

PARK HALL

ACADEMY

Name of Policy	Fire Evacuation Policy	
Lead	Simon Woodfield Facilities Manager	
Governor Committee		
Policy Status	Developed	September 2009
	Updated	April 2018
	Governor Approved	June 2016
Review Frequency	2 Years	
Next Review	April 2020	
This version No	7	

1. When the fire alarm sounds

When the fire alarm sounds, staff should direct students to leave the building in an orderly fashion, leaving their belongings behind and going immediately to the Fire Assembly point at the MUGA.

2. The role of Leadership

Deputy Head 1 will be on the MUGA and will act as the link between the **SLT** remaining at the reception entrance and the **Heads of Year**.

Deputy Head 2 / HR Manager / Facilities Manager to meet BAM in the main reception entrance with radios on Ch5. (BAM staff will attend within 4 minutes of alarm activation) After 5 minutes, the academy will call the Fire Brigade if there is non-attendance from BAM personnel.

*(BAM staff will identify the location of the fire using the fire panel display and communicate this to the **SLT** member at the reception entrance. One person from BAM and one person from the Academy will move to the indicated area of concern to establish if the alarm is genuine and this will be communicated via radio back to the **SLT** member remaining at the reception entrance.)*

If a fire is discovered, then the **SLT** member at the reception entrance will ensure the fire service is called.

3. The role of Fire Wardens

Fire Wardens will sweep their designated areas and report to a member of **SLT** at the reception entrance.

4. The role of Reception /Admin staff

Reception will immediately generate a live copy of the Staff/Visitor/6th Form inVentry Evac registers. These will be taken to the MUGA and handed to the Headteachers PA.

If for any reason this is not possible i.e. power loss, they will instead retrieve the back up 09:30am print out from the wall above the Fire Extinguishers in 'Main Office' and take to the MUGA

Reception / Admin – will immediately take the student 'Fire Registers' folder, kept behind reception to the Heads of Year on the MUGA.

5. The role of Heads of Year & Assistant Head / Progress Leader

Assistant Head / Progress Leader will check both (black) gates from the back of school field onto Year 7 playground are wide open before managing the entrances to the MUGA

Heads of Year will distribute the student registers brought by **Reception/Admin** to each of their tutors.

Heads of Year must ensure that their year group is in the correct place and behaving appropriately and that each form has a tutor present to take the register.

Once **tutors** have registered their forms they will report to the **Heads of Year** who in turn will report to **SLT** in the centre of the MUGA.

6. The role of the tutor

Tutors will ensure that their tutor group is in straight lines, in alphabetical order, facing forwards and *standing quietly*.

The register must be taken as quickly as possible and the result fed back to the **Head of Year**

The tutor group will remain supervised until dismissed by the **Head of Year / SLT**

7. The role of 'cover tutors' and co tutors

If a member of staff has taken a tutor group register in the morning (including supply staff), they will report to that group to register them in the fire drill

Co-tutors will assist the tutor in managing the conduct of their tutor group

8. The role of visiting teachers i.e. Arden staff

These staff are to move to the 'Staff' area to await being accounted for.

9. The role of the Sixth Form team

Head of 6th Form and the **Progress Manager** will manage Sixth Form students in the allocated area outside of the MUGA.

The InVentry signing in/out logs (Headteachers PA) and student registers (Reception/Admin staff) will be obtained from staff on the MUGA and be used to establish the correct attendance of students with the result immediately fed back to **SLT** on the MUGA

10. The role of non-tutors

Teachers not attached to a tutor group (or without another role in the procedure) are to make their way to the 'Staff' area within the MUGA

LSA's are to report to in the 'Staff' area within the MUGA

Support staff are to report to the 'Staff' area within the MUGA where they will be accounted for.

Catering staff are to report to the 'Staff' area within the MUGA where they will be accounted for by **Catering Manager**

11. The role of the Exams Officer in the event of Examinations being underway

The **exams officer** will collect their walkie-talkie, go to the fire panel and liaise with **SLT** to confirm if an evacuation must take place and then communicate the decision back to the examination rooms.

The **lead invigilator** is to keep all students working at their desks until advised by the **exams secretary** to evacuate.

If evacuation is required, students should be asked to leave the Assembly Hall / Sports Hall in an orderly fashion, making no communication with each other and leaving all belongings behind

Sports Hall / Assembly Hall exams - Students must leave by the fire exits onto the **front of school** and make their way round past the caretaker's office and through the side gate to the **tarmac maze area**.

'Classroom' exams – Students must leave by the nearest exit to the **rear** of the building and make their way to the **tarmac maze area**. Students must be accompanied at all times by all invigilators.

The **Lead Invigilator** must take the exam register with him/her and check the students against this outside

The **exam secretary** will maintain communication with SLT via radio and await the 'all clear'

12. The role of Sports Hall teacher

Any teacher taking a lesson in the Sports Hall must ensure they have a key to the gate padlock on their person.

The teacher will lead students from the Sports Hall through the emergency exits onto the **front** of the school and around through the side gate adjacent to the Sports Hall.

Students will join their tutor group within the MUGA

13. Building users with mobility issues

Students with a PEEP - SEN staff under the direction of the **Assistant Head** are responsible for invoking any special evacuation requirements highlighted by a **P.E.E.P.** assessment

Students with a temporary mobility issue will be buddied according to the 'return to school assessment' following injury affecting mobility i.e. broken leg.

Staff with a PEEP – the procedure for safe evacuation agreed on the PEEP will be invoked.

Staff with a temporary mobility issue will be buddied with other staff members according to the 'return to work' assessment.

Visitors – where a mobility issue is apparent i.e. wheelchair user / leg in cast etc the receptionist signing in the visitor should ascertain the visitor's ability to use stairs in the event of an emergency. Advice should be sought from the Facilities Manager / HR Manager / First Aider where the visitor feels they would not be able to use stairs in an emergency and the visitor will not be remaining on the ground floor.

14. Disabled Refuge Phone (Located under Fire Panel)

BAM staff and the Academy hold keys to unlock the phone panel in the event of Fire Alarm activation. The school key will be held on the clipboard used by SLT to check off Fire Marshals (kept on the 'Fire Notice Board' in General Office). If the refuge call point is activated, BAM staff will confirm the location of the activation and PHA staff at the panel will reassure the person on the stairwell. Their location will be confirmed and assistance will be sent if applicable.

15. Management of site entrance

Upon hearing the alarm, a **BAM** operative will immediately proceed to the front entrance on Water Orton Road with a BAM radio. They will close the pedestrian gate and stand by the carpark barrier to advise visitors of the situation and to ensure the entrance remains clear of vehicles. If the Fire Brigade are called the **Facilities Manager / HR Manager** will attend the barrier to assist. This person will give first direction to the Fire Brigade

16. Fire Alarm activation before the core school day (Core day 09:10 to 16:00)

All previous points apply.

In addition, the coordinating **SLT** member of staff at the MUGA will assign two members of staff to the front of school to direct staff/visitors/students coming onto site.

- **One** will stand at the front of the Sixth Form entrance and
- **One** will stand in front of the Sports Hall by the gates onto the path leading to Cranmore Road entrance.

Anyone using these entrances will be directed around the side of the Sports Hall to assemble in the MUGA. The member of SLT/FM remaining at the Fire Panel will ensure no-one uses the main entrance.

17. Fire Alarm activation after the end of the core school day (Core day 09:10 to 16:00)

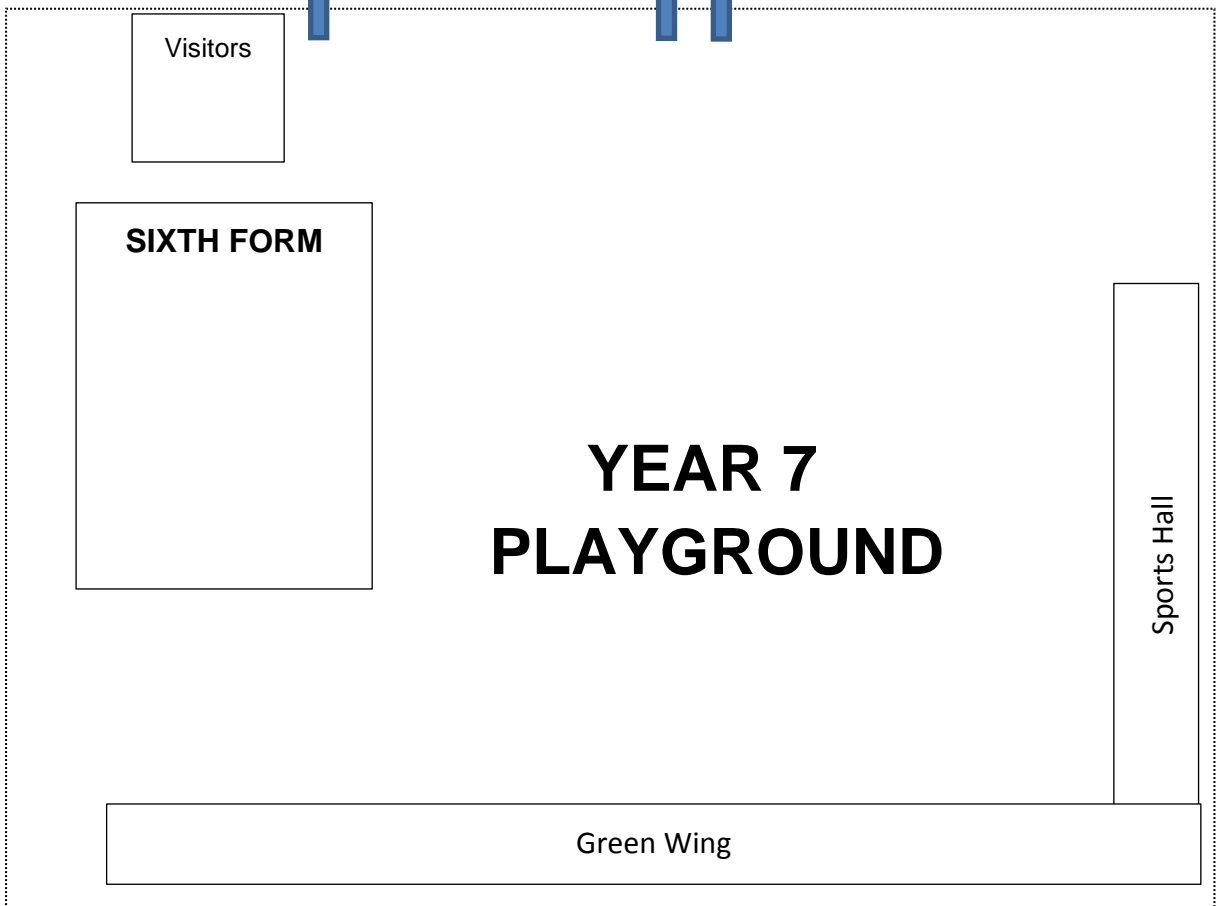
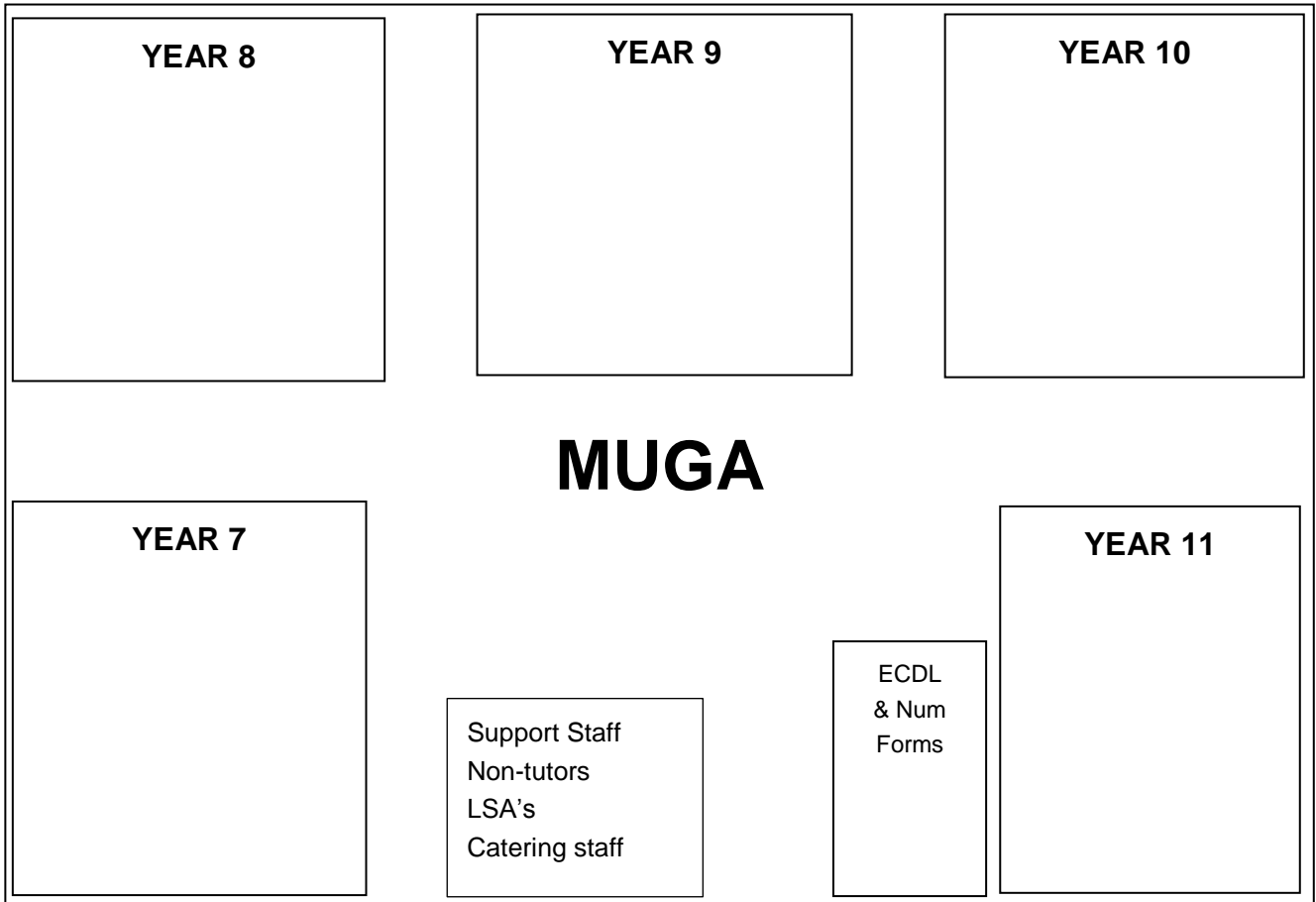
Numbers of staff and students on site after 16:00 will be a constant variable. Evacuation will be the priority and will take place to the MUGA for all those remaining in the building. Teaching staff will be responsible for ensuring any students under their supervision are safely evacuated. Lone workers must take responsibility for managing their own safety/evacuation as outlined in the Lone Worker Procedure.

18. Staff Evacuation Groups

For the purposes of speed, staff are divided into the following groups which will be accounted for by the person shown;

STAFF GROUP	LOCATION ON MUGA	PERSON TAKING REGISTER
Lower School – Tutors, HOY, Progress Leader	With years 7, 8 & 9 in MUGA	Lower School Secretary
Upper School – Tutors, HOY, Progress Leader	With student years 10 & 11 in MUGA	Upper School Secretary
Sixth Form – Progress Manager, Assistant Head, Sixth Form Tutors	Sixth Form area in front of MUGA	Head of 6 th Form
Leadership – SLT / SMT / Governors	Centre of MUGA	Headteachers PA
Staff – Non-tutors / Support staff / Arden teachers / Long term supply / LSA	'Staff' area within MUGA	Headteachers PA
Visitors	Visitor area in front of MUGA	Headteachers PA
Invigilators	At the MAZE in the event of an exam	Exams Secretary
Kitchen sub-contractor	MUGA entrance	Catering Manager

19. MUGA ASSEMBLY POINTS





FIRE EVACUATION PROCEDURE

(Displayed in each room)

If you discover a fire, raise the alarm immediately. Do not tackle the blaze yourself unless you have been trained.

If the Fire Alarm sounds, everyone should remain calm and leave the building via the nearest exit - making their way to the Fire Assembly area at the MUGA. Do not take personal belongings.

- **Students** should line up quietly in tutor groups under the relevant form sign in the MUGA
- **Staff** not assigned to a tutor group should gather in the MUGA under the 'Staff' sign
- **Visitors** should follow staff and students towards the MUGA. The assembly area for visitors is to the left of the MUGA under the 'Visitors' sign.
- In the event of a Fire Alarm activation, circulation doors in corridors will automatically close.
- Do not use the lift.
- Leave the building using the Fire Exit closest to you. Do not walk through the building
- Fire exit stairs give 30 minute fire/smoke protection. Persons unable to get down stairs for any reason should remain on a stair landing and get help using the emergency call point which activates after 4 minutes.

Staff and students will only be able to return to the building when instructed by a member of leadership once the "all clear" has been given.

Emergency Exits are indicated on the layout plan below by the RED arrows;

