GREENE'S COLLEGE OXFORD

Emergency Plan and Fire Evacuation Policy

This policy was adopted in August 2026.

This policy is due to be reviewed in August 2027.

The person responsible for the implementation of this policy is the College Bursar.

It is the responsibility of the College's Governing Body to ensure that this policy is reviewed and updated annually.

What to do in the event of a fire:

1	How will people be warned if there is a fire?	They will hear the fire alarm and be notified by the fire wardens.
2	What should staff do if there is a fire?	Staff should, as quickly as possible, make their way to the nearest fire exit. Fire wardens and other staff must encourage anyone else in the building to leave.
3	How should evacuation of the premises be carried out?	In a calm and confident manner.
4	Where should people assemble after they have left the premises and what are the procedures for checking whether the premises have been evacuated?	The assembly point is on the opposite side of the road by the ice cream café (G&D). The Bursar will determine if everyone has been accounted for by confirming with the fire wardens.
5	How can people identify and gain access to key exit routes and escape from the building to a place of total safety?	Marked fire exit routes should be used.
6	What are the arrangements for fighting the fire?	Fire extinguishers can be used if there is no danger to anyone in the building of doing so. If there is any doubt, the building must be evacuated, and the Fire Brigade called.
7	What are the duties and identity of staff who have specific responsibilities if there is a fire?	The Bursar is responsible for coordinating the evacuation of the building. All members of staff are responsible for raising the alarm in the event of a fire.
8	What are the arrangements for the safe evacuation of people identified as being especially at risk (disabled, lone workers, young persons)?	Any member of staff who is with another person who is especially at risk must, without danger to themselves, ensure the other person's safe evacuation.
9	How will the fire brigade be called and who will be responsible for doing this?	Once the building has been safely evacuated, the Bursar will call the fire brigade.
10	What are the procedures for meeting the fire brigade on their arrival and notifying them of any special risks?	The Bursar will greet and brief the fire brigade.
11	What should staff and students do after they have left the premises?	Once the building has been evacuated, the Bursar will make sure everyone stays safe away from the building and can only return once the fire brigade has certified it as safe to do so.