FIRE EVACUATION PROCEDURES

Epinay Business and Enterprise School, Nevinson Avenue, South Shields. NE34 8BT (September 2022)

Key staff:		
L Tulley	OCS Site Manager	Evacuation Lead
S Stephenson	Head's PA	Evacuation Co-ordinator
		Fire Marshal and
		Central point for information
D Mountain	School Business Manager	Fire Marshal
C Patterson	Data Administrator	Fire Marshal
D Meikle	Teacher	Fire Marshal
J Hayes	Teaching Assistant	Fire Marshal
P Thompson	Teaching Assistant	Fire Marshal
K Cruickshanks	Teaching Assistant	Fire Marshal
T Robson	Teacher	Fire Marshal
E Price	Deputy Head Teacher	Fire Marshal
G Duckworth	Teacher	Fire Marshal
E Henderson	Admin	Pupil, staff and visitor checking
L Burns	Admin	Pupil, staff and visitor checking
F McMonies	Admin	Pupil, staff and visitor checking

In the event of a fire:	L Tulley OCS Site Manager to call the fire brigade, consult the	
	alarm panel, note which zone has been activated.	
	S Stephenson will act as an Evacuation Co-ordinator for school and	
	provide school roll information and information for passing to the fire	
	brigade. If the Evacuation Co-ordinator is not on site D Mountain	
	and office staff will take on the role.	
Evacuation of building:	: All staff to assist the safe evacuation of the building by escorting pupils and visitors in their care to the nearest exit	
	and report to the designated area in the assembly point at the	
	Multi-Use Games Area (MUGA).	

SEND and Visually Impaired pupils require additional support during an evacuation. Staff are aware of the individual needs of students and will assist in their safe evacuation. Additional equipment is available around the school site, including evacuation chairs and call points, this equipment will only be used if agreed with students and with the assistance of trained staff.

Fire Marshals who have a class must ensure they handover their class to a Teaching Assistant or another member of staff for safe evacuation so they can carry out fire marshal duties.

The Assembly Point is located outside in the fenced area of the MUGA. Access to the assembly point is accessible both via the front and the rear exits of the building.

Café - member of staff to escort any visitors to assembly point and bring signing in sheet to assembly point.

At the assembly point:

Admin will take a gate key, registers, visitor system information, timetable and list of pupils who are out of the building to the assembly point. Registers to be distributed to pastoral class teachers and checks made to ensure that all staff, pupils and visitors are at the assembly point.

Classroom staff will escort their teaching group safely to the designated area in the assembly point and call a register.

Any missing persons must be reported to **S Stephenson** immediately for action or for emergency services information.

Evacuation Plan:

Fire Marshals should ensure that their designated area has been evacuated, close doors and follow the evacuation procedures.

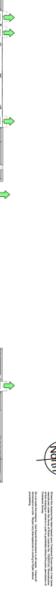
SStephenson General office and front of school

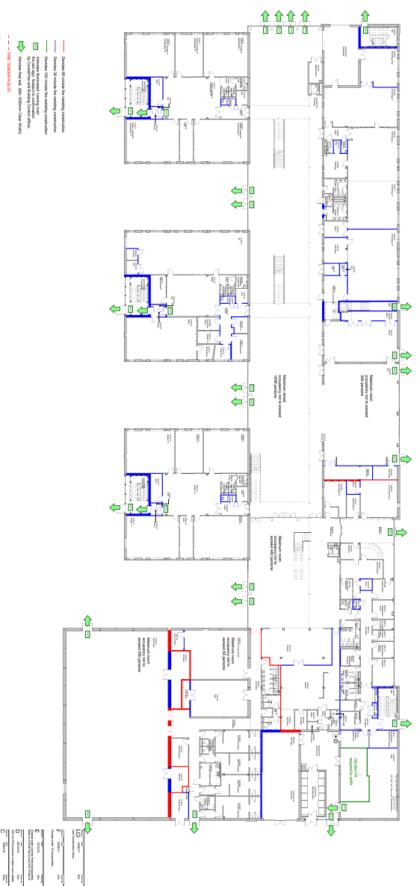
C Patterson Kitchen, canteen and street areas (Mon-Thurs)

S Stephenson Kitchen, canteen and street areas (Friday)

D Mountain Sports Hall/PE department

K Cruickshanks Cafe Epinay, food tech, drama/theatre areas J Hayes Block D downstairs E Price Block D upstairs **G** Duckworth Block E downstairs D Meikle Block E upstairs Science room, wellbeing and sixth form areas T Robson Lifeskills and Senses areas P Thompson Fire Marshals to inform S Stephenson that their area is clear. 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. Follow-up action: In the event of a fire extinguisher being discharged the person responsible will inform the School Business Manager, who will report it to OCS Site Manager and arrange for it to be replenished. OCS Site Manager to liaise with Local Authority, Emergency Services and other agencies to ensure reports are completed and any repair works carried out. Fire Marshals to carry out regular checks and complete weekly checklists.





Level 00 Fire Strategy

 Emergency signage: Running man signs to comply with the putational in the Health and safety (Safety Signa and Signal) regulations 1996. Guidance on the Regulations. Health and Safety Executive Publication LEA, published in 1996. Surfaces to achieve Class 'O' rating as required by Approved Document B paragraphs 7.2 and 7.4







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