand bell located under reception.
- In extreme circumstances the school may be located; this decision is made by the Head or Deputy Head in liaison with the LA.
- If the school cannot be re-entered due to fire damage, the school has a reciprocal arrangement with Varndean College and pupils will be taken there (particularly in adverse weather conditions), while arrangements are made to call parents and send pupils home.

What to do in the event of a Gas Incident

- Fire Wardens and the Evacuation Controllers will go around site and inform all staff, pupils and visitors in person, to evacuate the premises and go to the far back of the field.
- Evacuation out of the building should be via the appropriate escape routes towards the playground.
- Staff and visitors should take their belongings and ensure pupils have warm clothes and medications with them.
- A member of the Administrative Team calls the National Gas Emergency Service on 0800 111999 and BHCC Premises Team on 01273 292081
- The Evacuation Controller takes the emergency grab pack from reception and at the assembly point, telephones Emergency Planning (Civil Contingencies) on 01273 296699 and inform them of the gas leak.
- Onsite Premises Team or SLT turn the gas off themselves and wait for further instruction from gas emergency services.
- Do not return into School unless advised to do so.

What to do in the event of a Bomb Incident

- Please see Bomb Warning and Suspect packet procedure below.

Fire Wardens and Evacuation Controllers

- A list of updated fire wardens and evacuation controllers can be found on noticeboards across site.

Downs View Link College – Bomb Warning Procedure

Any employee receiving a bomb warning on the telephone, by e-mail or as a text message must attempt to obtain the following information:

- Where is the device?
- What sort of device is it?
- When will it detonate?
- When was it placed?
- Why have you placed the device?
- Who is responsible for the bomb?
- What is the code word?
- What does it look like?

See Action Sheet below that employee can follow and complete if they receive a telephone bomb threat.

Stay calm and listen. Record everything that is said, noting any background noises.

Do not replace handset.

Contact the police on 999.

If instructed to do so by the police, ensure staff evacuate the building, ensuring no mobile phones are used during the evacuation. Evacuation procedure is the same as if there was a gas incident (see Emergency Evacuation Plan)

If not instructed to do so by the Police contact the Premises Team on: Tel: 01273 292081 or Emergency Planning on: Tel: 01273 296699. Outside normal working hours: 07540 675169

SUSPECT PACKAGE

If you find a suspect package, do NOT touch the device.

Immediately report the findings to, **Juliet Hudson** who will advise the most appropriate action. If Juliet is not on site, inform **Vanessa Hickey, Executive Head**

At the advice of SLT, someone from the Administrative team will report there may be a suspect package to the BHCC Premises Team on: 01273 292081 who will advise of next steps.

If you cannot contact the Premises Team or it is outside of normal working hours contact Emergency Planning on: Tel: 01273 296699 or (Outside normal working hours): 07540 675169

PROCEDURES TO FOLLOW FOR AN EVACUATION

Fire Wardens and the Evacuation Controllers, will go around site and inform all staff, pupils and visitors in person to evacuate the premises via the appropriate escape routes.

Reception to hand over the Emergency Grab pack to the Evacuation Controller who will make their way to the Assembly Point once helped to evacuate premises.

- Your assembly point is located **East of the building on the grass slope farthest away from the school.**

At the assembly point the evacuation controller will telephone:

1. Emergency Planning on 01273 296699 and pass on details. 01273 291237 out of hours
2. Property and Design on 01273 291470 with details of building involved.

Action on hearing the Emergency Evacuation Alarm

- Leave immediately, following escape signs
- Do NOT use lifts
- Go to designated assembly point by the approved route
- Do NOT return until told to do so by the Police

Appendix A

Action Sheet for Person Receiving Telephone Threat

A person receiving a bomb threat message should, if possible, attract the attention of a colleague or manager and inform (insert name of relevant person) that a message has been received.

The caller should be kept talking while as much as possible of the information below is obtained and try to keep the line open.

Questions to Ask

- 1 Where has the bomb been placed?
- 2 When will the bomb explode?
- 3 What does it look like?
- 4 What kind of bomb is it?
- 5 What will cause it to explode?
- 6 Did you place the bomb?
- 7 Why?
- 8 What is your name?
- 9 What is your address?
- 10 What is your telephone number?
- 11 Where are you speaking from?

Callers Voice (underline as appropriate)

CALM	ANGRY	EXCITED	SLOW	RAPID
SOFT NORMAL	LOUD	LAUGHTER	CRYING	
DISTINCT	SLURRED	NASAL	STUTTER	LISP
RASPY ACCENT	DEEP	RAGGED	DRUNK	
DISGUISED THROAT	CLEARING	DEEP	HOARSE	
BREATHING	FAMILIAR VOICE	CRACKING VOICE		

Exact Wording of Threat

Sex M/F Age

Call Length Date

Time What Number

Nationality

Background Sounds (underline as appropriate)

STREET NOISE

CROCKERY

VOICES

PA SYSTEM MUSIC

MOTOR

OFFICE

FACTORY

HOUSE

ANIMAL

CLEAR

STATIC

LOCAL

BOOTH

OTHER

LONG DISTANCE

Language (underline as appropriate)

WELL SPOKEN

READ OUT

TAPED

FOUL

IRRATIONAL

INCOHERENT

Call received by:

Call reported immediately to:

Remarks: