

Fire Evacuation Procedures Greenvale Mayow Rd 2023

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| <p>Fire Alarm Activation – Two Stage or “Double Knock” system - Investigate the cause of the alarm</p> | <p>The fire alarm panel has been fitted with a three-minute pre-alarm advanced warning indicating on the fire panel the location of the fire call point, sprinkler head or smoke/heat detector that has been activated.</p> <p>The office staff will instruct premises officers, SLT or learning mentors via two-way radio to investigate the location of the activated call point during the five-minute count down and report their findings before the fire alarm automatically activates.</p> <p>A second fire alarm call point can be activated before the 3 minute countdown has been completed if an actual fire has been confirmed, causing the fire alarm system to sound throughout the school.</p> <p>The fire alarm system will not automatically alert the Fire & Rescue Service when a fire call point has been activated. The Senior Fire Warden or their nominated deputy will be required to call the Fire & Rescue Services when an actual fire has been confirmed. If the existence of a fire is difficult to confirm due to a covered or concealed location, the Fire & Rescue Service will always be called as a precaution. The Fire & Rescue Service will have a universal access key to open the vehicle gates which will remain closed following fire alarm activation.</p> |
| <p>On discovering smoke or Fire</p> | <p>On discovering a fire. Activate the fire alarm immediately via the nearest red fire alarm break glass call point. This will result in the fire alarm system going into full alarm immediately. Proceed to evacuate yourself and the students that may be in your care away from the fire to the fire assembly point.</p> |
| <p>Evacuating Ground Floor</p> | <p>Staff and students on the ground floor will leave the building by way of the nearest available Fire exit. Do not attempt to re-enter the building until the Senior Fire Warden has given the all clear to return. Do not stop to collect coats or to remove personnel property. Every fire escape route is marked by an emergency exit sign. Go directly to the fire assembly point on the MUGA and stand in the designated area. This area has been clearly signposted with the name of the class or the visitor area.</p> |
| <p>Glade (High Needs) classes</p> | <p>The staff and students in GLADE classes will evacuate to their individual playgrounds and await the arrival of the Fire Warden. A roll call of the assembled staff and students will be taken and relayed to senior fire. The staff and students will remain in place and await further instructions from the senior fire warden. In the event of a fire being in the location of the Glade classes, Learning mentors and fire wardens should assist the students to move to the MUGA. As there are no emergency overrides to the Glade Class gates, staff must ensure there always have access to there swipe card to open the gates.</p> |

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| Evacuating First Floor | Staff and students on the first floor will move horizontally into the adjacent fire compartment if theirs is affected by fire, then leave the building by way of the nearest available escape staircase or escape lift and fire exit. Students and staff waiting for the next lift car should congregate in the designated refuge area adjacent to the lift car doors and use the emergency telephone to communicate with staff on the ground floor. Do not attempt to re-enter the building until the Senior Fire Warden has given the all clear to return. Do not stop to collect coats or to remove personnel property. Every fire escape route is marked by an emergency exit sign. Go directly to the fire assembly point on the MUGA and stand in the designated area. This area has been clearly signposted with the name of the class or the visitor area. |
| Community Room | Staff & students using the community room should follow the normal emergency evacuation procedures for the school and evacuate to the assembly point at the MUGA. External community groups using the Community Multi-Purpose Room have their own designated assembly point on the garden immediately outside their room. Anyone evacuating to this assembly point will standby for further direction from a Fire Warden. |
| External Assembly Point Information | Staff and Students will leave the building in good order and muster in the MUGA (5 a side court). Staff with students shall remain with their class groups. Registers will be made available to teaching staff at the assembly point. The class teacher will carry out a roll call of staff and students present. Any student or member of staff that are not accounted for following roll call must be reported to the Senior Fire Warden who will pass this information to the fire service. Everyone shall remain at the assembly point and wait for further instruction from the Senior Fire Warden. There are two designated escape routes that can be used for evacuation from the fire assembly point. Any decision to evacuate from the fire assembly point will be made by the senior member of the fire service present. |
| Roll Call | A roll call of the assembled staff and students will be taken and relayed to senior fire warden. The staff and students will remain in place and await further instructions from the Senior Fire Warden. In the event of a fire being in the location of a High Needs Class the Fire Wardens and staff will begin to move these students to the fire assembly point in the MUGA. The Senior Fire Warden will seek to identify areas that have, and have not been swept, and report their findings to the Fire Service on their arrival. |
| The Senior Fire Warden | The Headteacher (Katie Denton) or Deputy Headteacher (Aaron Collins) nominated in her absence will act as the Senior Fire Warden and coordinate the fire evacuation from the main office reception. The Senior Fire Warden will have the |

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| | <p>responsibility of calling the fire service once a fire has been confirmed.</p> <p>The Premises Officer will remain at the fire panel and support the Senior Fire Warden. They will ask the fire wardens to communicate the names of persons still unaccounted for following the roll calls. The senior fire warden will pass on this and any other useful information about the building to the fire and rescue service. Copies of building plans are kept in the Premises Information Box (PIB) box which is located on the wall at the front of the school building.</p> <p>Should the fire service need to be called, on their arrival the Senior Fire Warden will liaise with them on arrival.</p> |
| Fire Wardens | <p>Once a fire has been confirmed, the fire wardens will assemble in the premises office. The Senior Fire Warden and Premises Manager (or Premises Assistant if manager not present) will go to the main office to coordinate the evacuation and record the names of individuals still in the building. The assembled fire wardens will be individually directed by a nominated fire warden to sweep one of the five zones within the building. Fire wardens will not be directed to the area where fire has been confirmed. The nominated fire warden will record on a zone sheet, the fire warden's names and location they are to sweep and the zone sheet will then be presented to the senior fire warden. The fire wardens will relay via two way radio the names and location of persons discovered in the building to the senior fire warden. The fire wardens will remain with these persons and await further instructions.</p> |
| Sweeping the Premises | <p>Fire Wardens will seek to sweep their designated areas and inform the Senior Fire Warden when their task is complete. If they cannot sweep a specific area then this information should be reported to the Senior Fire Warden, including the reason why the sweep could not be completed.</p> |
| What Administration officers should do | <p>The administration team will take a print-out of the staff & visitor lists together with the class attendance lists and evacuate to the fire assembly point. The team will then distribute the class attendance lists to the assembled class teachers. The completed lists will then be returned to the admin team who will take a roll call of all staff and visitors. The names of staff, students or visitors identified as not present at the assembly point following roll call will be made known to the senior fire warden. The admin team will then assist staff in the safety & security of the students and wait for further instructions from the senior fire warden or the senior fire officer in charge.</p> |

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| What Staff Should do | <p>On hearing the alarm classroom staff will calmly escort students to the fire assembly point, ensuring that they close doors.</p> <p>At the assembly point staff will support class groups and await the student attendance lists which the admin team will distribute. The completed lists will be returned to admin team and a roll call will be taken of all non-class-based staff and visitors. Non class-based staff and visitors should go directly to the external assembly point. The wheelchair Students that were working on the first floor will be taken by staff to the designated first floor safety zone at the top of the external staircase where they will await a fire warden who will report the names of the waiting staff and students to the senior fire warden.</p> |
| What Students should do | <p>Once the alarm has been activated Students will remain calm and do exactly what your class Teacher tells you. Students will be escorted to their numbered class assembly points within the 5-a-side court.</p> <p>Students will remain quietly together with their group. A register will be taken to make sure that everyone is present. Do not leave your class group.</p> |
| What Visitors should do | <p>All visitors must enter their names into the VisitEd system on arrival at the school. Each visitor will receive an ID badge together with an internal access swipe card.</p> <p>On hearing the Fire alarm all visitors should directly leave the school building via the nearest available fire exit. Visitors will be accompanied around the site if they have not met the criteria for accessing the site independently (i.e., DBS checks). A short induction explaining health and safety and in particular the fire evacuation Procedures will be presented to all new visitors to the site.</p> <p>The emergency exit signs are very distinctive and displayed throughout the school. Visitors are required to muster at the designated fire assembly point and listen for their names being called during roll call. Fire evacuation information is displayed on the reverse side of the swipe card access holders.</p> |
| What Visitors should do After school Hours | <p>All visitors must enter their names into the Vis-it Ed computer system on arrival at the school. Each visitor will receive an ID badge together with an internal access swipe card.</p> <p>On hearing the fire alarm visitors should leave the building via the nearest available fire exit and muster at the assembly point. The emergency fire exit escape signs will be illuminated once the fire alarm has been activated.</p> <p>A member of the Bouygues premises staff will be on duty to Ensure that all out of hour's visitors have evacuated the building.</p> |

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| | <p>Areas of the building may be closed during the evenings to visitors to reduce the risk of fire and the potential for arson on the property.</p> <p>All visitors should sign out of the visitor's book on their departure.</p> <p>Bouygues will organise their own arrangements for evenings Lettings that are unrelated to Greenvale School use.</p> |
| <p>Public Events</p> | <p>The school must ensure that the fire safety risk assessments have been completed for all public events organised in the school property/grounds.</p> <p>A risk assessment should be carried out for each event and that every event takes into account fire safety.</p> <ul style="list-style-type: none"> ◆ Fire exits and gangways should be kept clear ◆ Seating & layout and numbers of people must ensure safe access/egress ◆ Emergency procedures must be explained to the Public/audience prior to any event. ◆ Arrangements to accommodate people with special needs must be planned before any school event. ◆ The internal lighting should be adequate public events ◆ The emergency lighting should be tested and recorded. ◆ The external lighting of paths and walkways should be adequate for public safety. ◆ The Premises staff and the school staff will ensure that emergency access gates and exits remain clear at all times. ◆ Premises and school staff will be on site to assist the public at special events. ◆ The school has a no smoking policy in place for all staff and visitors. |

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| <p>Student bus arrivals and departures</p> | <p>On arrival on the front forecourt the student will remain aboard the school buses until the Passenger services staff has been instructed by a member of the Leadership team to alight from the buses. If the fire alarm has been activated before the students have alighted from the school buses on the forecourt. The student will remain aboard the buses and the bus crews will await further instruction from the school. Any students that have entered the school building will become the responsibility of the school. Students that have boarded their school bus at home time will become the responsibility of Passenger services. Fire Wardens shall work together with Passenger services crews to establish a roll call of students aboard the school buses. Written procedures for the arrival and departures of passenger services transport are in place and have been circulated.</p> |
| <p>Taxi arrival and departures</p> | <p>On arrival on the front forecourt the students will remain aboard the taxis until the driver or escort has been instructed by a member of the leadership team to alight from the vehicle. If the fire alarm has been activated before the students have alighted from the vehicles the students will remain within the taxis and await further instruction from the senior fire warden or fire officer. Any students or visitors that have entered the school building before the fire alarm is activated will become the responsibility of the school. Fire wardens shall work together with the taxi drivers and escorts to ensure the safety of the students. Written procedures for the arrival and departures of Passenger service transport are in place and have been circulated.</p> |
| <p>Vehicle Management</p> | <p>A Fire Warden will be designated to take control of vehicle management in the vehicle drop off / pick up area in order to ensure access through the service road is kept clear, and the entrance gate is kept secure at all times.</p> |
| <p>Emergency Plan For dispersal</p> | <p>Where there is a more serious or catastrophic damage, the school may need to evacuate to Forest Hill School for dispersal or to arrange for the students to be collected by parents from this site. Details of how the school will manage such events are included in the school emergency continuity plan. The final decision to evacuate the school will rest with the Senior Fire Warden</p> |
| <p>Attendance by the Fire Service</p> | <p>The Senior Fire Warden or their nominated deputy will be required to call the Fire Service when an actual fire has been confirmed. If the existence of a fire is difficult to confirm due to a covered or concealed location, the Fire Service will always be called as a precaution. The Fire Service will have a universal access key to open the vehicle gates which will remain closed following fire alarm activation. A Fire Warden will be directed to meet the Fire & Rescue Service upon their arrival and provide them with the following information;</p> |

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| | <ul style="list-style-type: none">• Status of evacuation & Roll Call – including details of anyone unaccounted for• Details of what is involved in fire and location.• Location of fire alarm control panel and information box• Location of sprinkler inlet valve, control room and stop valve. |
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