



Euler Academy

Fire Safety – Emergency Evacuation Procedures

1	Summary	Fire Safety – Emergency Evacuation Procedures			
2	Responsible person	John Sharp			
3	Accountable SLT member	Laura Harkin			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	SLT			
6	Who has been consulted and recommended policy for approval	Nicola Witham			
7	Approved by and date	Nicola Witham – November 23			
8	Version number	2			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	27/11/23			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

Contents

1. Responsible person for fire safety	4
2. Fire evacuation strategy	4
3. Action on discovering a fire	4
4. Action on hearing the alarm.....	4
5. Calling the Fire Brigade	5
6. Power/process isolation.....	5
7. Identification of key escape routes	6
8. Fire Wardens.....	6
9. Place of assembly and roll call	6
10. Fire fighting equipment provided.....	7
11. Training.....	7
12. Personal Emergency Evacuation Plan (PEEP).....	7
13. Liaison with emergency services	7
Appendix 1 – Fire Escape Plan	8

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 John Sharp, Site Manager.

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 to activate the alarms.

Fire Evacuation notices and plans are in place in all areas of the school. Upon hearing the alarm, the lift should not be used.

Visitors with a disability, and requiring assistance in an emergency, should make the office staff aware when signing in so arrangements can be made and staff informed.

4. Action on hearing the alarm

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

Classroom staff/support staff/visitors

- On hearing the fire alarm, the person managing the class/group/individuals will take the pupils through the nearest fire exit, collecting fire register packs on the way out of class
- 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 register and immediately inform the Principal if any pupils are missing.

Administration and office based staff/visitors

- On hearing the alarm office based staff must evacuate through their nearest fire exit.
- On hearing the alarm admin staff will print fire registers of 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 check all staff not on class lists and visitors are present.
- Admin staff will report any missing persons to the Principal.

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 Principal (in the case of a fire drill) or Fire Officers (in the case of a fire)

5. Calling the Fire Brigade

On activation of 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 kitchen is stopped
- External gates are released
- Lift is disabled
- Kitchen roller shutter closes

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 are shown in 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 Manager. In the event of this person not being present the deputy is the Principal. 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 (Safeguarding and Welfare Lead)
- Downstairs Corridor – Laura Harkin (Principal) and Deputy Principal
- Main gate and car park area – John Sharp (Site Manager) Stephen Grouwstra (Site Assistant) or Emma Pallister

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:

- Class leader will check pupils against classroom fire registers
- Admin staff will check fire register for staff and visitors

- Missing pupils, members of staff or visitors will be reported to the Principal.

10. Fire fighting equipment provided.

The priority is to evacuate the building and not to fight fire unless it is safe to do so. Fire extinguishers are positioned around the building. The locations of these are 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 varies, 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 an evacuation for fire, the site staff member on duty (or a nominated fire warden in their absence) will wait at the main gates at the front of the school for the fire brigade. This staff member will be in contact with the Principal.

The Senior Responsible Person will join the fire warden at the front of the building at the earliest opportunity (if not already there). This person has extensive knowledge of the building that they can share with the fire brigade.

