

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:	<p>L Tulley OCS Site Manager to call the fire brigade, consult the alarm panel, note which zone has been activated.</p> <p>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.</p>
Evacuation of building:	<p>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).</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>Café - member of staff to escort any visitors to assembly point and bring signing in sheet to assembly point.</p>
At the assembly point:	<p>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.</p> <p>Classroom staff will escort their teaching group safely to the designated area in the assembly 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>
Evacuation Plan:	<p>Fire Marshals should ensure that their designated area has been evacuated, close doors and follow the evacuation procedures.</p> <p>S Stephenson 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</p>

	<p> 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 T Robson Science room, wellbeing and sixth form areas P Thompson Lifeskills and Senses areas </p> <p> Fire Marshals to inform S Stephenson that their area is clear. Any issues to be immediately reported S Stephenson. </p> <p> No person should re-enter the building until the Head Teacher has given permission to do so. </p>
Follow-up action:	<p> 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. </p> <p> OCS Site Manager to liaise with Local Authority, Emergency Services and other agencies to ensure reports are completed and any repair works carried out. </p> <p> Fire Marshals to carry out regular checks and complete weekly checklists. </p>



1. External walls adjacent to protected staircases exhibit a minimum of 30 mins integrity in BS 476: Part 20:22.

2. **Seafix to achieve Class IV rating as required by Approved Document B (Ventilation) 7.2 and 7.4**
3. **Emergency escape** During fire sign to comply with the guidance in the Health and safety (Safety signs and symbols) Regulations 1996 (HSE, London: Department of Health and Safety, Directorate of Publication, Ltd, published in 1996).
4. **All penetration into the spaces / rooms designated 30 min F.R.** to be the same to achieve equal fire resistance.
5. **Doors on escape routes are NOT to be fitted with air transfer grills.**
6. **All penetrations into vertical service flues to be fully sealed to prevent ingress of smoke.**

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[illegible]



1. Individuals were subjected to postulated scenarios and asked a maximum of 20 items relating to both the Post and Pretest.

2. Studies to achieve Class C or D status as required by Approved Document B (passing points 7.2 and 7.4)
3. A temporary stoppage, following such steps as comply with the relevant standards and codes of practice, to allow significant regeneration (30% or more) of the building's structure, fabric and building services (Publication L86, published in 1998)
4. All penetrations into spaces / cavities designated '20 mm P' to be fully stopped to achieve equal fire resistance
5. Doors on escape routes are NOT to be fitted with air barrier glass.
6. All penetrations into critical service spaces to be fully stopped to prevent ingress of fire etc.

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