

FIRE EVACUATION PROCEDURE

Name of Premises:	SANDFIELD PARK SCHOOL		
Location:	Sandfield Walk, Liverpool. L12 1LH		
Business Unit:			
Procedure Reference:			
Named Responsibility:	Mark Hilton (Headteacher)		
Manager:	Mark Hilton (Headteacher)		
Procedure Date:	November 2020	Review Date:	December 2021

In the event of a fire or other emergency, everyone should be familiar with the actions they must take and how to evacuate the building safely.

The basic 5 steps sequence of evacuation:

1. Raise the alarm
2. Contact the Fire Service
3. Evacuate all persons from the building
4. Convene at the Assembly Point
5. Account for all persons

On Discovery of Fire:

Raise the alarm at the nearest fire alarm call point, to activate full evacuation.

The alarm is activated by carrying out the following action: **break the glass on fire point positioned at various places around school**

Contact: **Main Office** and describe the area and extent of the fire.

The fire should only be tackled with an extinguisher if it is safe to do so.

Hand-held fire extinguishers, appropriate to the risks, are provided throughout the premises. All members of staff should make themselves aware of extinguisher locations, however it is emphasised that these appliances are provided for fighting small outbreaks only (which can be tackled safely). Some members of staff have been instructed in the correct operation of extinguishers.

On Hearing the Alarm:

The sound of the alarm for these premises is **a continuous siren**.

Unless previously informed of testing or maintenance, evacuation by all within the premises must take place on the sounding of the alarm.

Turn off any electrical/gas equipment and close windows and doors, if safe to do so.

Evacuate the building via the nearest available fire exit and go straight to the designated assembly point. Close all doors behind you.

All employees have a responsibility to make themselves aware of alternative escape routes from their working area, particularly from floors other than ground level.

Fire exit routes for the premises are located at: **Please refer to the Fire Plans displayed around the school**

All building occupants must proceed to the evacuation assembly point, where Team Managers should conduct roll calls and inform the designated Assembly Marshal whether all occupants have been accounted for.

The Evacuation Assembly Point is located at: **Main Playground**

All Fire Marshals to aid escape of all persons from the premises.

All registers and premises signing-in lists must be taken to the assembly point and any absentees reported.

During the evacuation:

Do not take any risks.

Do not use lifts (unless specified as fire lifts).

Do not re-enter the building until instructed to do so.

Certified fire lifts are located at: **N/A**

The Building Plan (Fire Control) details the locations of fire protection controls, including fire exits, extinguishers, fire doors, fire lifts and alarm call points.

Contacting The Fire Service:

Designated responsibility to contact and liaise with The Emergency Services during working hours:

Name/Position: **KL - BUSINESS MANAGER**

Deputy to the designated person to contact and liaise with The Emergency Services:

Name/Position: **LMB - ADMINISTRATION ASSISTANT & S - FINANCE MANAGER**

In The Event of a Gas Leak:

Report to: **HEADTEACHER/ DEPUTY** and follow the fire evacuation procedure.

Turn off any gas equipment, if safe to do so.

Person responsible for reporting the leak and closing gas mains shut off valve:

Name/Position: **LH - SITE MANAGER**

National gas leak help line: 0800 111 999

Personal Evacuation Plans (P.E.Ps):

Reference all teams with P.E.P's in place:

Fire Marshals (including nominated Assembly Marshal and Chief Marshal): LH – Site Manager

Main/general responsibilities:

Aid escape from premises to an area of safety.

Prevent people from re-entering the building during evacuation.

'Sweep' the building for location of the fire and persons trapped within.

Report to the Assembly Marshal at the Assembly Point.

Chief Fire Marshal:

Co-ordinate and receive information from and all Fire Marshals.

Assist attending Emergency Services, ensuring access routes are unobstructed.

Permit re-entry to the premises once authorisation received from the senior attending fire officer.

Nominated Fire Marshals and specific nominated responsibilities (including the Assembly Marshal) **Headteacher, Deputy Headteacher, Site Manager, Assistant Headteacher**

Visitors:

All visitors must follow the premises signing in/out procedure.

Hosts are responsible for ensuring that visitors follow the evacuation procedure; evacuating the building via the nearest available fire exit and reporting to the designated assembly point.

Visitors must report to the Assembly Marshal (to be accounted for).