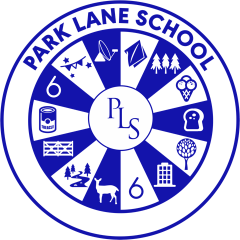
***Park Lane School***

***Specialist School for Communication and Interaction***

*Park Lane*



**FIRE EVACUATION POLICY**

**AND PROCEDURES**

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| 1 | | **The action employees should take if they discover a fire**   * Immediately operate the nearest alarm call-point.      * Encourage everyone to evacuate by the safest emergency exit and make their way to the fire assembly point. |
| 2 | | **How will people be warned in there is a fire**   * The electrical fire alarm system will sound on operation of the manually operated alarm call-points or smoke heads will detect the smoke. |
| 3. | | **How the evacuation of the building will be carried out**   * Contact the office with the radio/walkie talkie to let them know the alarm is sounding (new building). * Everyone should leave the building by the safest fire exit. * If you are on your break in the staff room, you should return to your class and assist with the evacuation if safe to do so. * The lift will not be in operation and anyone in wheelchairs should be assisted to the refugee points located at the top of the stairwell and follow there PEEPS. * Follow the safest fire route to the fire assembly points * Wait for further instructions. |
| 4. | | **Identification of escape routes**   * All emergency exit doors can be used as escape routes and have emergency lights fitted above. * There is a site plan with routes to take to the fire assembly point at each call point. |
| 5. | | **Firefighting equipment provided**   * Fire extinguishers are located at the top and bottom of the stair wells and in corridor areas. * Fire blankets in kitchen areas. * These are tested annually. |
| 6. | | **Duties and identity of employees with specific responsibilities in the event of fire.**  **On hearing the alarm**:  **Fire marshals**   * Get a radio/walkie talkie. * Go to the fire panel to see the location of the alarm. * If safe to do so make their way to the location and assist. * Report to the assembly point.   **All staff will usher pupils out of the building and to the assembly points.**    **Teachers (which will be the person in charge of the class at the time)**   * Check their area is cleared of pupils and staff. * Check all doors and windows are closed. * Report to the assembly point. * A roll call is made to ensure everyone is out. * Report to the fire marshal. |
| 7. | | **Arrangements for the safe evacuation of people such as contractors, members of the public and visitors.**   * **Visitors/ parents / contractors:** the host / employee must take responsibility for anyone they may have in school and ensure they leave the building by the nearest exit and go to the assembly point. |
| 8. | | **How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.**   * On hearing the alarm there will be a signal sent to a monitoring station who will contact the school office to determine if it is a false alarm or real fire. They will then Dial 999 and ask for the Fire Service or other emergency service as appropriate. |
| 9. | | **Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks and the location of the fire**   * The fire marshals will liaise with the Fire Brigade on their arrival. |
| 10. | **The following arrangements and training is given to staff at school:**   * All staff - fire drills once a term. * All staff – to read the fire policey once a year. * To complete the fire awareness training (online) * Record of training to be kept with in fire logbook. * Training to be reviewed on a yearly basis. | |
| 11. | | **Evacuation of the swimming pool:**   * On hearing the alarm, the pool side assistant must get the radio from the cupboard and wait for communication with the fire marshal.      * Wait for instructions to evacuate. |
| 12 | | **Policy**  It is the school policy to review, maintain and service the following   * Fire alarm system annually (25% is done every 3 months) * Firefighting equipment annually. * Emergency lighting monthly. * Lightening conductors annually. * P.A.T testing annually. * Fire risk assessment to be reviewed every 3 years. |