MEPA TRAINING

FIRE SAFETY POLICY

THIS POLICY IS WRITTEN FOR AND APPLIED TO MEPA STUDIOS, MEPA ACADEMY AND MEPA COLLEGE.

Updated & Adopted:	August 2026
Review Date:	August 2027

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PURPOSE

This Fire Safety Policy outlines the fire prevention measures, evacuation procedures, roles, and responsibilities to ensure the safety of all students, staff, visitors, and property across MEPA College, MEPA Academy, and MEPA Studios.

OBJECTIVES

- Prevent the outbreak of fire through proactive measures
- Ensure prompt and safe evacuation of all personnel
- Minimise fire-related risks to life and property
- Comply with relevant UK fire safety legislation (e.g., Regulatory Reform (Fire Safety) Order 2005)

RESPONSIBILITIES

FIRE SAFETY OFFICER

- Appointed person (e.g., Facilities or Operations Manager)
- Oversees implementation of this policy
- Coordinates fire risk assessments
- Maintains fire safety records

Fire Safety Officer is Lewis Muir, Head of Academy and Operations Manager

FIRE MARSHALS

- Assigned for each building/area
- Trained to lead evacuations and check premises during alarms
- Wear high-visibility vests and report to assembly points

STAFF RESPONSIBILITIES

- Know evacuation routes and fire exits
- Report hazards or fire risks
- Attend mandatory fire safety training

STUDENTS AND VISITORS

- Follow fire instructions and signage
- Do not tamper with fire equipment
- Evacuate immediately during alarms

FIRE PREVENTION MEASURES

- No smoking on any MEPA premises (including e-cigarettes)
- Safe use of electrical appliances and stage equipment
- Clear access to fire exits and equipment
- Regular PAT testing of electrical items
- Safe storage of flammable substances (e.g., stage props or cleaning supplies)

FIRE DETECTION AND EQUIPMENT

- Fire alarms fitted and tested weekly
- Smoke/heat detectors installed and maintained
- Fire extinguishers located and serviced annually
- Emergency lighting tested monthly
- Fire signage clearly displayed

FIRE EVACUATION PLAN FOR 27 & 29 EARL STREET

27 EARL STREET (ABOVE NANDOS) & EARL HOUSE, 29 EARL STREET
MAIDSTONE
KENT
ME14 1PF
TELEPHONE: 01622 756644

PLAN DATE: 1st August 2026
REVIEW DATE: 1st August 2027

SOUND OF THE ALARM

The sound of the alarm is a continuous ringing sound and there will also be a flashing red light in the studios / classroom in case the music is too loud.

RAISING THE ALARM

In the event of a fire:

If the fire is discovered by a member of staff the alarm will be raised by activation of the nearest call point found on every floor.

If a student / visitor notifies a staff member of a fire, the staff member will raise the alarm by activation of the nearest call point.

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

ACTION STAFF SHOULD TAKE ON HEARING THE ALARM

The following actions will be taken upon the fire alarm being sounded/raised:

All Staff members will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating. Staff members must ensure they take their registers with them and check the toilets on their floor as they leave.

The Duty Manager / Fire Marshall will take charge and lead in the fire evacuation.
The Duty Manager / Fire Marshall to Dial 999 and request attendance by the Fire Service.

The Duty Manager / Fire Marshall gives their name, name of building, building address (as given at the beginning of this document, contact number and details of the fire.

Reception will pick up the Ipad which everyone signs in from, located on the reception desk.

Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate

Lifts are not to be used for evacuation.

Staff to sweep building to ensure all areas are clear (including back areas & toilets) if safe to do so and ensure all doors are closed on the way out If safe to do, electrical mains and gas supplies should be switched off before leaving the building, by the Duty Manager / Fire Marshall. The location of these is detailed below.

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

BUILDING	SUPPLY	LOCATION
29 EARL STREET	ELECTRIC	FUSE BOX LOCATED IN CUPBOARD, BEHIND RECEPTION, KEY IS KEPT IN THE DRAW IN BUSINESS SUITE
27 EARL STREET	ELECTRIC	FUSE BOX LOCATED IN WAITING ROOM TWO ON WALL, DOOR CODE IS 6259X
29 EARL STREET	GAS	IN BOX BY FRONT DOOR
27 EARL STREET	FIRE ALARM PANEL	WAITING ROOM TWO (COLLECT KEY FROM RECEPTION AT 29 EARL STREET)
29 EARL STREET	FIRE ALARM PANEL	BEHIND RECEPTION ON THE GROUND FLOOR, USE CODE 1111
29 EARL STREET	MAINS WATER	VALVE IN STAFF KITCHEN, IN SHAFT DOOR

The Duty Manager / Fire Marshall is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

Everyone to meet at the designated assembly point and check all Students / Visitors / Contractors and Staff Members are accounted for.

The Duty Manager / Fire Officer is to liaise with Fire Service upon their arrival.

ESCAPE ROUTES

27 Earl Street
Down the main stairs to the front door, clear signage is located on each floor

Earl House, 29 Earl Street
Down the main stairs to the front door, clear signage is located on each floor

FIRE ASSEMBLY POINT
OUTSIDE THE FRONT OF THE HAZLITT THEATRE

FIGHTING FIRES - EXTINGUISHER USE
Fire extinguishers will only be used where:
Staff have received training and feel confident in their use Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

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

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN
DUTY MANAGER MOBILE PHONE

VARIATIONS TO PLAN

FOR EXAMPLE	ACTION TO BE TAKEN
Member of staff is working alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY

	staff member to ensure they have a clear escape at all times and not Lock front door
Member of staff teaching alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY STAFF MEMBER TO HAVE A REGISTER TO HAND AT ALL TIMES ALL STUDENTS TO BE IN THE STUDIO WITH THE TEACHER AND NOT PRACTISING ALONE
No receptionist	Duty Manager must be aware and ensure they have informed all other staff members Duty Manager to be in charge of the Receptionist Fire Duties and take these on board All Staff to ensure all students are signed in correctly and have registers with them

BACK UP ARRANGEMENTS IN THE EVENT OF FIRE ALARM FAILURE

Whistle to alert other members of staff
Group Whatsapp message on group page

RESPONSIBILITIES	WHO IS RESPONSIBLE
FOR ENSURING PLAN IS UP TO DATE	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS
FORE ENSURING ADEQUATE STAFF ARE ON DUTY TO CARRY OUT THE EVACUATION	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS
FOR TRAINING THE STAFF ON EVACUATION PLAN AND IN THEIR ROLES AND RESPONSIBILITIES	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS

FIRE EXTINGUISHERS AND FIRE EQUIPMENT

EARL HOUSE, 29 EARL STREET

GROUND FLOOR
Fire Alarm
Carbon Dioxide Extinguisher
Water Extinguisher

FIRST FLOOR/RECEPTION
Fire Alarm
Carbon Dioxide Extinguisher
Water Extinguisher
Dry Powder Extinguisher

FIRST FLOOR
Fire Alarm
Water Extinguisher
Carbon Dioxide Extinguisher

THIRD FLOOR
Fire Alarm
Carbon Dioxide Extinguisher
Water Extinguisher

EARL HOUSE, 27 EARL STREET

GROUND FLOOR
CO2 Extinguisher

Foam Extinguisher

FIRST FLOOR/NANDO'S FIRE ESCAPES
Foam Extinguisher

OUTSIDE STUDIO TWO WAITING ROOM
Foam Extinguisher
Carbon Dioxide Extinguisher

OUTSIDE STUDIO ONE
Fire Alarm
Carbon Dioxide Extinguisher
Foam Extinguisher

FIRE EVACUATION PLAN FOR STUDIO 6

STUDIO 6, UNIT B
ROCKY HILL
LONDON ROAD
ME16 8HS

PLAN DATE: 1st August 2026
REVIEW DATE: 1st August 2027

SOUND OF THE ALARM

The sound of the alarm is a continuous ringing sound and there will also be a flashing red light in the studios. Music will switch off when the alarm sounds

RAISING THE ALARM

In the event of a fire:

If the fire is discovered by a member of staff the alarm will be raised by activation of the nearest call point found on every floor.

If a student / visitor notifies a staff member of a fire, the staff member will raise the alarm by activation of the nearest call point.

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

ACTION STAFF SHOULD TAKE ON HEARING THE ALARM

The following actions will be taken upon the fire alarm being sounded/raised:

All Staff members will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating. Staff members must ensure they take their registers with them and check the toilets on their floor as they leave.

The Duty Manager / Fire Marshall will take charge and lead in the fire evacuation.
The Duty Manager / Fire Marshall to Dial 999 and request attendance by the Fire Service.

The Duty Manager / Fire Marshall gives their name, name of building, building address (as given at the beginning of this document, contact number and details of the fire).

The Duty Manager / Fire Marshall must pick up Registers / Visitors Signing in Book/Sheet from reception desk.

Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate

Staff to sweep building to ensure all areas are clear (including back areas & toilets) if safe to do so and ensure all doors are closed on the way out If safe to do, electrical mains and gas supplies should be switched off before leaving the building, by the Duty Manager / Fire Marshall. The location of these is detailed below.

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

BUILDING	SUPPLY	LOCATION
STUDIO 6	ELECTRIC	FUSE CUPBOARD AT BOTTOM OF STAIRS BACKSTAGE
	GAS	IN BOX OUTSIDE
	FIRE ALARM PANEL	OUTSIDE BOARDROOM DOOR
	MAINS WATER	VALVE IN CUPBOARD UNDER THE BOARDROOM STAIRS CODE IS C0258Z

The Duty Manager / Fire Marshall is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

Everyone to meet at the designated assembly point and check all Students / Visitors / Contractors and Staff Members are accounted for.

The Duty Manager / Fire Officer is to liaise with Fire Service upon their arrival.

ESCAPE ROUTES

Through the bar and out through the front door
Through the Fire Exit located at the back of the performance studio
If in the boardroom or in Studio 5, walk down the stairs and exit through the front door.

FIRE ASSEMBLY POINT

PREMIER INN CAR PARK

FIGHTING FIRES - EXTINGUISHER USE

Fire extinguishers will only be used where:
Staff have received training and feel confident in their use Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

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

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN

DUTY MANAGER MOBILE PHONE

VARIATIONS TO PLAN

FOR EXAMPLE	ACTION TO BE TAKEN
Member of staff is working alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY staff member to ensure they always have a clear escape ROUTE and not Lock front door
Member of staff teaching alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY STAFF MEMBER TO HAVE A REGISTER TO HAND AT ALL TIMES ALL STUDENTS TO BE IN THE STUDIO WITH THE TEACHER AND NOT PRACTISING ALONE

BACK UP ARRANGEMENTS IN THE EVENT OF FIRE ALARM FAILURE

Whistle to alert other members of staff
Group Whatsapp message on group page

RESPONSIBILITIES	WHO IS RESPONSIBLE

FOR ENSURING PLAN IS UP TO DATE	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS
FORE ENSURING ADEQUATE STAFF ARE ON DUTY TO CARRY OUT THE EVACUATION	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS
FOR TRAINING THE STAFF ON EVACUATION PLAN AND IN THEIR ROLES AND RESPONSIBILITIES	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS

FIRE EXTINGUISHERS AND FIRE EQUIPMENT

STUDIO 6

RECEPTION / BAR AREA
Fire Alarm: located by the front door
Extinguisher: located next to the front door
Extinguisher: located next to the bar
Extinguisher: located at bottom of the techie stairs

DANCE STUDIO 6
Fire Alarm: located by the fire exit in the dance studio
Extinguisher: located by the fire exit
Extinguisher: located backstage near costume cupboard

DANCE STUDIO 5
Fire Extinguishers Located by cupboard door

BOARDROOM
Fire Alarm: located by the door as you enter the room
Extinguisher: located by the external wall in the boardroom

BALCONY
Fire extinguishers located next to the boardroom door

CHANGING ROOMS
Fire Alarm: located at the top of the stairs
Extinguisher: located at the top of the stairs

FIRE DRILLS

- Conducted termly (minimum 3 per academic year)
- Drills evaluated and logged
- Feedback given to improve procedures

FIRE RISK ASSESSMENT

- Conducted annually or upon major changes to premises
- Reviewed after any fire incident
- Carried out by a competent person

TRAINING

- All staff receive annual fire safety training
- New staff and students receive fire induction
- Fire Marshals receive enhanced training

RECORD KEEPING

Records kept for:

- Fire drills
- Equipment maintenance
- Risk assessments
- Training logs
- Alarm test logs