***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.
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| 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.
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| 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.

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| 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.
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| 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.
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| 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.
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| 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.
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| 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.

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| 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.
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| 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.

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| 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.
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| 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.
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