



# FIRE DRILL POLICY

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Date of Policy	September 2018
Approved by Principal	September 2018
Next Review Date	September 2019
Lead for Review	Operations Manager

## Aim:

To ensure the smooth evacuation of students and young people from the college's residential accommodation and academic buildings in the case of a real fire

To ensure the smooth evacuation of college and Stafford house staff in the case of a real fire.

## Purpose:

To ensure nominated Fire wardens and Incident Controllers are confident in their duties in the case of a real fire.

To conform to all fire regulations

## Procedure:

Practice fire drills to be conducted once termly in teaching buildings and recorded on fire exercise form (Appendix A) and recorded in the fire log book in the relevant building.

Practice fire drills to be conducted twice termly in residential buildings, once on a weekday and once on a weekend and recorded on fire exercise form (Appendix A) and recorded in the fire log book in the relevant building.

The names and room numbers of any non-compliant students who do not evacuate from residential evacuations must be recorded on the fire exercise form and the Pastoral Deputy Head informed, recording must be signed to show what action has been taken and updated on student's notes on Shackleton.

All completed fire exercise forms to be sent to Operations Manager

Any impromptu fire evacuations (due to false alarm etc.) must be recorded on fire exercise form and sent to Operations Manager and recorded in the fire log book in the relevant building.

All new staff to be inducted on fire evacuation procedure.

All new students to be taken through fire evacuation procedure and muster points during induction day, at the start of term and as part of the welcome pack in their hall of residence. All fire training for residential students must be completed by end of September of their first term. Any January starters must go through the same process with their training to be complete by the end of January.

## Responsibility:

Ultimate responsibility for this policy and procedure lies with the Principal.

All staff and personnel responsible for the selection and recruitment of staff into the organisation will be responsible for adhering to this policy.

