



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

FIRE EMERGENCY ACTION PLAN

POLICY INTENDED FOR:	Staff and Students
CATEGORY:	Operations
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Director of Studies
REVIEWED BY:	Site Manager
CONSULTATION WITH:	Senior Leadership Team (SLT)
REVIEW DATE:	August 2025
FUTURE REVIEW:	August 2026

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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ACTION TO BE TAKEN BY PERSON DISCOVERING A FIRE

1. Operate nearest fire alarm. Do this by breaking the glass in any of the small red fire boxes.
2. Leave building via the closest exit. Do this as quickly as possible and without stopping to collect personal belongings.
3. Raise awareness. Report the fire to college staff and anyone you come across whilst exiting the building.
4. If no contact has been made with a member of staff, then Dial 999 to call the Fire Brigade.
5. Go to the designated assembly point that is written on the fire instructions poster.

EMERGENCY SERVICE CONTACT

A Fire Marshall should call the Fire Service. In the absence of a Fire Marshall, a member of staff/tutor should do this.

EVACUATION AND ASSEMBLY PROCEDURE TO BE FOLLOWED

1. Should the alarm sound, an evacuation will commence immediately
2. The most senior member of staff present will be the Incident Manager. In the absence of a senior leader the Fire Marshall will fulfill this role.
3. The designated staff member with responsibility for those students with Personal Emergency Evacuation Plans (PEEPs) will put in place the action plan to evacuate student/s
4. In the event of smoke, if you can't evacuate, stay in the room and go to a window and call for help
5. Teachers will take responsibility for evacuating their cohort
6. The school Nurse or First Aider will take a first aid box out to the assembly point
7. Fire Marshalls (wearing high visibility jackets) will act as sweepers to support the evacuation and to act as a back stop to ensure all students and staff have evacuated the building
8. The designated member of staff should check the panel
9. While the evacuation is in progress a second team member will go to the zone indicated and report back in the event that the alarm has been activated in error
10. If it is a false alarm the panel will reset, and the evacuation will end
11. The alarm will not be silenced until the zone has been checked

In the event that there is a fire or another evacuation event, smell of gas or bomb threat;

- a. The Fire Bridge will be called in the event that there is a fire.
- b. If it is safe to do so, the electrical supply and gas supply will be shut off.
- c. The Fire Marshall will have information ready for the fire and rescue service which includes those students and staff in attendance, a floor plan of the building and any hazards, such as chemicals

or flammables in storage.

- d. A register will be taken at the assembly point.
- e. The instruction to re-enter the building will only be given by the Incident Manager when it is safe to do so.

ASSEMBLY POINTS

The assembly point is detailed on the Fire poster adjacent to break glass call points and set out diagrammatically in the Fire Folder held at receptions or by the House Parent in boarding houses.

FIRE FIGHTING EQUIPMENT

Fire extinguishers are located throughout the building.

SPECIFIC ARRANGEMENTS FOR HIGH RISK FIRE AREAS

In the science practical areas all chemicals/hazardous substances are stored in a locked cupboard. These science preparation areas are locked and students are not allowed in without a tutor.

In the event of a critical or major incident please refer to the Critical/Major Incident management policy and procedure.

EVENING ARRANGEMENTS

In the evening when there are no fire marshals, reception staff print out a record of who has signed in and out that day to take outside with them.

FURTHER INFORMATION

Each building used by OIC staff and students has a building specific action plan. Please refer to these plans in conjunction with this policy.

For further information about Fire Emergency Plans at OIC please speak with the Principal or Health and Safety Officer.

contact@oxcoll.com

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OX4 1BD

or

Health and Safety Officer
Oxford International College

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