



Fire Evacuation Procedures

Main Building, Portacabin, Café Building and New Demountables (July 2021)

N.B. If the Site Supervisor is not on site, Head's PA will take on that role and the Receptionist will take on Head's PA role.

Key staff:

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| S Stephenson | Head's PA | Health & Safety Co-ordinator Central point for information Evacuation Warden |
| E Henderson | Admin | Pupil, staff and visitor checking |
| L Burns | Admin | |
| F McMonies | Admin | |
| D Benham | Site Supervisor | Fire Marshall / Evacuation Warden |
| D Meikle | Teacher | Evacuation Warden |
| J Hayes | Teaching Assistant | Evacuation Warden |
| P Thompson | Teaching Assistant | Evacuation Warden |
| K Cruickshanks | Teaching Assistant | Evacuation Warden |
| C Patterson | Administrator | Evacuation Warden |
| D Mountain | School Business Manager | Evacuation Warden |

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| In the event of a fire: | <p>Site Supervisor to call the fire brigade, consult the alarm panel, note which zone has been activated. Ensure access to the front door is available.</p> <p>S Stephenson will act as an information co-ordinator or Evacuation Warden if needed. Site Supervisor to ensure S Stephenson has relevant information for passing to the fire brigade.</p> |
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| <p>Proceed to assembly point A (main school yard)</p> <p>[If unsafe to assemble at Point A, assembly point B is located outside main school gates]</p> | <p>Admin will take registers, visitor system information, timetable and list of pupils who are out of the building to assembly point.</p> <p>Registers to be distributed to the class teachers and a check made to ensure that all staff, pupils and visitors are at the assembly point.</p> |
| <p>Evacuation of building</p> | <p>All staff will assist in the safe evacuation of the building by escorting pupils and visitors in their care to the nearest exit to assembly point.</p> <p>Classroom staff will escort their teaching group safely to the evacuation point and call a register.</p> <p>Any missing persons must be reported to S Stephenson immediately for action or for emergency services information.</p> <p>Café - member of staff to escort any visitors to assembly point and bring signing in sheet to assembly point</p> |
| <p>Evacuation Wardens:</p> | <p>C Patterson and D Mountain (Clervaux Building) K Cruickshanks (Café Building) S Stephenson (Main Building) D Benham (Main Building) P Thompson (Main Building) J Hayes (Main Building) D Meikle (Portacabin and Demountables)</p> <p>If Evacuation Warden considers that a small fire can be tackled safely this should be done promptly.</p> <p>Evacuation Wardens must not put themselves in danger.</p> |
| <p>Evacuation Plan:</p> | <p>Evacuation Warden should ensure that their area has been evacuated, close the door of the area concerned and follow the evacuation procedure.</p> |

Warden Areas:

S Stephenson

Reception and RJ office

J Hayes

Primary area of main building (including classrooms and toilets) and portacabin

K Cruickshanks

Café area (including classrooms, office and toilets) in café building.

P Thompson

Senior area of main building (including classrooms, toilets and staff room).

D Benham

Hall, Deputy Head's office, conference room.
Re-check / walk through all areas of the school.

D Meikle

Portacabin and new demountables

If additional Evacuation Warden is required, **C Patterson and/or Mountain** will carry out this function.

Evacuation Wardens to inform S Stephenson that their area is clear and safe to return to. Any issues to be immediately reported S Stephenson.

No person should re-enter the building until the **Head Teacher** has given permission to do so.

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| Follow-up action | <p>In the event of a fire extinguisher being discharged the person responsible to inform the Site Supervisor, who will arrange for it to be replenished.</p> <p>Site Supervisor to liaise with Local Authority, Emergency Services and other agencies to ensure reports are completed and any repair works carried out.</p> |
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