



WELLSPRING  
ACADEMY TRUST

We Make A Difference

# Fire Evacuation Procedure

EBOR GARDENS PRIMARY

Updated: 4.11.19



EBOR GARDENS  
Primary Academy

## **EMERGENCY FIRE EVACUATION PROCEDURE**

### **INTRODUCTION**

The purpose of this procedure is to ensure that all staff and pupils know what to do and where to assemble in the event of a fire. A copy of this Fire Evacuation Procedure document is available in the staffroom, Heads of School office, Kitchens and on the schools ICT network drive. A copy is also available in the main Reception area, along with a copy of the plan of the Academy site detailing the evacuation route and assembly points.

### **PROCEDURE**

- Upon hearing the fire alarm staff will direct pupils to vacate the building by the nearest available exit. Please see attached plan for designated fire exits.
- Staff will direct pupils along the agreed evacuation routes to the designated assembly areas as detailed on the map of the site.
- Admin staff will open the gates at the main entrance and Carol Wathen or other SLT member (SLT) will open the gates at the bungalow drive of the Academy to ensure access to the site for emergency services.
- Pupils should assemble in their classes in silence in order to enable the accountability of all staff and pupils to take place quickly.
- Teaching staff will accompany the class they were teaching at the time of the fire evacuation to the appropriate assembly point and either register the same class or await instructions from the Fire Marshall as to which form, tutor, teacher group they should register.
- Once registered teachers will raise EITHER a green card to acknowledge all pupils accounted for OR a red card to alert pupil unaccounted for. Admin staff will then take details to advise Head of School and Fire Service.
- SEND students who have a (Personal Emergency Evacuation Plan) PEEP but are able to leave the building will evacuate by the nearest agreed exit and make their way to the appropriate assembly for their year group. Staff will ensure accountability of these pupils.
- SEND students who have a PEEP but who are unable to exit the building or use an evacuation chair will be taken to the refuge points by their Learning Support Assistant. Staff representatives will inform the Fire Service who will then assist the individuals further.
- The Head of School or most senior member of staff on site will liaise and check with the Fire Marshalls to ensure the building is empty and all pupils are accounted for.
- The Head of School will determine when staff and students may return to the building.
- If the fire alarm was to sound at the end of the school day, pupils who have already left or about to leave the building are free to continue on their journey home. Pupils who have remained in the Academy for extra curriculum activities will be required to evacuate the building and follow the evacuation route to their designated area (Playground).

## **ROLES AND RESPONSIBILITIES**

### **Responsible Officer**

The Responsible Officer is the Head of School and in their absence this will be Lee Spink (Vice Principal).

Responsibilities in the event of evacuation are:

- Liaise and confirm with Academy representatives that the Fire Service has been called.
- Receive confirmation from the Fire Marshalls that the building is clear of people and all year groups are in place and calm. Receive information from the Academy representative about pupils with (PEEPS) who may be waiting at the lower decking area.
- Liaise with the Emergency Services including informing the Fire Service of anyone left in the building.
- In conjunction with Academy Representatives and the Emergency Services determine when it is safe to return to the building.

### **Fire Protection Officers**

Fire Protection Officers are:

<b>Name</b>	<b>Area</b>
Jeni McCormack	Main Gate
Carol Wathen	Bungalow Drive Gate

Responsibilities in the event of evacuation are:

- Direct staff and pupils exiting the building to the evacuation route quickly and safely.
- Remain present at the front of the building to ensure the area is free of people to ensure the Emergency Services has clear access to the Academy from the main gates to the main entrance.
- Liaise with the Responsible Officer and the Emergency Services as required.

### **Fire Marshals**

Fire Marshals are:

<b>Name</b>	<b>Area</b>
Sherree Dooley	Out to back assembly area
Julie Haigh	Out to back assembly area

Responsibilities in the event of evacuation are:

- Maintain order in the evacuation zone.
- Ensure accountability of pupils in classes.
- Liaise with the Responsible Officer to report that students are in place and calm.
- Liaise with the Responsible Officer to report the nominated staff Fire Wardens and delegated departmental staff have confirmed their areas are clear.

### **Fire Wardens**

Fire Wardens are:

<b>Name</b>	<b>Area</b>
Lynsey Tomlinson	Upper floor (Years 5 & 6 ) and toilets
Jeni McCormack	Ground floor (Year 4) and toilets, reception area and hall
Amanda Howley	Year 1 and toilets
Sewandi Chamberlain	Year 2/3 and toilets
Sherree Dooley	Staff toilets/staffroom/staff office corridor

Responsibilities in the event of evacuation are:

- Direct people along the agreed evacuation routes to the assembly points.
- Ensure designated areas are clear of people.
- Liaise with the Fire Marshalls to report that the building is clear.
- Notify the Fire Marshalls of anyone re-entering the building without permission.

### **Classroom Staff**

Responsibilities in the event of evacuation are:

- Direct and accompany pupils to the designated exit. All fire evacuation doors will open automatically in some areas of the school when the alarm is sounded. In others, this will be by means of a push bar / lever type mechanism.

- Ensure the classroom/learning base is cleared of all pupils.
- Direct and accompany pupils along the evacuation route to the appropriate assembly point as detailed on the Academy plans
- Direct pupils to line up in registration order
- Teachers to remain with their class and complete registers.

### **All Staff**

Responsibilities in the event of evacuation include:

- Direct pupils to vacate the building by the designated exit. All fire evacuation doors will open automatically when the alarm is sounded.
- Help those who are unfamiliar with the evacuation procedure and those who may be at risk.
- Ensure that any instructions from designated staff are followed.
- A member of reception / administration staff will ensure all staff have been accounted for and liaise with responsible officer (Head of School).

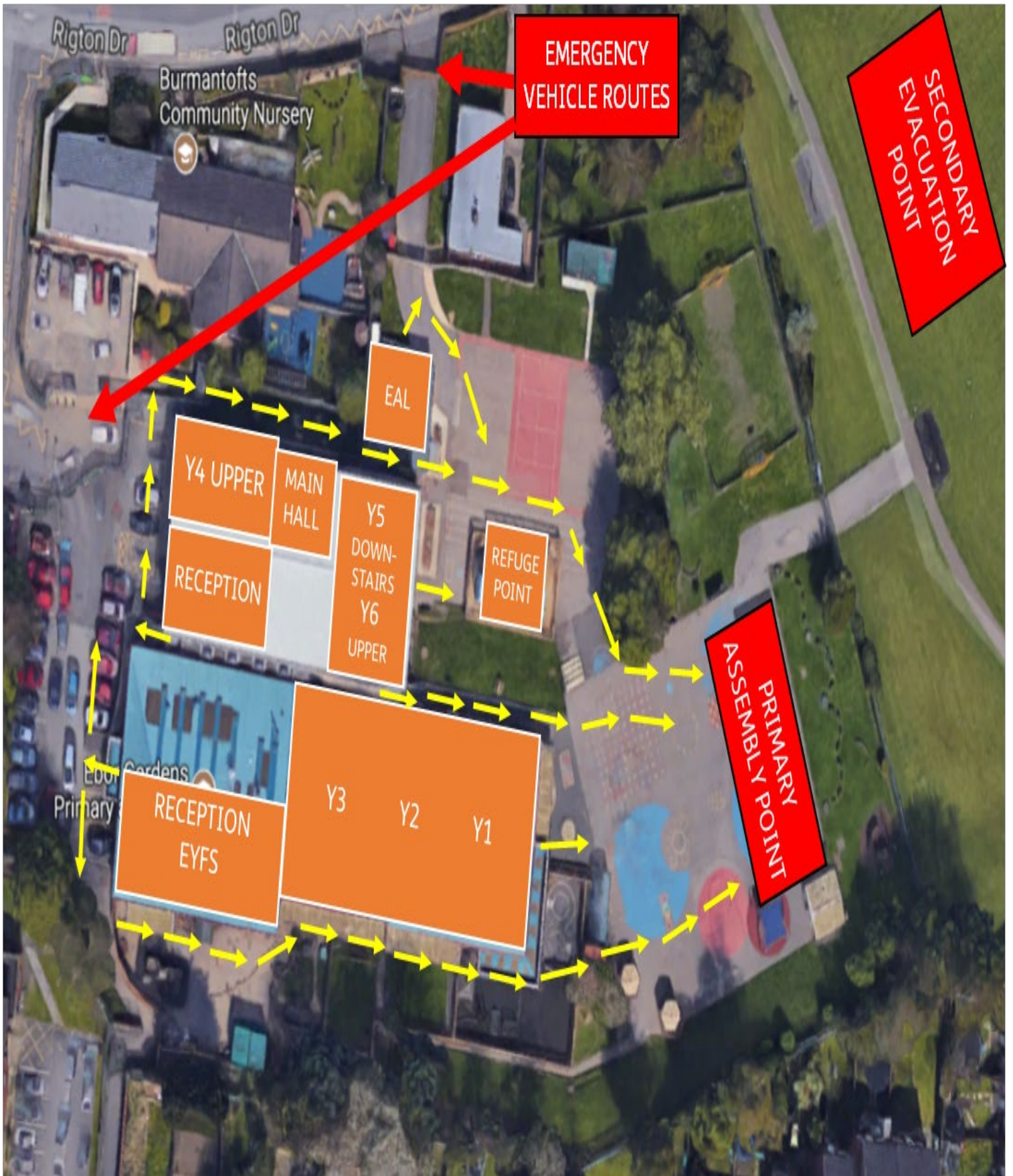
### **Visitors**

Responsibilities in the event of evacuation include:

- Vacate the building by the nearest designated exit. All fire evacuation doors will open automatically when the alarm is sounded.
- The assembly point for visitors is at the rear of the building. Assemble at the by the containers away from the building.
- A member of reception / administration staff will collect the visitor signing in and out print off sheet from the computerised system and will check that all visitors have been accounted for.

### **To note:**

- If staff and pupils are using the lifts and the fire alarm sounds the lifts will automatically return to the ground floor.



FIRE PLAN ROUTE SYSTEM

**TEMPLATE**

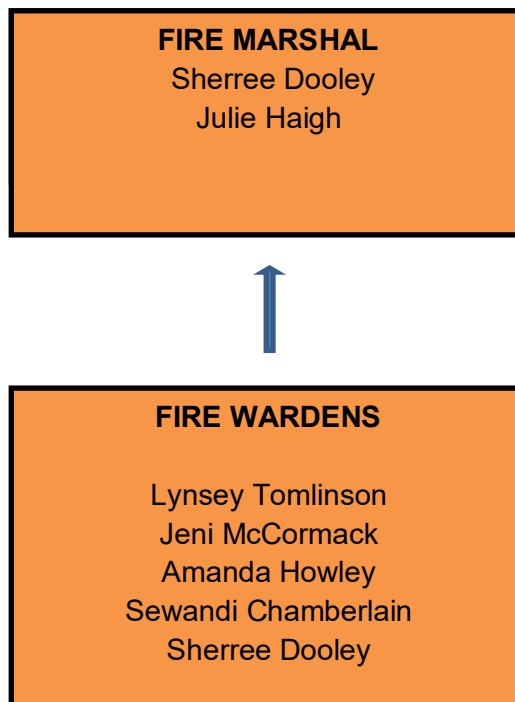
**FIRE EVACUATION ARRANGEMENTS – TEACHING / SUPPORT AND DEPARTMENTAL**

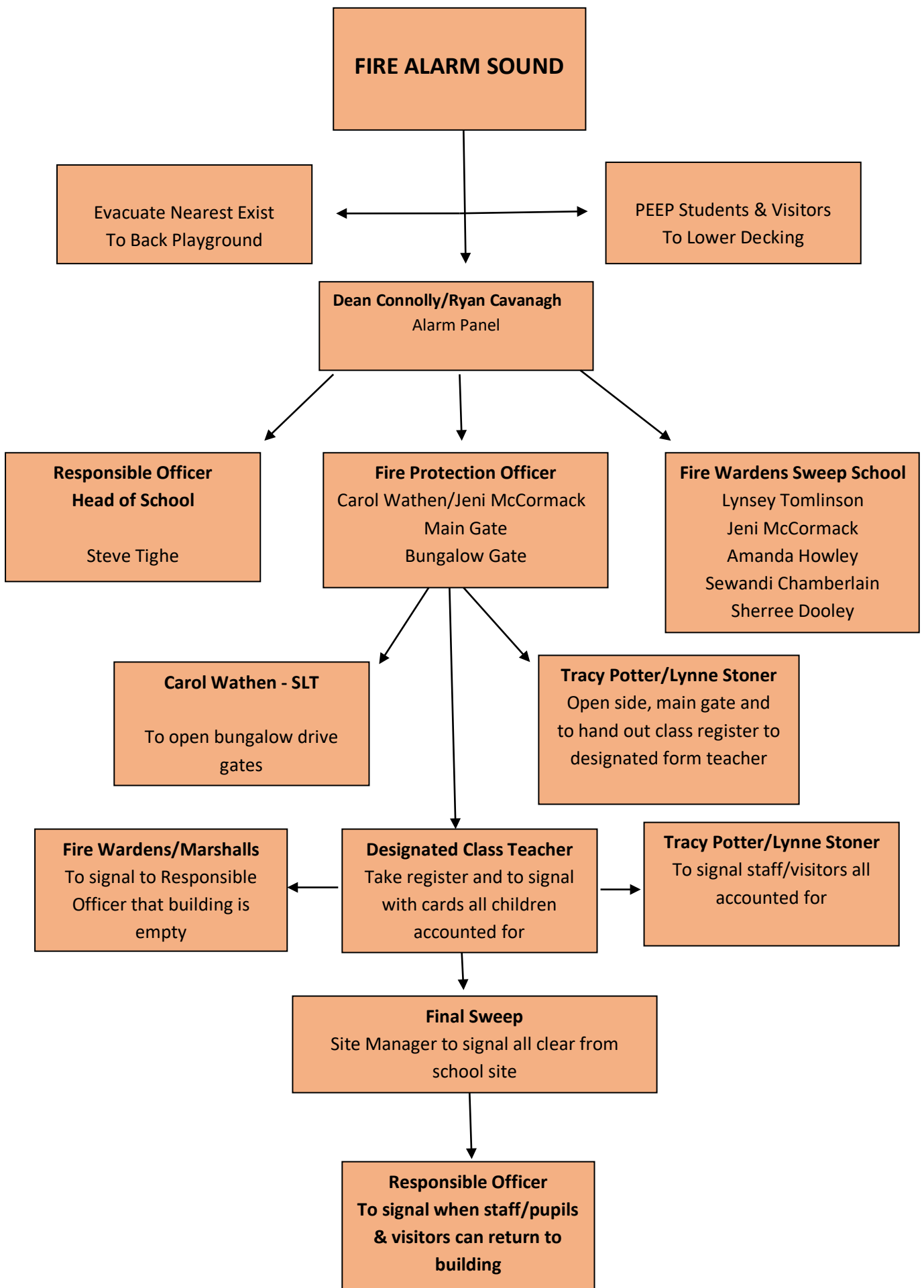
**ASSEMBLY POINT: BACK PLAYGROUND**

**EVACUATION ROUTE: PER DIAGRAM**

**ARRANGEMENTS: FIRE WARDENS REPORT INTO THE FIRE MARSHAL**

**REPORTING ARRANGEMENTS: VIA WALKIE TALKES**







## **Ebor Gardens Calder Security**

### **Fire Alarm**

7am – 6pm        We call out Fire Service

6pm – 7am        Automatic straight to Fire Service

24hrs Emergency - 01924 363495

Calder Head Office – 01924 371941 - Ian

To put the Fire Alarm on Test call 0844 809 99 80 state how long it's to be on test for

Password for all above is Leeds Rhinos