

# FIRE EVACUATION PROCEDURES

Epinay Business and Enterprise School, Nevinson Avenue, South Shields. NE34 8BT  
(April 2025)

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**Key staff:**

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

<b>In the event of a fire:</b>	<p><b>S Mclvor</b> OCS Site Manager to call the fire brigade, consult the alarm panel, note which zone has been activated.</p> <p><b>S Stephenson</b> 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>
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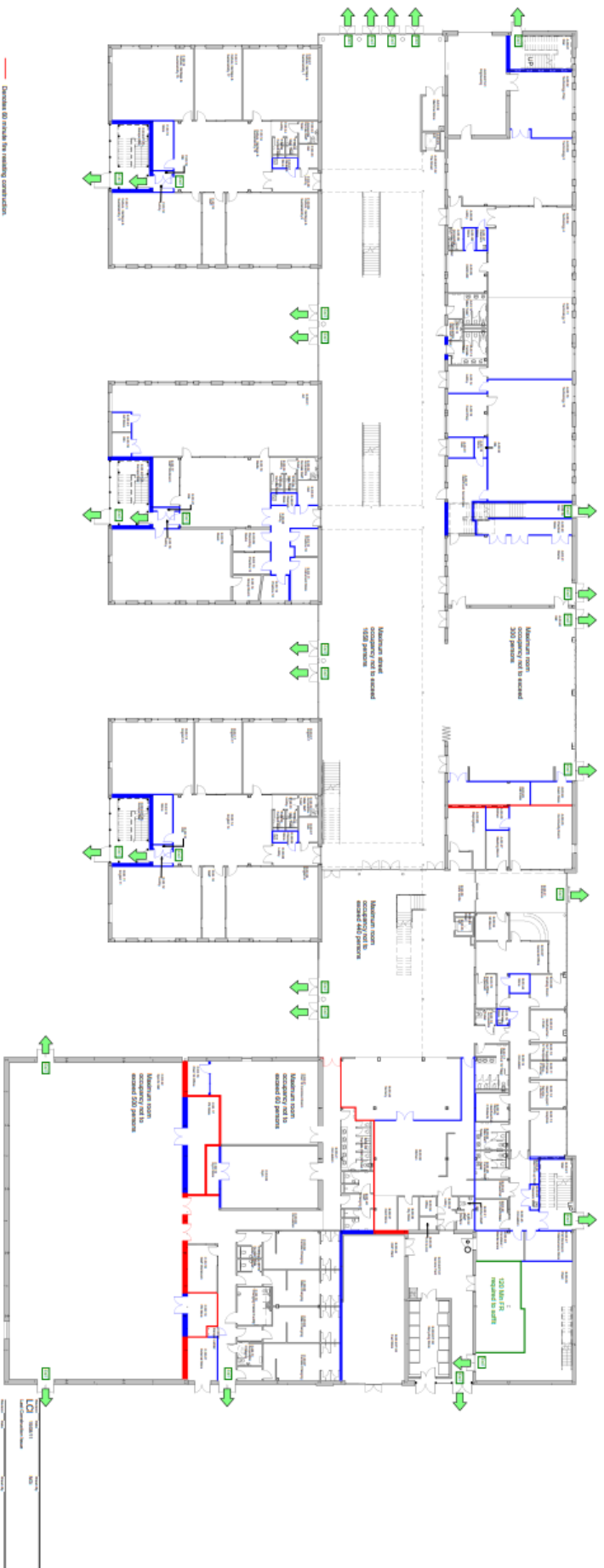
<p><b>Evacuation of building:</b></p>	<p><b>All staff</b> to assist the safe evacuation of the building by escorting pupils and visitors in their care to the nearest exit and report to the designated area in the assembly point at the Multi-Use Games Area (MUGA).</p> <p>SEND and Visually Impaired pupils 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><b>The Assembly Point is located outside in the fenced area of the MUGA.</b> Access to the assembly point is accessible both via the front and the rear exits of the building.</p> <p><b>Café</b> - member of staff to escort any visitors to assembly point and bring signing in sheet to assembly point.</p>
<p><b>At the assembly point:</b></p>	<p><b>Admin</b> 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><b>Classroom staff</b> 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 <b>S Stephenson</b> immediately for action or for emergency services information.</p>
<p><b>Evacuation Plan:</b></p>	<p><b>Fire Marshals</b> should ensure that their designated area has been evacuated, close doors and follow the evacuation procedures.</p> <p><b>S Stephenson</b>      General office and front of school</p>

	<p><b>C Patterson</b> Kitchen, canteen and street areas (Mon-Thurs)</p> <p><b>S Stephenson</b> Kitchen, canteen and street areas (Friday)</p> <p><b>D Mountain</b> Sports Hall/PE department</p> <p><b>K Cruickshanks</b> Cafe Epinay, food tech, drama/theatre areas</p> <p><b>J Hayes</b> Block D downstairs</p> <p><b>E Price</b> Block D upstairs</p> <p><b>G Duckworth</b> Block E downstairs</p> <p><b>D Meikle</b> Block E upstairs</p> <p><b>T Robson</b> Science room, wellbeing and sixth form areas</p> <p><b>P Thompson</b> Lifeskills and Senses areas</p> <p><b>Fire Marshals to inform S Stephenson that their area is clear. Any issues to be immediately reported S Stephenson.</b></p> <p>No person should re-enter the building until the <b>Head Teacher</b> has given permission to do so.</p>
<p><b>Follow-up action:</b></p>	<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><b>OCS Site Manager</b> 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. This plan shows the location of the fire alarm pull stations and fire alarm control panel. The fire alarm system is designed to sound the fire alarm bell, activate the fire alarm control panel, and activate the fire alarm control panel. The fire alarm system is designed to sound the fire alarm bell, activate the fire alarm control panel, and activate the fire alarm control panel.



- Classroom 00 provides fire warning construction
- Classroom 30 provides fire warning construction
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- Notes**
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**Level 00 Fire Strategy**

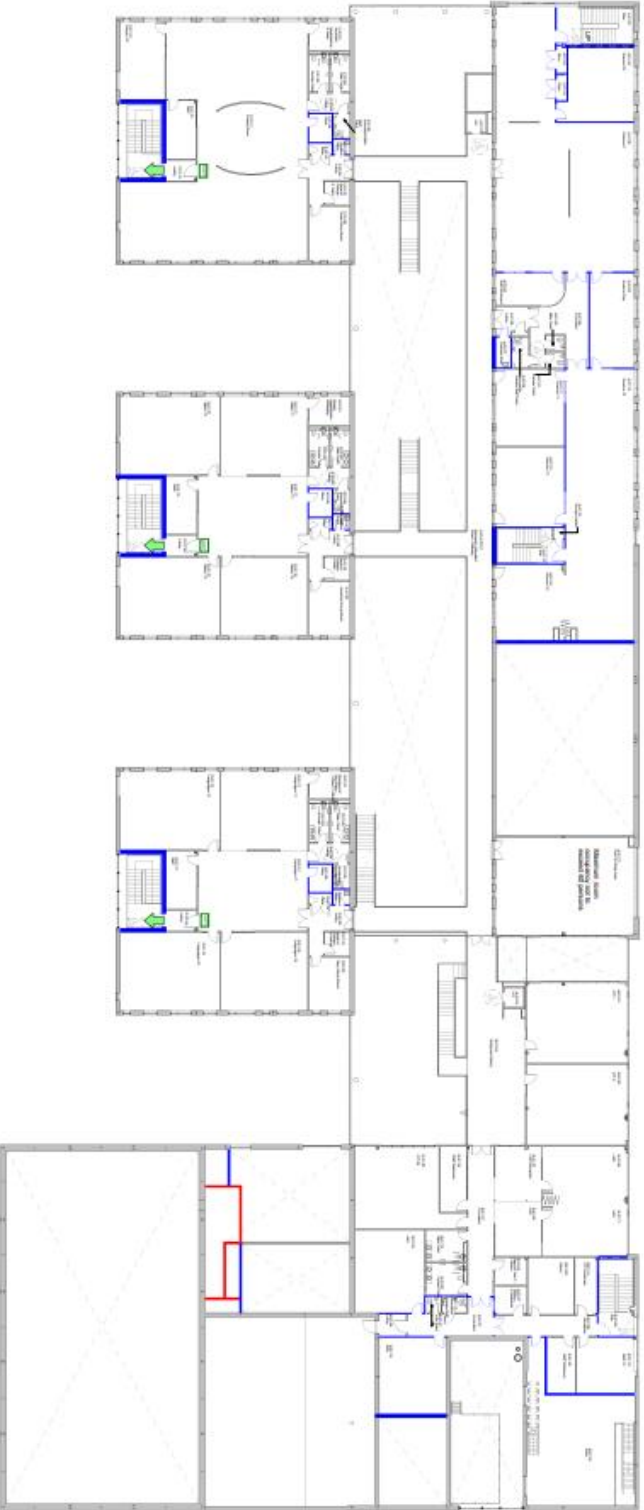
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Project Name	South Tyndale & Oakwood BSEF
Client	South Tyndale Community School
Address	South Tyndale
Level 00 Fire Strategy	
Project No.	375-01-RW-K-CI
Revision	SSSB
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- Displays fire compartments
- Displays fire exits
- Displays fire alarm call points
- Displays fire alarm control panel
- Displays fire alarm control panel

**NOTES**

1. Refer to the relevant fire protection code.
2. Subject to the relevant fire protection code.
3. Subject to the relevant fire protection code.
4. Subject to the relevant fire protection code.
5. Subject to the relevant fire protection code.
6. Subject to the relevant fire protection code.
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8. Subject to the relevant fire protection code.
9. Subject to the relevant fire protection code.

**Level 01 Fire Strategy**

1 - 200

IC1	Level 01 Fire Strategy	1:200
D	Level 01 Fire Strategy	1:200
C	Level 01 Fire Strategy	1:200
B	Level 01 Fire Strategy	1:200
A	Level 01 Fire Strategy	1:200

L&L Construction team  
 South Tyneside & Gateshead LEP  
 South Shields Community School  
 South Shields

Level 01 Fire Strategy

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