

Fire Evacuation Strategy

Leeson House operates a 'roll call' based full evacuation strategy, whereby any sounding of the fire alarm must be treated as an emergency and the buildings evacuated.

Students (visitors) and staff will be expected to leave the building quietly, sensibly and safely. The assembly point for all staff and students is the lawn in front of the main house and a roll call will be completed.

If required all students and accompanying staff will be directed towards the classrooms where they can wait in the warm and dry.

Following an alarm activation no-one is to re-enter the premises without the permission of Leeson House's competent person in charge (should the evacuation be a drill or false alarm). Under no circumstances is any member of staff, or visitor, to enter the building alone.

Actions - Weekday / Normal Working Hours and/or 2 staff available

Evacuate and carry out roll call, if anyone is unaccounted for call the emergency services.

If all occupants have been accounted for, the occupants should be asked if anyone has activated the alarm for any reason, or has seen evidence that there may be a fire:

If yes to there being a fire – call the emergency services. Call 999.

If no - a minimum of 2 members of Leeson House staff will undertake a visual risk assessment. If it is deemed safe they will inspect the office door fire panel (as this will indicate in which zone the alarm has been activated). Once identified, 2 members of staff will approach the zone to see there are any signs of fire. If none, the fire panel can be reset.

If the alarm panel reactivates then call 999.

If the alarm system is **not** activated after a period of time (around 5-10 minutes), another inspection of the entire site should be carried out (again by two members of staff). If no suspicions are raised, then the building can be reoccupied.

Actions -Only 1 Leeson House staff member available

The Leeson House duty staff member will make their way to the front lawn to do the roll call **and call 999.**

The Leeson House duty staff are to await the arrival of the Fire Service and must not re enter until allowed to do so by the Fire Officers attending

Variation for when the bedroom (s) in the new extension are being occupied by a student(s) with mobility / sensory impairments.

Two members of Leeson House staff will be on overnight duty whenever the extension is occupied by a student or member of staff with mobility or sensory impairments.

One will perform the duties as detailed above in the event of a fire alarm being activated during the night.

The other will make their way to the fire exit of the extension and assist with the evacuation of the occupants of the extension. The fire escape route will be through the boot room or games hall and down the sloping pavement onto the front lawn area - after this the procedures as detailed above will be followed.

REMEMBER IF IN DOUBT CALL 999

NB: Dorset Fire and Rescue have an attendance policy that indicates they reserve the right not to attend [activation of automatic fire detection systems] unless the occupants can confirm there is a fire.