



Fire Evacuation Procedures
Main Building, Portacabin and Café Building
May 2021

N.B. If Site Supervisor is not on site, Head's PA will take on that role and Receptionist will take on Head's PA role.

Key Staff:		
D Benham	Site Supervisor	Fire Marshall / Evacuation Warden
S Stephenson	Head's PA	Health & Safety Co-ordinator Central point for info / Pupil Register checks
F McMonies / L Burns / E Henderson	Admin	Visitor / Staff Register checks
J Hayes / P Thompson / C Becke / C Patterson		Fire Marshall / Evacuation Wardens

In the event of a fire:	<p>Site Supervisor to call the fire brigade, consult the alarm panel, note which zone has been activated. Ensure access to front door is available.</p> <p>Head's PA will act as an information co-ordinator or Evacuation Warden if needed. Site Supervisor to ensure Head's PA has relevant information for passing to the fire brigade.</p> <p>In the event of a fire at the Clervaux building, all to exit the building via the nearest safest point. Member of staff to inform Clervaux Exchange reception, Site Supervisor or Head's PA of the fire and the fire brigade to be called. Proceed to fire evacuation point.</p>
<p>Proceed to assembly point A (main school yard) [If unsafe to assemble at Point A, assembly point B is located outside main school gates]</p>	<p>Admin will take registers, visitor system information, timetable and list of pupils who are out of the building to assembly point.</p> <p>Registers to be distributed to the class teachers and a check made to ensure that all staff, pupils and visitors are at the assembly point.</p> <p>Head's PA to check with each Teacher to confirm all pupils are accounted for.</p>
Evacuation of building	<p>All staff will assist in the safe evacuation of the building by escorting pupils and visitors in their care to the nearest exit to assembly point.</p> <p>Classroom staff will escort their teaching group safely to the evacuation point (exit by nearest safest exit) and call a register.</p> <p>Any missing persons must be reported to Head's PA immediately for action or for emergency services information.</p> <p>Café - member of staff to escort any visitors to assembly point (check off signing in sheet to ensure all present and correct)</p> <p>Clervaux - see above.</p>
Evacuation Wardens:	C Patterson - Clervaux

	<p>C Becke (Café Building) D Benham (Main Building) P Thompson (Main Building) J Hayes (Main Building)</p> <p>If Evacuation Warden considers that a small fire can be tackled safely this should be done promptly.</p> <p>Evacuation Wardens must not put themselves in danger.</p>
Evacuation Plan:	<p>Evacuation Warden should ensure that their area has been evacuated, close the door of the area concerned and follow the evacuation procedure.</p> <p>Warden Areas:</p> <p>S Stephenson Reception and LM office</p> <p>J Hayes Phase 1 and 2 area of main building (including classrooms and toilets) and portacabin</p> <p>C Becke Café area (including classrooms, office and toilets) in café building.</p> <p>P Thompson Phase 3 and 4 area of main building (including classrooms, toilets and staff room).</p> <p>D Benham Hall, Deputy Head's office, conference room.</p> <p>Re-check / walk through all areas of the school.</p> <p>If additional Evacuation Warden is required, C Patterson will carry out this function.</p> <p>Evacuation Wardens to inform Head's PA that their area is clear and safe to return to. Any issues to be immediately reported Head's PA.</p> <p>No person should re-enter the building until the Head Teacher has given permission to do so (DHT / SLT in his absence).</p>
Follow-up action	<p>In the event of a fire extinguisher being discharged the person responsible to inform Site Supervisor, who will arrange for it to be replenished.</p> <p>Site Supervisor to liaise with Local Authority, Emergency Services and other agencies to ensure reports are completed and any repair works carried out.</p>