

FIRE EMERGENCY PLAN - TESA

Information:	
Premises Name:	The Engineering Skills Academy
Premises Address:	11 Wedgwood Road, Bicester, Oxon OX26 4UL
Plan Date:	01/09/2023
Review Date:	01/09/2024

Sound of the alarm:	
Description:	Continuous warning siren.

Raising the alarm:	
In the event of a fire:	If the fire is discovered by a staff member, learner or visitor, the alarm will be raised by activation of the nearest call point. Fire is also detected by automatic detectors which will trigger the fire alarm.

Action to be take on hearing the alarm:	
The fire alarm is monitored by 24/7 by Monitored by MJY tel. 01327 354 868. They will request attendance by the Fire Service should they not receive reassurance from a nominated staff member that is a false alarm.	
Staff:	<ul style="list-style-type: none"> • Take charge and lead in the fire evacuation • Establish if a fire is in progress or if it is a false alarm. • MJY will notify the Fire Service if they are unable to gain reassurance from a nominated staff member that is a false alarm. Staff member to have digital list of ETT staff, learners and visitors. • Licensee to have a list of their staff, learners and visitors. • Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner. • If safe to do so, areas to be swept by designated staff members to provide assistance to those needing additional help in evacuating ‘Personal emergency evacuation plans (PEEPs)’ to be followed if in place for people with additional needs. • Fire action plans followed for all other people in the building. • If safe to do so, staff to sweep building to ensure all areas are clear and ensure all doors are closed on the way out • Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service (or designated staff in the case of an emergency). • Meet at assembly point and check all are accounted for. • Liaise with Fire Service upon their arrival (if required)
Learners, contractors and visitors.	<ul style="list-style-type: none"> • Follow the Fire Action Plans which are displayed throughout the building. • Listen to and follow guidance from staff.
Escape routes, fire fighting equipment	<ul style="list-style-type: none"> • Routes of escape from each area are clearly marked. • Extinguishers are placed at strategic points throughout the building as advised by a qualified fire technician. • Fire detectors and alarm system covers the whole building and is maintained by a qualified fire technician.

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Fighting Fires – Extinguisher use

In all cases, personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so e.g. there is a clear means of escape, fire is small.

Location of safety hazards

Gas main located in the IT suite.

Gas boiler located in the ground floor toilets.

Petrol/fuel located in the outside cage or yellow cabinet in workshop

Back up arrangements

- If ETT staff are not on site, the alarm system will detect a fire and those in the building should evacuate as directed by signage. Fire Service will be called automatically.
- Signage directing people as to what to do are displayed, this also gives instructions of how to call the Fire Service should the alarm or monitoring service fail.
- In the event the alarm fails, staff will raise the alarm by moving through the building shouting 'fire'.