

Lead Reviewer: **Pete Loughborough / Zoé Evans**

Who this is aimed at: **All staff**

Version	Reason for Change
2	Review due 2016

Date Initially Implemented	September 2012
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Frequency of review	3 years	Review due	January 2020
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INTRODUCTION

Narrative

The school occupies part of the ground floor of the building which is divided into fire resisting compartments, several of which form school occupied areas. Parts of the school area have a common roof void which has the potential, should a fire occur within this, to affect all accommodation under the roof void simultaneously.

The evacuation strategy for the school areas has been determined having account of the challenges encountered in lifting and moving children and young people with profound disabilities and the structural precautions inherent in the building. Administration and other non-classroom based staff are designated as 'support staff' to assist the evacuation of teaching areas in the event of the fire alarm being raised.

Staff with Specific Responsibilities

The **Fire Evacuation Manager (FEM)** will be the member of staff present on site with the highest priority in the following list:

Priority	Name	Position
1	Zoé Evans	Headteacher
2	Jo Allen	Deputy-headteacher
3	Felicia Jibson	Lead Teacher
4	Nikki Seel	Lead Teacher
5	Pete Loughborough	Business Manager

The responsibilities of the FEM are:

- To obtain initial information relating to the potential fire, including its location.
(This may include consulting the fire alarm panel in the main Reception area and liaising with members of the Rose Road Association.)
- To determine whether the evacuation procedure can be cancelled (which should **only** be done if the cause of the alarm being triggered is known and does not constitute any potential danger).
- To receive reports from the designated Fire Marshals and others regarding the evacuation of the building.
- To ensure everyone is present at the assembly point and have been accounted for.

- To direct relevant staff, as appropriate, depending on the priorities prevailing at that time.
- To maintain an overview of the evacuation procedure, having as full an understanding of the complete situation as possible.
- To be the first point of contact for the emergency services on their arrival.

Staff with Classroom Responsibilities

Unless otherwise directed by the FEM:

- If elsewhere in the building, return to your designated classroom **provided** it is clearly safe to do so.
- Close all doors to internal parts of the school (corridors, etc.)
- Ready all occupants of the room for immediate evacuation, checking connecting changing rooms, toilets, etc.
- Once everyone is ready, evacuate by the safest available route, which is likely to be directly to the outside. Follow the evacuation procedure displayed in the room.
- On arrival at the Assembly Point, immediately report to the FEM.
- **Should anyone not be able to be evacuated, this should be reported immediately to the FEM.**
- Do not re-enter the building until instructed to by the FEM.

Administration Staff located in the School Office

- If there are obvious signs of a fire within the school, or such a fire is confirmed by the FEM, **and it is safe to do so**, call the emergency services.
- Print off the emergency register from the EntrySign system.
- Collect the EntrySign tablet.
- Pick up the pupil registers.
- Collect the Fire Evacuation Record checklist.
- Take the registers and tablet to the Assembly Point and immediately report to the FEM.

Fire Marshals

Unless otherwise directed by the FEM:

- If elsewhere in the building, return to your designated search area **provided** it is clearly safe to do so.
- Undertake a swift review of the designated search area, ensuring all areas are clear of people.

- Assist with the evacuation of people within your designated search area, only re-entering the building into classrooms to ensure they are empty.
- Once the whole area is clear, or any part of the area becomes unsafe, evacuate to the Assembly Point, and immediately report to the FEM.

Other Staff and Visitors

- Follow the evacuation procedures shown on the wall.

EVACUATION PROCEDURES

Initial Actions

On the alarm:

1. Leave the building by following the signs to the nearest available exit. (For classrooms, this will be the door directly to the outside.)
2. Do not collect personal belongings.
3. If the nearest exit takes you to the back of the building, proceed to the front in a clockwise direction if possible: otherwise go anti-clockwise.
4. Assemble in the car park on the left-hand side between the minibuses and the fence.
5. If this position is unusable, assemble near Oaks and Acorns (by the Rose Road Association).
6. Report to the senior member of staff co-ordinating the evacuation (FEM).
7. Do not re-enter the building unless authorised to do so.