



Fire and Buildings Policy

Statement of intent

A fire is a dangerous and potentially life threatening event. Action must be taken immediately and safely to prevent physical harm or even the loss of life. MELHC will equip all staff with suitable knowledge and skills to handle instances of fire wherever and whenever they might happen at MELHC.

Fire evacuation procedure

On discovering a fire:

- Raise the alarm immediately.
- Evacuate the building immediately. Ensure that all doors and windows are closed and no one is left in any part of the building.
- Head to the fire assembly point.
- Dial 999 immediately and ask for the fire brigade.
- Do not return to the building until the 'all clear' signal or message is given by the fire brigade.
- A member of staff should pick up and use the grab sheet provided (located by the main entrance of the building). This contains essential information and telephone numbers that may be required in the event of an emergency.

If you hear the fire alarm:

- Evacuate the building quickly and quietly using the nearest emergency exit.
- Close all doors and windows behind you as you leave the building.
- Report to the designated fire assembly point for the building.
- Remain at the fire assembly point until further instructions are given.
- A member of staff will then take a roll call to ensure that all staff and students are present.

Practice fire drills

All Residential Coordinators at MELHC are required to carry out at least one practice fire drill each week in the boarding house. The aim of these practice drills is to familiarise both staff and students with the fire drill procedure and how to quickly evacuate the building in the event of a fire.

All practice fire drills must be logged with any issues (i.e. faulty alarm system) flagged up and brought to the attention of an electrician immediately.



The Pastoral Management team will from time to time observe these practice fire drills. They will also ensure logs are kept up to date, suitably detailed and issues/faults have been dealt with and resolved.

Training

All employees will be given training on how to handle fire alarm systems and use fire related equipment when they arrive at MELHC.

Staff are asked to become familiar with emergency escape routes and the fire-fighting equipment in the building(s) they work in.

All buildings used by MELHC have modern, up to date and working fire alarm systems and fire-fighting equipment. Emergency lighting is provided as are items of fire containing infrastructure such as fire doors. Appropriate signs and notices (indicating emergency escape routes, the location of fire-fighting equipment etc.) will be displayed giving instructions to employees and students.