



OXFORD INTERNATIONAL COLLEGE BRIGHTON

FIRE EVACUATION POLICY

PROCESS INTENDED FOR:	Staff, students, visitors
CATEGORY:	College Wide
PROCESS IMPLEMENTED BY	Lead Fire Wardens
REVIEWED BY:	Principal
REVIEWED DATE:	March 2026
NEXT REVIEW	August 2026 (or following any significant change/incident)
ASSEMBLY POINT	MUGA – Multi Use Games Area

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1. Introduction

This policy sets out the roles, responsibilities, and step-by-step actions for evacuating OIC Brighton safely and accounting for all persons during any fire alarm activation, both during the College day and out of hours.

2. Alarm Activation & Immediate Actions

1. Upon activation of the fire alarm, the Lead Fire Warden (Panel) proceeds immediately to the Fire Panel to identify the activating device/zone and, where safe, verify the location visually.
2. If a fire is suspected or confirmed, call 999 without delay.
3. A second Lead Fire Warden (Assembly) oversees evacuation at the Assembly Point, ensuring people move away from buildings and assemble quietly and in an orderly manner.

3. Roles & Responsibilities

3.1 Lead Fire Warden Team (duty-based)

Name	Typical Duty Focus	Notes
Stuart Spicer	Lead Fire Warden (Panel) – Estates/Fire Panel investigation	
Tom Preecy	Deputy Lead (Panel) – Estates/Fire Panel investigation	
Jonno Melia	2 nd Lead Fire Warden (Assembly) – College day student accounting	(College day)
Gemma Hannan	Deputy 2 nd Lead (Assembly) – College day student accounting	(College Day)
Tess St Clare-Ford	Deputy Lead (Assembly) – College day student accounting	(College Day)
Tom Leighton	Lead Fire Warden (Panel/Assembly) Out-of-hours/boarding	Out-of-hours/boarding
Terri Davis-Webb	Deputy Lead (Panel/Assembly) Out-of-hours/boarding	Out-of-hours/boarding



3.2 Fire Wardens – General Responsibilities

1. Sweep all rooms in their allocated area (including toilets).
2. Direct and, if necessary, insist that persons evacuate immediately.
3. Close doors in the allocated area where safe and practical to slow fire/smoke spread.
4. Exit via the allocated escape route and proceed to the Assembly Point.
5. Indicate the area is clear by raising the right arm in clear view of the Lead Fire Warden at assembly point or communicating verbally if possible.
6. Wear a hi-vis tabard and, where possible, carry the evacuation grab bag for the area.

3.3 Administration Team (College Day 08:45–16:30)

- Print the emergency evacuation report from the visitor sign in system.
- Print the emergency fire registers from ISAMS.
 1. Collect the red grab bag from beneath the reception desk.
 2. Collect the emergency first aid kit
 3. Exit the building and assemble at the Assembly Point.
- Hand out fire registers/clipboards to Strategy Tutors and Department Heads as required.
- 4. Receive information from Department Heads/Strategy Tutors and reconcile attendance.

3.4 Strategy Tutors/Teaching Staff with students (College Day)

1. Calmly and silently escort students via the nearest safe fire exit to the Assembly Point. Do not permit retrieval of personal belongings.
2. Line up students by Tutor group and alphabetical order beneath the relevant sign.
3. Use the Strategy Tutor register (provided by Administration) to check that all tutees are present.
4. Await confirmation from the Lead Fire Warden; remain with your group until further instruction.

3.5 Other Staff without students (College Day)

During College Day evacuations, all teaching and support staff must assemble with their allocated department groups at the Assembly Point. Department Leaders (or Deputies, if the Leader is absent) are responsible for:

1. Confirming their department's staff are present against the departmental list.
2. Reporting their department's status to the Administration Team.
3. Ensuring staff remain grouped until the Lead Fire Warden gives all clear.

The full Departmental Staff Grouping List (including Leaders, Deputies and role designations) is maintained separately and attached as **Appendix A – Department Grouping & Fire Drill Staff List**.

4. Reporting & Coordination at the Assembly Point

1. Fire Wardens report "area clear" to the Lead Fire Warden (Assembly) Verbally or visually
2. Strategy Tutors report student counts and any missing students to the Lead Fire Warden (Assembly).
3. Administration Team provides consolidated student/visitor/contractor tallies to the Lead Fire Warden (Assembly).



4. Lead Fire Wardens (Panel & Assembly) liaise with the Fire and Rescue Service (if in attendance), passing status updates and any missing-person details.

5. Re-Entry

1. Only when the Lead Fire Warden (Panel) declares the building(s) safe to re-enter based on fire detection equipment status and information from Fire Wardens may re-entry begin.

6. Visitors & Contractors

1. Reception must bring the visitor/contractor sign-in list to the Assembly Point within the red grab bag.
2. Admin staff ensure all visitors are checked off against the list.
3. Contractors report to their Manager at the Assembly Point for roll-call and the Manager/Deputy confirm with Admin staff that all team are present.

7. Personal Emergency Evacuation Plans (PEEPs)

1. Where PEEPs are in place, the named assistants must support the individual as per the plan. The Lead Fire Warden ensures PEEP folders are included in the red grab bag and that status is relayed to Fire and Rescue Service.

8. Residential Staff Responsibilities and Out of Hours Evacuation

1. All Residential (Boarding) staff on site must respond to and support evacuation when a fire alarm activates.
 2. Boarding House teams are responsible for sweeping their designated boarding house and directing boarders to the main Assembly Point, unless an alternative safe mustering point is declared by the Lead Fire Warden.
 3. Boarding House teams must take red grab bags and emergency first aid kits to the Assembly Point.
 4. Out of hours, the Lead Fire Warden (Assembly) role is normally undertaken by the Director of Boarding or their nominee (typically a Houseparent).
 5. Residential boarding staff must ensure overnight absences are recorded on Reach to enable accurate fire registers.
- Once student registers are complete and all students are accounted for, the first available member of the Boarding Team must complete the Boarding Staff Attendance check.



Fire Alarm Cause & Effect – Overnight (22:00–06:00)

To support a proportionate response during overnight periods, the fire alarm system operates a phased cause-and-effect arrangement across boarding houses.

Boarding House Activation (Local Response)

- Activation of any **automatic fire detection device** (e.g. smoke/heat detector) within a boarding house will:
- Activate **sounders and interfaces within that building only**
- Notify all other fire panels across site (signal only, no audible alarm), except where noted below
- This applies to:
- **Kepler and Ainsworth**
- **Ovingdean and Gilbert**

Turing and Pryde/Roddick (Non-Fully Networked Buildings)

- Activation of any automatic device within these buildings will:
- Activate **sounders and interfaces within that building only**
- Transmit signals to all other panels (silent)
- Not trigger full site-wide audible alarm due to current network limitations

Manual Call Points (Full Override)

- Activation of any **manual call point** in any building will:
- Override all cause-and-effect programming
- Initiate a **full site-wide alarm**, requiring full evacuation
- *Exception:* Turing and Pryde/Roddick remain limited to local activation due to incomplete network integration - Staff will need to verbally or manually initiate a call point in Kepler, Ainsworth or Ovingdean if fire is detected in Turing and a full-scale evacuation is required.



Staff Response to Overnight Activations

Upon any alarm activation between 22:00–06:00:

- **Localised alarm (automatic detection):**
- Boarding staff must:
- Treat as a **potential fire situation**
- **Investigate immediately** (if safe to do so)
- Begin **progressive evacuation of the affected building**
- Prepare for escalation to full evacuation if required
- Notify the duty phones in the other two boarding houses and HOB
- The Lead Fire Warden (or duty boarding lead) must:
- Attend the panel
- Assess signals from other buildings
- Make a dynamic decision on **wider evacuation**
- **Full alarm (manual call point or confirmed fire):**
- **Immediate full evacuation of all buildings** to the main Assembly Point (or alternative as directed)
- Follow standard evacuation procedure as outlined in Sections 2–4

Escalation Principle

At any point, if:

- Fire is confirmed
- There is uncertainty about risk
- Multiple signals are received

→ The response must escalate to **full site evacuation without delay**

Remote Monitoring

- All activations will trigger the **GSM dialler**, issuing alerts to designated contacts.

System Note



- Due to the enhanced cause-and-effect configuration, **short delays in silencing and resetting** may be experienced

9. Fire Warden Allocations & Sweep Areas

Marshal Name	Department/Role	Sweep Responsibility
Daniel Walsh	Estates	N/A (Lead/Support)
Stuart Spicer	Estates Manager	N/A (Lead/Support)
Thomas Preecy	Internal Site Operations Officer	N/A (Lead/Support)
Liam Mitchell	Boarding Assistant	Turing
Omar Betaieb	Boarding Assistant	Turing (Day) / Ainsworth (Night)
Stephen Snyders	Houseparent (Turing)	Turing
Frances Heatherington-Langley	Student Services Officer	Student Services
Samuel Tanner	Science	Gilbert
Saxon Keeley	Boarding Assistant	Ainsworth
Abi Young	Boarding Assistant	Turing (Day) Ainsworth (Night)
Caroline Peck	Administration	Reception
Ria Jones	Receptionist	Reception
Joy Zhou	Boarding Assistant	Ovingdean Boarding House
Sumayyah Betaieb	Houseparent (Turing)	Ovingdean Boarding House
William Everatt	Boarding Assistant	Ovingdean Boarding House
Terri Davis-Webb	Deputy Head of Boarding	Ainsworth Boarding House
Tom Leighton	Head of Boarding	Oversight
Elze Carmargo	Day Boarding Assistant (Ainsworth)	Ainsworth Boarding House
Kieran Daymon	Houseparent (Ainsworth)	Ainsworth Boarding House
Luke Dyer	Boarding Assistant	Ainsworth Boarding House
Tina Dodd	Boarding Assistant	Turing
Benjamin Cottrell	Boarding Assistant	Turing
Iteoluwakiishi Obideyi	Boarding Assistant	Ovingdean Boarding House

10. Department Grouping & Fire Drill Staff List.

The staff fire register is maintained and kept at Reception in the red grab bag.

1. All staff must report immediately to the designated Assembly Point when the fire alarm sounds. (Right hand corner of the courtyard under the sign).
2. Department Leaders must check in with the admin team confirming who in their department is present.
3. Deputies take responsibility if the Leader is absent.
4. All staff must remain with their department group until the all-clear is given.