



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

Fire Drill Policy

Updated	November 2018
Review Date	November 2019
Key Staff	Health and Safety Officer, Operations, Reception, Tutors, PTs, House Supervisors, Head of Accommodation, Science DEPT, Heads Of House
Lead Staff for Review	Operations Manager

Contents

Aim	3
Purpose	3
Procedure.....	3
Responsibility.....	3
APPENDIX A: Fire Drill Form.....	4
Any Additional Comments / Issues ?	5

Aim

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

To ensure the smooth evacuation of the college campus buildings, 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 [in boarding time] and recorded on fire exercise form (Appendix A) and recorded in the fire log book in the relevant building.

All fire exercise forms to be sent to James Armstrong

Any impromptu fire evacuations (due to false alarm etc.) in the fire log book in the relevant building.

Fire arrangement notices to be posted throughout college buildings.

All new staff to be inducted on fire evacuation procedure.

All new students to be taken through fire evacuation procedure and muster points at induction day at the college at the start of term and as part of the welcome pack in their hall of residence.

Responsibility

All aspects of Health and Safety are overseen by James Armstrong, Operations Manager.

Ultimate responsibility for this policy and procedure lies with the Principal

All staff and personnel in the organisation will be responsible for adhering to this policy.

APPENDIX A: Fire Drill Form

College:

Location :

Date :

START TIME:

FINISH TIME:

HOW LONG DID IT TAKE TO EVACUATE STUDENTS?

DID STUDENTS MAKE THEIR WAY TO THE DESIGNATED MUSTER POINT?

WAS EVACUATION PROCEDURE FOLLOWED?

APPROXIMATE NUMBERS PRESENT :

CAUSE OF ALARM:

- PLANNED DRILL?

Yes

No

- FALSE ALARM?

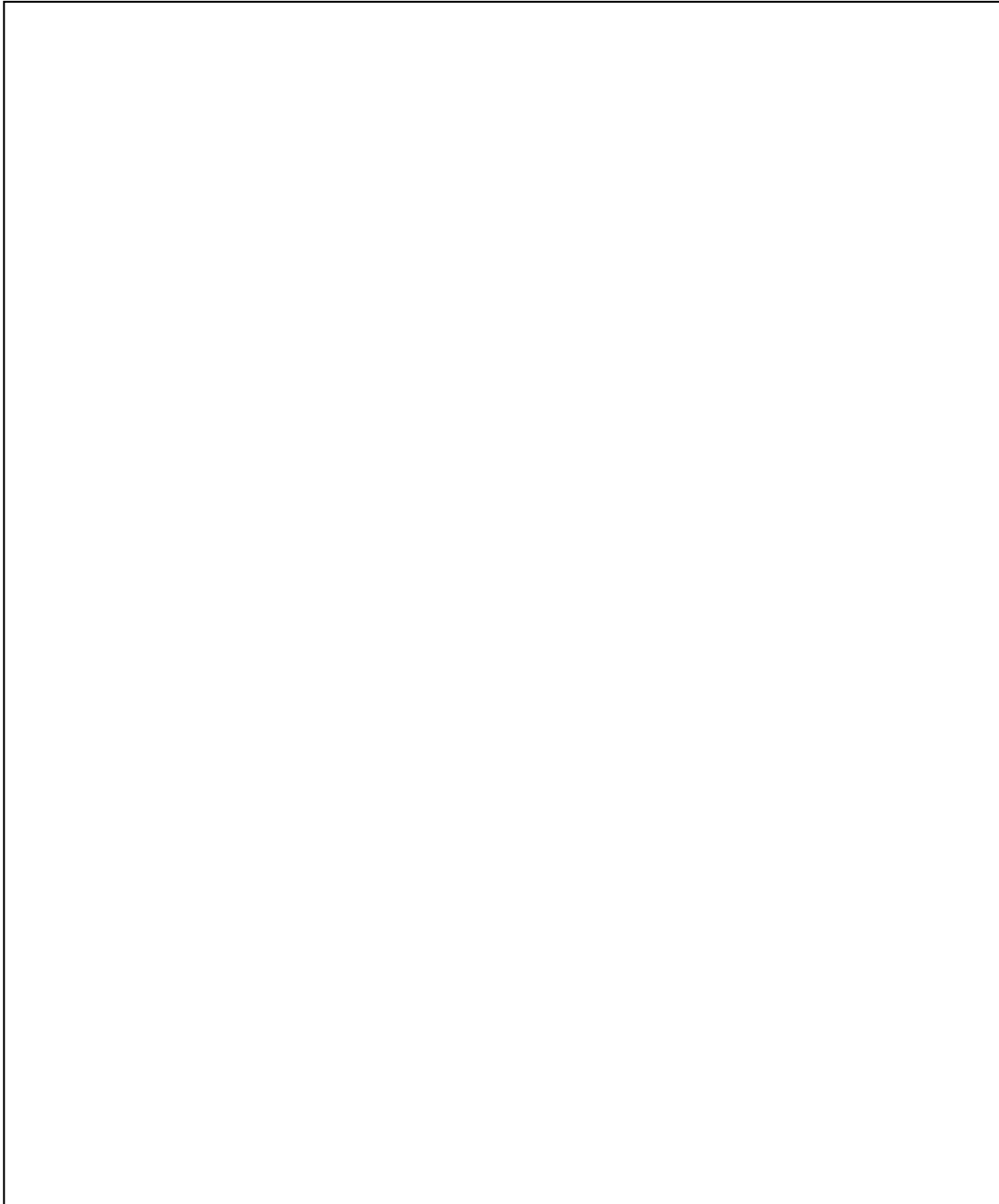
Yes

No

SIGNED:

DATED:

Any Additional Comments / Issues

A large, empty rectangular box with a thin black border, intended for providing additional comments or issues. It occupies the central portion of the page below the text prompt.