

FIRE EVACUATION PROCEDURES

Epinay Business and Enterprise School, Nevinson Avenue, South Shields. NE34 8BT
(September 2026)

Key staff:

OCS

S McIvor	OCS Site Manager	Evacuation Lead
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Epinay School

S Stephenson	Head's PA	Evacuation Co-ordinator Fire Warden and Central point for information
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D Mountain	School Business Manager	Fire Warden
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E Henderson	Admin	Pupil, staff and visitor checking
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L Burns	Admin	Pupil, staff and visitor checking
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F McMonies	Admin	Pupil, staff and visitor checking
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Keelman's Way School

Sara Padden	Evacuation Co-ordinator
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In the event of a fire:

S McIvor 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 Muster Point A for Epina School or Muster Point B for Keelmans Way.

Muster Point A is located in the fenced area of the MUGA (multi-use-games-area). Access to the muster point is accessible both via the front and the rear exits of the building.

Muster Point B is located at the rear of Block F in the playing field. Access to the muster points is accessible both via rear and side exits of the building.

The Atrium stairs (in the street/dining hall) **MUST NOT BE USED** in an evacuation as these areas have no protection. You must use the identified fire exits marked around the building and shown on the evacuation plans.

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. Ear defenders to be provided by the teacher of the lesson students are in to students who require sensory support. 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 Wardens 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 Warden duties.

In the event of the alarm not being heard in areas, Fire Wardens ensure that their allocated areas are evacuated and clear.

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

At the muster point:

Admin staff will take a gate key, the iPad with the staff and visitor electronic information and a printout of student registers (from Arbor) and the red emergency grab bag. Registers to be distributed to pastoral class teachers and checks made to ensure that all staff, pupils and visitors are at the muster point.

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

Any missing persons must be reported to **S Stephenson** (Epinay School) and **S Padden** (Keelman's Way School) immediately for action or for emergency services information.

Fire Wardens from Epinay School and Keelman's Way School to inform the designated Fire Wardens at the relevant muster points that their area is clear. Any issues to be immediately reported.

Evacuation Plan:

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

Epinay School

S Stephenson

D Mountain (deputy)

K Lamb

I Pearson

C Patterson (deputy)

D Mitchell

D Soulsby (deputy)

M Pitt

H Johnston (deputy)

E Powley

J Hayes (deputy)

J Mather

S Burgess (deputy)

C Coutakis

T Robson

M Catley-White (deputy)

J Mitchell

A Brown (deputy)

N Harrison

J Brewis (deputy)

D Dunn

General office and front of school

General office, front of school and to close the front gates

Admin corridor and the street

Kitchen, canteen

Kitchen, canteen (Mon-Thurs)

Sports Hall/PE department

Sports Hall/PE department

Block D downstairs

Block D downstairs

Block D upstairs

Block D upstairs

Lifeskills hub

Lifeskills hub

Peach area

A.01.17, Science room, breakout classroom

A.01.17, Science room, breakout classroom

Block E downstairs

Block E downstairs

Block E upstairs

Block E upstairs

Cafe Epina y, food tech, drama/theatre areas (Mon-Wed)

C Becke	Cafe Epinay, food tech, drama/theatre areas (Thurs-Fri)
L Murphy (deputy)	Cafe Epinay, food tech, drama/theatre areas
S Campbell	Sixth Form and new classes upstairs)
M McHugh (deputy)	Sixth Form and new classes block upstairs

Keelman's Way School

Sara Padden Block F downstairs

No person should re-enter the building until the **Head Teacher or Senior Deputy** (in his absence) has given permission to do so.

One member of Keelman's Way staff should remain at the front of the building to liaise with Fire Wardens from Epinay School. When permission is given Keelman's Way can re-enter the building.

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.

A record of the evacuation to be recorded and any actions shared with staff/OCS.

Fire Wardens to carry out regular checks and complete weekly checklists.



1 : 200

Ryder



1. Individuals with a history of protected characteristics needed a minimum of 20 years' eligibility to join the Post 2022.

It is important to note that the use of the term "or" is not intended to imply that the use of the term "or" is required by the law.

Approved Document in paragraphs 7.2 and 7.4

3. Emergency signals: Warning was given to comply with the instructions in the health and safety chapter for

and financial regulations from Ombudsman to the institutions, women and safety literature publications

1992, published in 1999.

4. All patients were fully informed / written consented to participate in the study and to answer the questionnaire.

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8. Discuss on average values and NCCT to be fitted with an
exponential curve.

1

It is not possible to make a total prediction of the future, but it is possible to make a partial prediction of the future.

Level 01 Fire Strater

Level of the country

1 : 200

Level 01 Fire Strategy

1 : 200

[illegible]