

# Education Department Policy

---

Title	<b>Fire and Emergency Policy</b> To ensure that in the event of an emergency situation, effective management systems are in place to control and mitigate the outcomes of the incident
Issued	February 2008
Last Updated	January 2016
Author	Head of Facilities Management

---

## 1 INTRODUCTION

The Health and Safety at Work (Jersey) Law 1989 requires every employer to establish suitable procedures to safeguard employees, so far as is reasonably practicable, in the event of imminent danger.

### **Education has:**

- Established procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
- Nominated competent persons to implement the above as regards evacuation of premises.
- Ensured that no employee has access to a restricted area unless that employee has been appropriately trained.

### **Employees, Students, Pupils and all other classes of persons must:**

- Co-operate with management to meet the requirements of these arrangements.
- Bring to their immediate managers' attention any weaknesses or shortcomings in these arrangements so that additional control action can be implemented.
- Students must be instructed to follow the same procedures as employees of the School and familiarise themselves with the actions to take in the event of an emergency.

### **Evacuation Co-ordinators and Fire Marshals must:**

- Ensure that their areas are clear and correct procedures are followed during an emergency and report any shortfalls and non-compliance to appropriate officers.
- Report the presence of disabled individuals located in disabled refuges.
- Review all emergency activities regularly and if required put in remedial measures to ensure that the highest standard is maintained.
- Regularly inspect the means of escape and inspect fire-fighting equipment and fire warning signs.
- Be familiar with the different types of emergencies and the action to take.

## 2 THE PROCEDURES

### **EMERGENCY EVACUATION OF THE BUILDING(S)**

**ON HEARING THE FIRE ALARM YOU MUST LEAVE THE BUILDING IMMEDIATELY.**

Not to do so places you, other staff, and students, members of the public, fire marshals and the emergency services in potential danger.

**DO NOT RETURN TO YOUR OFFICE/ DEPARTMENT/CLASSROOM/DESK TO COLLECT YOUR COAT OR FOR ANY OTHER REASON. TERMINATE ALL TELEPHONE CALLS IMMEDIATELY.**

**IN THE EVENT OF A SECURITY ALERT**

**YOU MUST FOLLOW THE INSTRUCTIONS OF THE FIRE MARSHALLS.  
IF YOU ARE ASKED TO LEAVE, DO SO IMMEDIATELY.**

The Fire Marshalls will give you specific instructions as to what you should do and where you should go.

Not to comply with this instruction is a breach of the Education Department's Health and Safety arrangements and as such could result in disciplinary action being taken against you.

The current procedures for the different types of evacuation are attached - please ensure you read them and keep them for future reference.

Competent person(s) will be nominated to implement these procedures and evacuation of the building(s) if required. The names of the person(s) will be displayed at all places of work.

The attached appendices have been developed to minimise the possibility of accidents and dangerous occurrences and the consequences that might arise.

**Appendix 1                      Fire - Procedure to be considered in the event of a fire**  
**Appendix 2                      Security Alert - General Guidance to deal with a security alert**

<b>Issued by:</b>	Head of Facilities Management
<b>Author:</b>	Education Department
<b>First Issued:</b>	8 February 2008
<b>Revised:</b>	Approved by SMT 5 November 2013
<b>Last updated:</b>	January 2016 (Updated to reflect new Department name and job titles/contacts.)

## APPENDIX 1

### FIRE - PROCEDURE IN THE EVENT OF A FIRE

---

#### A. IF YOU DISCOVER A FIRE

- Activate the nearest fire alarm call point.
- Put the fire out if you are trained and if that is possible without putting yourself in any danger.
- If unable to put the fire out, leave the building as quickly as possible via the nearest available fire exit. Report to your Assembly Area and stay there until you receive further instructions from your Fire Marshal.

#### B. ON HEARING THE ALARM

##### B.1 IN ANY OF THE EDUCATION DEPARTMENT'S BUILDINGS/PROPERTIES

- When the alarm bell rings continuously, leave the building immediately by the nearest available fire exit and go to your assembly point.
- If in one of the other premises occupied by employees of Education follow the local procedures.

##### B.2 When you leave the building, do so calmly but quickly.

**DO NOT** return to your office/classroom to collect coats, bags etc.

**DO NOT** carry drinks down the stairs.

Where appropriate, ensure that members of the public are directed to the fire exits.

##### B.3 Comply with the instructions of the Fire Marshals, they are trained and appointed to ensure your safety.

##### B.4 **DO NOT** use the lifts.

##### B.5 **DO NOT** re-enter the building until you receive instructions from your Fire Marshal to do so.

##### B.6 THE FIRE MARSHALS ON HEARING THE ALARM WILL:

- Arrange for the evacuation of any disabled persons to the disabled persons refuge until arrangements can be made for their evacuation.
- Check and ensure that ALL the areas for which you are responsible are clear and then leave immediately.
- Report to the Emergency Co-ordinator that the area for which you are responsible is clear.
- Remain at the front desk in case the Evacuation Co-ordinator needs you.

**DO NOT** allow staff/students to return to the building until instructed by the Evacuation Co-ordinator. You may be asked to direct staff to re-enter the building via a specific route or for them to disperse for a specified period of time.

## **APPENDIX 2**

### **SECURITY ALERT - GENERAL GUIDANCE TO DEAL WITH A SECURITY ALERT**

---

#### **1.0 Introduction**

- 1.1 For the purpose of this document it is assumed that security alerts and threats to Education or one of its properties are generally made by telephone to the main switchboard number. However it is possible that threats will be made direct to an extension via direct dialling (see item 5 below). The Police also may relay a threat. There is also a possibility that staff will come under threat from an external alert as in the case of devices placed in litter bins near the School, Centre or other facility
- 1.2 Once a security alert has been received, the Senior Member at the particular building will contact the Police and then inform the Site Supervisor (if established) or one of the Emergency Team Officers who will instigate a procedure for alerting the co-ordinators and fire marshals if during the day. If at night the decisions regarding actions will be driven by instructions from the Police on one of the following actions:
- To search without evacuating the building, and evacuate only if and when a suspicious object is found.
  - To search with partial evacuation (when only search team and any essential staff remain) and fully vacate if any object is found.
  - To evacuate immediately without searching by the use of the fire alarm.
  - To do nothing - if appropriate.
- 1.3 The Site Supervisor or Responsible Person will arrange by a predetermined signal for the relevant co-ordinators and fire marshals to assemble at the relevant front desk for instructions.
- 1.3 The fire marshals will then return to their floors and instruct staff on what course of action to take.

#### **2.0 Searching the building(s)**

It must be noted that in general the police will not search buildings for the following reason:

- Police will not know what should and should not be in any particular place.
- Staff should know and will be more able to search more thoroughly.

#### **3.0 Co-ordinators and searching**

- 3.1 In the case of the Police deciding to search without evacuating the premises, the search may be carried out by the floor fire marshals checking each room in their area and asking staff present to quickly look over their location for anything suspicious. If an object is discovered, the Police will be notified of location. In these circumstances the object must not be touched and the area/building must be evacuated.
- 3.2 Where it is decided to search with partial evacuation, the building will be cleared by verbal instruction of the fire marshals, and the building searched by the relevant fire marshals/ co-ordinators under the guidance of the Police present.
- 3.3 Where it is decided to evacuate immediately, the police will, once the building is evacuated, decide on the action to be taken in consultation with the Estate Officer or Senior Officer present.

#### **4.0 Evacuation**

- 4.1 In some circumstances (e.g. the police have identified a suspect device outside one of the buildings) it may be necessary to clear staff and members of the public away from the building by only using certain exits that are away from the danger area.
- 4.3 It may also be appropriate for staff to remain inside the building even though an alert is taking place nearby. In these circumstances staff should be told to keep away from windows, especially those in the general direction of the alert. It may be prudent to move staff from areas where there is a large amount of glass to safer areas.

#### **5.0 Direct Dial Threats**

- 5.1 If a threat is made direct to an extension via direct dial, the recipient should take as much detail of the call as possible and either get a colleague to tell the main switchboard who has the key role in the implementation of this procedure, or do so themselves when the caller has hung up.

#### **6.0 Reoccupying the building(s)**

- 6.1 The decision to re-occupy the building(s) will be taken by the Senior Officer or the Estate Manager in consultation with the police (if present).

#### **7.0 Evacuating the public**

- 7.1 In the event of an evacuation, whether partial or full, staff must take special note of the needs of the public, especially those who may have a physical disability. Care must also be taken to ensure that adults with children are safely guided out of the building. Members of the public should be told to leave the immediate vicinity and to obey the instructions of the Police.
- 7.2 People with mobility disabilities can use the lifts during SECURITY ALERT ONLY unless otherwise advised by the Fire Marshals.
- 7.3 Fire Marshals will pay special attention to ensure that the non-office areas are covered by this guidance.