



# Euler Academy Fire Safety – Emergency Evacuation Procedures

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
John Sharp	Laura Harkin	27/11/2023	V2	Nov 2024

<b>1</b>	<b>Summary</b>	<b>Fire Safety – Emergency Evacuation Procedures</b>
<b>2</b>	<b>Responsible Person</b>	<b>John Sharp</b>
<b>3</b>	<b>Accountable SLT Member</b>	<b>Laura Harkin/Robert Abrahamsen</b>
<b>4</b>	<b>Applies to</b>	<b>All staff</b>
<b>5</b>	<b>Who has overseen development of this policy</b>	<b>Laura Harkin</b>
<b>6</b>	<b>Who has been consulted and recommended policy for approval</b>	<b>Nicola Wltham</b>
<b>7</b>	<b>Approved by and Date</b>	<b>27/11/2023</b>
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<b>9</b>	<b>Available on</b>	<b>Sharepoint</b>
<b>10</b>	<b>Related documents (if applicable)</b>	
<b>11</b>	<b>Disseminated to</b>	<b>All staff</b>
<b>12</b>	<b>Date of implementation (when shared)</b>	<b>27/11/23</b>
<b>13</b>	<b>Consulted with recognised trade unions</b>	<b>No</b>

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This fire safety emergency evacuation procedure has been written using the guidance from the Fire Safety Advice Centre.

<https://www.firesafe.org.uk/fire-emergency-evacuation-plan-or-fire-procedure/>

### **1. Responsible person for fire safety**

The appointed 'senior responsible person', for fire safety, including plans for an emergency and all fire risk assessments on the site is **Mr John Sharp, Site Facilities Lead**

### **2. Fire evacuation strategy**

A simultaneous evacuation strategy is to be used on this site. This means the evacuation in case of fire will be by means of everyone reacting to the fire warning system sounded when a fire is discovered, then making their way, by means of escape, to a place of safety away from the premises.

### **3. Action on discovering a fire**

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately. All fire alarm call points are key activation. All staff carry a key (801) to activate the alarms.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

Upon hearing the alarm, the lift should not be used.

Arrangements for evacuating a member of staff or pupil with a disability should be set out in a personal emergency evacuation plan (PEEP).

### **4. Action on hearing the alarm**

On hearing the fire alarm, the following staff procedures/duties will take place:

#### **Classroom staff/support staff**

- On hearing the fire alarm, the person managing the class/group/individuals will take the pupils through the nearest fire exit.
- Staff must direct and support pupils to walk, in a quiet orderly manner.
- NO ONE should stop to collect belongings.
- Staff and pupils must evacuate to the assembly point on the MUGA.
- Staff will check pupils against the fire register and immediately inform administration staff if any pupils are missing.

#### **Administration and office based staff**

- On hearing the alarm office based staff must evacuate through their nearest fire exit.
- On hearing the alarm admin staff will collect fire registers of pupils, staff and visitors. They should evacuate through their nearest fire exit and take registers to the assembly point on the MUGA.
- NO ONE should stop to collect personal belongings.
- Admin staff will give each class their fire register to check and will consult class leaders to see if any pupils are missing.
- Admin staff will check all staff and visitors are present.
- Admin staff will report any missing persons to the fire warden.

### **Kitchen staff**

- On hearing the alarm turn off and unplug equipment if safe to do so.
- Evacuate by the designated route and assemble at the MUGA.
- NO ONE should stop to collect personal belongings.

**No one may re-enter the buildings until they have been given the all clear by the Head of School, in the case of a fire drill or Fire Officers, in the case of a fire.**

## **5. Calling the Fire Brigade**

On activation on the fire alarm the fire brigade will be automatically informed by the alarm company that there is a fire at the school.

If a heat or smoke sensor is activated this will raise an alarm in the reception area, allowing a 3 minute period for an investigation to take place before a full evacuation. If a fire is found the Site Officer or fire warden can confirm this alarm by activating a key call point. If the 3 minute investigation time lapses, then the full evacuation will sound.

## **6. Power/process isolation**

On activation of the fire alarm the following processes automatically take place:

- Door activation fobs are released on internal and external doors
- Gas supply in the plant room is stopped
- Lift is disabled
- Kitchen roller shutters close

## **7. Identification of key escape routes**

All fire exits are clearly signed using 'green man fire exit' signs. Key escape routes to the assembly point on the MUGA have been identified from each fire exit.

Fire escape plans are displayed around the site.

(Fire escape plans and exits appendix 1)

## **8. Fire Wardens**

The appointed "senior responsible person" for fire safety, including plans for an emergency and all fire risk assessments on the site is John Sharp, Site Facilities Lead. In the event of this person not being present the deputy is the Head of School.

Fire Wardens are appointed to the main areas of the school. Each fire warden has a nominated deputy.

The fire wardens are as follows:

- Upstairs corridor- Laura Nahar, Personal Development Mentor and David Palmer – Deputy Safeguarding
- Downstairs corridor – Laura Harkin, Head of School and Robert Abrahamsen, Assistant Head of School
- Main gate and carpark area - John Sharp, Site Facilities Lead or Stephen Groustra, Site Facilities Assistant

Fire Wardens are responsible for

- Fire routines and evacuation drill procedures
- Ensuring staff know location of fire alarm points and exits
- Ensuring regular use of escape routes
- Ensuring fire exit routes are kept clear

The senior responsible person must ensure that all notices are correctly sited and that the fire emergency evacuation plan is properly distributed and understood by all.

## **9. Place of assembly and roll call**

The assembly point for all staff, pupils and visitors is on the Multi Use Games Area (MUGA).

Pupils should assemble in class lines with a member of staff at the front and back of the line.

Roll call will be taken as follows:

- Admin staff will distribute class fire registers to each class.
- Admin staff will check fire registers for staff and visitors.
- Missing pupils must be reported to the Principal.
- Missing staff or visitors must be reported to the School Business Manager

## **10. Fire fighting equipment provided**

**Priority is to evacuate the building and not to fight fire.**

Fire extinguishers are positioned around the building. The location of these is identified by signage.

## **11. Training**

A schedule of training is in place to ensure the senior responsible person and fire wardens are fully trained in their duties.

The senior responsible person is responsible for the inducting new staff on fire safety evacuation procedures. They also ensure that all staff are regularly updated and reminded of fire evacuation procedures. This person keeps a record and results of all training

Fire drills are carried out at least termly using escape routes. The timing of these drills vary, to allow for staff and pupils to practise using varied escape routes.

## **12. Personal Emergency Evacuation Plan (PEEP)**

There will be occasions when a member of staff or pupil with a disability or additional needs may need a Personal Emergency Evacuation Plan (PEEP). We recognise that not all disabilities are visible and this can include sensory-impaired people.

A PEEP should be prepared with the member of staff, pupil and their family to plan the safest way to help this person evacuate in the event of a possible fire. The plan will clearly state how best to help the person, roles and responsibilities and use of any equipment.

## **13. Liaison with emergency services**

In event of needing to evacuate for a fire a fire Warden, John Sharp, Emma Pallister or Stephen Grouwstra will wait at the main gates at the front of the school for the fire brigade. This fire warden will be in contact with the admin team conducting the roll call.

The senior responsible person will join the fire warden at the front of the building. This person has extensive knowledge of the building that they can share with the fire brigade.