# The Bridge
# Fire Emergency Plan

# The Woodlands

**The Bridge, Woodlands (1100)**
**Green School Building**
**Durham Road**
**Lanchester**
**Durham**
**DH7 0LG**

*September 2019*
**Updated July 2020**
**Updated April 2021**
**Updated November 2022**
**Reviewed October 2023 – no amendments**

**Reviewed September 2024 – change to Fire Marshals**
**Reviewed September 2025 – Acorns added, change to Fire Marshals**
**Reviewed September 26**

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| **Approved by:** | H Atkins | **Date:** September 2026 |
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# Introduction

All DCC premises should have a written plan of how they intend to deal with a fire situation. The purpose of the emergency plan is to ensure that all people within the premises know what to do in the event of a fire and that the building can be safely evacuated.

This emergency plan for **The Bridge, Woodlands 1100, Green School Building** has been developed in conjunction with the premises fire risk assessment and has been made available to all employees, and the employees of other organisations that share the premises.

The emergency plan includes the following:

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# 1. FIRE SAFETY ROLES AND RESPONSIBILITIES.

The Following have responsibilities for fire safety at **The Bridge, Woodlands 1100, The Green School Building**

**Employees:**

- All employees should ensure that they are aware of the findings of the fire risk assessment.
- All employees should know how to raise the alarm and the actions to take in order to safely evacuate the premises.
- All employees should read and familiarise themselves with this emergency plan.

**Managers:**

- Ensure all staff under their control are aware of the contents of this Fire Emergency Plan and are given sufficient information, instruction and training to deal with a fire situation in their workplace.
- Act as a Fire Co-ordinator for their section of the building.
- Liaise with Fire Marshals / The Facilities Manager and the Fire Service (If required).

**Caretakers:**

There is a dedicated Caretaker for this premise. He will:

- Act upon requests made by the Facilities Manager / Fire & Rescue Service.
- Provide advice on the building i.e. Location of Services etc.
- If and when requested shut down plant / incoming services i.e. Boiler plant / Gas supplies etc.

**Fire Marshalls:**

- To assist with the evacuation of the premises in the event of a fire.
- To carry out any reasonable request made by their Fire Co-ordinator / manager to assist with the evacuation of a premises.

**Facilities Management:**

- Ensure a fire risk assessment is in place and reviewed as required.
- Ensure that a Fire Emergency plan is developed, implemented and tested for effectiveness.
- Act as a coordinator for fire safety on the premises and liaise with partner organisations.
- Chair a premises user group meeting (see details below).

**Premises user group meeting:**

- A meeting between premises users should be set up to meet regularly to discuss H&S / Fire Safety issues that arise on the premises and to ensure all parties are aware of the fire procedures for the building.
- The user group should comprise of:
  - A member of the DCC Facilities Management team.
  - A representative of each organisation occupying the premises.
  - Additional people may be invited as required i.e. H&S professionals etc.

## 2. EVACUATION PROCEDURE IN DETAIL.

**1. Action to take upon discovery of a fire:**

- Raise the alarm immediately by using the nearest Fire call point.
- Commence the evacuation of the premises using the **nearest** safe exit route. The escape routes are highlighted in appendix 1.
- Do not attempt to tackle the fire unless it is safe to do so and you have been given instruction on the safe use of fire fighting equipment.

**2. If you hear the fire alarm sound on the premises you should:**

**Staff / Members**

- Commence evacuation of the premises immediately.
- Use your nearest and safest escape route (remember this may not be the route you use to enter the building).
- ***Lifts should not be used in the event of a fire.***
- ***Do not stop to collect personal belongings.***
- Proceed to the fire Assembly Point and await further instruction. Fire Assembly Points are shown in Appendix 2.
- Do not attempt to tackle a fire unless you have received specific training and it is safe to do so.
- No-one will be allowed to re-enter the building until authorisation is given by the Manager / Fire Co-ordinator or the Fire Service.

**Visitors**

- If you have visitors you should ensure that they evacuate the building safely. You should take them with you to your designated assembly point.
- Visitors attending meetings / training courses should be taken to the correct Fire Assembly Point by the meeting / training organiser.
- Members of public in the reception areas will be evacuated by a designated Fire Marshal.

## Movement of Vehicles Prohibited

**Vehicles must not be moved during a fire incident.**

As well as causing a potential risk to the large volume of staff that have been evacuated from the building, the movement of vehicles is likely to cause congestion in the car park and delay the arrival of emergency services.

**Fire Marshals**

- The premises are divided into zones (See appendix 3); each zone is controlled by the organisation utilising it. A designated Fire Marshal should be appointed to cover all areas. The Fire Marshal will carry out a sweep of their area to ensure all persons are safely evacuated.

- Fire Marshals are supplied with yellow high visibility waistcoats so that they can be easily identified. It should be worn at all times during an incident. (High visibility orange waistcoats to be worn – available in reception)

- On activation of the fire alarm fire Marshals will calmly check all rooms in the area designated to them, including service rooms, toilets, storerooms etc.

- *If a Fire Marshal discovers the location of a fire they should report this immediately to their Manager / Fire Co-ordinator.*

- Marshals should calmly inform all persons to immediately evacuate the building, directing them to their nearest escape route.

- If a member of staff refuses to leave or an area cannot be accessed; do not spend any unnecessary time trying to encourage them to leave. This information should be passed to your Manager / Senior Fire Co-ordinator.

- ***If safe to do so*** Fire Marshals should close all windows and doors whilst clearing an area.

- After carrying out a sweep of their area Fire Marshals should meet adjacent to the Fire Assembly Point.

- Fire Marshals should collate the following information and report to their Manager / Fire Co-ordinator. The Senior Manager / Fire Co-ordinator of all user groups will liaise with the Fire Service.:-

    - which areas have been swept
    - whether areas are clear
    - if any areas are not clear giving the reason, i.e. people refusing to leave, area could not be accessed
    - location of fire, if detected.

- Fire Marshals should then make their way to their allocated Assembly Point. They should keep staff informed as best they can and should prevent anyone from leaving the area or re-entering the building until the all clear has been given.

- Fire Marshals should then follow any reasonable instruction of their Manager / Fire Co-ordinator to help assist with the evacuation of the premises.

**Senior Managers.**
In the event of a fire the Senior Manager from each Organisation should act as a Co-ordinator and take overall charge of their staff / working

The Senior Manager (or those deputising for them) will wear orange high visibility waistcoats at all times during a fire incident so that they can be easily identified. They will also liaise with the Fire Service.

**3. Conclusion of a fire incident**

An air horn will be sounded (or verbal confirmation) to signify the conclusion of a fire incident and that it is safe to re-enter the building.

You must not re-enter the building unless told that it is safe to do so.

This will apply whether it's a fire drill or a real incident.

**4. Debriefing**
A de-briefing will be held with Fire Marshals, the Senior Manager and other relevant people as soon as practicable following every incident.

## 3. ASSEMBLY POINTS

The premises fire assembly point is located at:

**-Tennis court – Durham Virtual School – pupils and staff & Acorns – pupils and staff**

**-Basketball court –The Bridge Key Stage 3 and Key Stage 4 & PIP - pupils and staff**

**(Appendix 2)**

## 4. CALLING THE EMERGENCY SERVICES.

On hearing the alarm **the building will be evaluated as described above**. At the same time the designated person. The Senior Manager / Fire Co-ordinator) will read the fire alarm panel to identify the location of the activation. There should be a fire zonal plan adjacent to the fire alarm panel to assist in locating the fire zone in which the activation has occurred.

The following simple procedure should be followed **WHEN SAFE TO DO SO**. If in any doubt get out of the building and ring the Fire Service on 999.

Identify on panel where activation is located.

↓

Search and investigate.

**ONLY WHEN SAFE TO DO SO.**

**Is there evidence of a genuine fire?**
Flames, smoke, heat unusual noise

↓

**YES – satisfied is a genuine fire.**

Leave the premises and ring 999 immediately.

**No – you do not believe there a genuine fire.**

1. Reset alarm at fire alarm panel.

2. If resets and stays normal – inform others to reoccupy the building. Do not call fire service.

3. If alarm reactivates (sounds again) –and you believe that the activation is a system fault, contact the property help desk. If you suspect the activation to be fire related leave the building immediately and ring 999.

## 5. PEOPLE NEEDING ASSISTANCE WITH EVACUATING THE PREMISES

Durham County Council operates a Personal Emergency Evacuation Plan (PEEP) Policy. Any person that needs assistance evacuating a premise should have a PEEP completed. The PEEP will give details of exactly how the evacuation will take place for that individual and the details of any persons assigned to assist.

Copies of the PEEPs documentation can be found on the H&S pages of the DCC intranet.

## 6. FIRE MARSHALS

People detailed in Appendix 3 have received training to be fire Marshals for the premises.

Each Fire Marshal has been given a designated area to cover; these areas are indicated on the plans attached to this document at Appendix 4.

## 7. ARRANGEMENTS FOR FIGHTING A FIRE.

Staff should not attempt to fight a fire unless they have been given specific training to do so and are confident they can do so without putting themselves at risk.

Fire fighting equipment is provided on the premises in various locations. Fire Marshals trained in the use of this equipment should familiarise themselves with these locations. However they should only use this equipment if they are confident to do so without putting themselves at risk.

## 8. OTHER SPECIFIC DUTIES THAT NEED TO BE COMPLETED (AND THE PERSON RESPONSIBLE).

- Isolating Gas / Electricity Supplies (At the request of the-Fire Service).
- Informing of Asbestos containing materials. The Senior Manager / Fire Co-ordinator

## 9. PLANS TO DEAL WITH PEOPLE WHEN THEY HAVE EVACUATED THE BUILDING.

In the event of a prolonged incident staff will be sent home or to work from other locations depending of service requirements.

Individual Organisations should have their own Business Continuity plans in place and make arrangements to relocate staff in the event of the building receiving significant damage.

## 10. USEFUL CONTACTS.

**Durham and Darlington Fire & Rescue Service** –0845 3058383

**Property Help Desk** –03000 267890

**Direct Services** –03000269100

**H&S Team**– 03000 263430

(Fire marshal/fire extinguisher training is available from the H & S fire advisors)

## Appendix 1 - Identification of Key Escape Routes.

Area 1 – should exit via the main entrance
Area 2 – should exit via the /main entrance/ east end of the corridor
Area 3 – should exit via the east end of the corridoor or via the LRC fire exit

July 2020 – social distancing to be adhered to when evacuating the building as per DCC and Government guidelines
April 2021 – social distancing guidelines still in place as directed by DCC and Government – refer to COVID whole school risk assessment for further information

# Appendix 2 – Plans of Assembly Points.

**Tennis Court - Assembly Point 1**

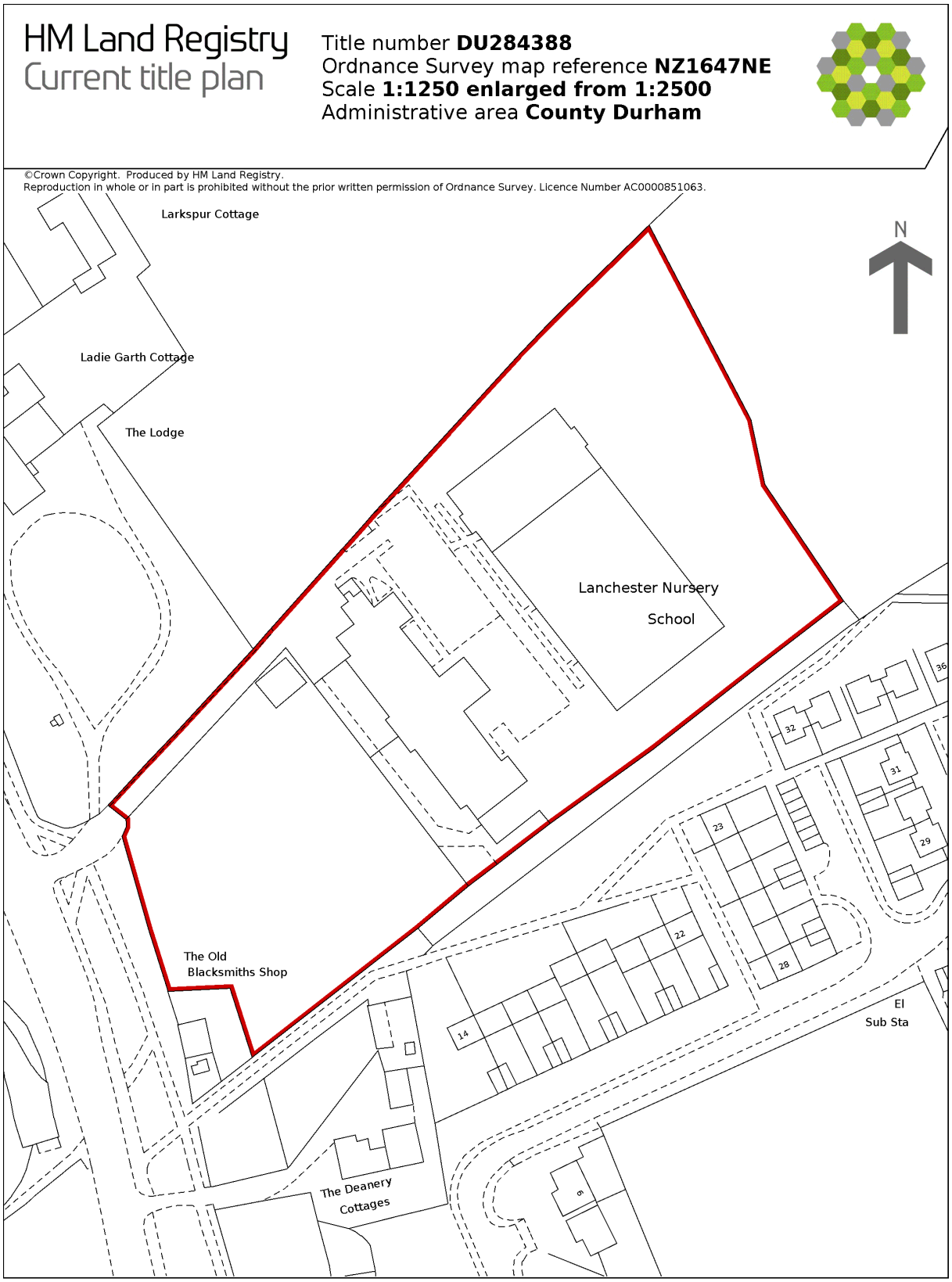
**Basketball Court – Assembly Point 2**

## Appendix 3 – Fire Marshals.

**Ground Floor.**

Area 1
Helen Atkins
Les Cooper

Area 2
Nick Rowland Jones
Les Cooper

Area 3
Kath Winter
Annette Dodds (Virtual school)

## Appendix 4 – Search Areas.