

Fire Evacuation Plan

General Emergency Evacuation Plan for: Nottingham Girls Academy

Premises address and contact number: Robins wood Road.

NG8 3LD
Aspley
Nottingham

Plan Date: 01/10/20245

Review Date: 01/10/2026

Raising the alarm

In the event of a fire on site:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point or commencing manual warning.

If fire is detected by automatic detectors, this will trigger the fire alarm

Action Staff should take hearing the Alarm

On hearing the fire alarm, you must exit the building using the nearest **fire exit**.

If you are teaching, ensure your class lines up in silence and is led from the building in silence, with you at the front of the line, by the nearest fire exit. Ensure all students leave the classroom. If you have a support member of staff working with you, they should follow at the rear. Make your way to the fire assembly points.

Escape routes

The rooms below are to use the fire exit on the ground floor of **staircase A**:

A42, A43, A44, A45, A46, B1, B2, B3, C1, C2, C3/4

The rooms below are to use the fire exit on the ground floor of **staircase B [REAR DOOR]**:
A47, A48, A49, B4, B5, B7, B11, B12, B13, B14, C5, C6, C8, C10, C11, C12, C13, C14

The rooms below are to use the fire exit on the ground floor of **staircase B [FRONT DOOR]**:
A52, A53, A54

The rooms below are to use the fire exit on the ground floor of **staircase C**:
A55, A56, A57, A58, A59, B15, B16, B17, B18, B19, C15, C16, C17, C18, C19, C20, C22

Music Room **A61** is to exit via Fire exit 1 (Located at the rear of the room) Fire exit 2 (Is the main Entrance door to **A61**)

The classroom below is to use fire exits located in the rooms.
R1, R4

Classroom R2a and R2b to use fire exit located in classroom **R2b**.

Classroom R3a and R3b to use fire exit located in classroom **R3b**.

The rooms below are to use the fire exit by the year 12 outside area.
R5, R6, R7, R8, R9, R10, R11,

The rooms below are to use the fire exit located on the 1st floor external staircase.
R12a, R12b, R13, R14

The rooms below are to use the fire exit in their own area.
H6, H10, H11, H13, H14, H17, H18, H19, H20

The rooms below are to use the fire exit on the stage area.
H15, H16

All offices located in the dining area to use fire exits located next to the dining room.

Modular building fire exit is in classroom with fire exit sign above main entrance.

Fire assembly point

Year 7 – Main Courtyard
 Year 8 – Active Yard (At Rear)
 Year 9 – Active Yard (At Front)
 Year 10 – Muga (Middle)
 Year 11- Muga (Starting at The End Near Reception)
 Sixth Form – Muga (At the end near bike racks)
 AC Groups – Main Courtyard (Outside Library)

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:
 Staff have received training and feel confident in their use.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of fire extinguishers

Halls Building	Type
Reception	1x Water 1x CO2
Outside H2	1x Water 1x CO2
Outside H5	1x Water
Library	1x Water 1x CO2
Halls Plant room	1x CO2
Hall/Stage area	1x Water 1x CO2
H14	1x Water
Kitchen	1x CO2
Dining Room	1x Water 1x CO2
Gym	1x Water
Halls Corridor	1x Water

A Floor Main Build

A Floor Main Build	Type
A44	1x CO2
A42	1x Water
A43	1x Water
A46	1x CO2

A47	1x CO2
A49	1x CO2
A52	1x CO2
A53	1x CO2
A55	1x CO2
A57	1x CO2
A61	1x Water 1x CO2
A Entrance Corridor	1x Water
B Staircase	1x Water
C Entrance	1x Water 1x CO2

B Floor Main Build	Type
B2	1x Water 1x CO2
B5	1x CO2
B7	1x CO2
B10	1x CO2
B14	1x Water 1x CO2
B17	1x CO2
B Floor A staircase	1x Water
B Floor B staircase	1x Water

C Floor Main Build	Type
C1	1x Water
C2	1x Water
C3/4	1x CO2
C5	1x Water
C8	1x Water
C11	1x CO2
C14	1x Water
C17	1x Water
C19	1x Water
C20	1x Water
C Floor A staircase	1x Water
C Floor B staircase	1x Water
C Floor C staircase	1x Water

Sixth Form Building	Type
Outside R6	1x Water 1x CO2
R1	1x Water 1x CO2
Sixth form Plant Room	1x CO2
1 st Floor Back staircase	1x Water 1x CO2
R7	1x CO2
R9	1x CO2

Location of key safety hazards or other fire related equipment
- Gas supply shut off: Main Build Plant room, Halls Building Plant Room, Dining Room Plant room and Sixth form Plant Room

<p>-Mains water inlet: Sub Station on Main Field</p> <p>-Location of fire alarm panel: Main Panel is in Main Build B entrance. Secondary Panel is Located at Reception</p> <p>-Fire hydrant Location: Courtyard near B entrance</p>
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Responsibilities	
For ensuring plan is up to date	Premises leader
For ensuring adequate staff are on duty to carry out the evacuation plan	Principal
For training staff on the evacuation plan and in their roles and responsibilities	Principal