



# **Fire Evacuation Procedures**

**For planned and unplanned fire  
evacuation drills**

**Includes Personal Emergency Evacuation Plans  
(PEEP)**

## **FIRE EVACUATION**

Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005

The Fire Evacuation Procedures must be known, and a written copy made available to all staff including those not directly employed by the School and used as part of the Induction Package. Reference should also be made to the annotated plan of the school for the location of break glass call points, position and type of fire extinguishers, emergency lighting, smoke detectors and fire exits. This is kept in the Fire File.

A fire drill is carried out once each term. This is a simulated evacuation drill using different scenarios i.e. assumption that one escape route is inaccessible or during different activities i.e. during assembly. Drills are carried out at different times of the day and recorded in the fire log book.

NB, in the event of an unplanned fire evacuation the following will still apply to ALL staff, pupils, visitors and contractors on site.

The Executive Headteacher/ Headteacher/ Head of School is the Responsible Person should an emergency arise.

### **1. Action on discovering a fire**

The following action should be taken by anyone discovering a fire.

- Raise the alarm by pressing/activating the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is. If the member of staff has had fire extinguisher training and feels confident to extinguish the fire they can do so but only after activating the call point and ensuring everyone else can safely evacuate.
- Office staff will then call the Fire and Rescue Service by telephoning 999 and stating the location of the fire. In the unlikely event of the telephone not working, anyone with a mobile phone should call the Fire and Rescue Service.
- Do not put yourself into a position of danger and ensure that your exit route is clear.

### **2. What to do if the fire alarm sounds**

The following action should be taken on hearing the fire alarm

- Stop what you are doing; at the signal all pupils will stop work and stand in place until instructed to move.
- Immediately proceed to the nearest exit and leave the building.
- For each class the teacher will lead the pupils out of school, an adult will check the toilets when they are within in the classroom.
- The designated Officers will take the registers and sign in book/system print out to the Fire Assembly Point.
- If it is not a planned fire drill and the activation of the fire alarm is unknown the designated officers will call the Fire and Rescue Service by telephoning 999

## Route details

**All classes will leave their classroom by the nearest available exit.**

The exit would be the one designated for fire drills unless this exit is inaccessible.

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher, member of staff and line up at the assembly point.

**NB: No attempt should be made to collect coats, valuables etc on the way out.**

- Office staff will inform visitors / Contractors of the nearest fire exit point and procedures on arrival
- The Executive Headteacher / Headteacher / Head of School is the person responsible overall and will time the duration of the evacuation.
- Lunch time drill procedure and responsibilities – Children who are outside should line up in their classes at the Fire Assembly Point. Children who are in the hall should exit the school through the hall doors/nearest exit and line up as indicated above.

### **3. Evacuation of the school of those particularly at risk-See appendix 1**

A Personal Emergency Evacuation Plan (PEEP) will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered. It will be appropriate to their needs and robust. If necessary a one to one arrangement will be implemented.

### **4. Procedure for roll call**

With pupils lined up for roll call the following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration.
- The Office Staff take the class registers and teacher/visitor registers. Class registers are then given to the class teacher for checking. The Office Staff will check the staff/visitor register. In the event of registers still in the classrooms, the class teacher is responsible for taking the registers out for the roll call.
- Designated Staff will check any central toilet areas.
- Registers are then called and if a child or person is missing, the fact should be reported to the Responsible person immediately.
- The Business Manager/Designated Admin Staff will return to the front of the building/ Vehicle access route to meet the Fire Brigade
- No person must re-enter the building until told that it is safe to do so by the Senior Fire Officer. (If anyone is missing in a planned evacuation, this will be investigated and addressed and reported in the Fire Log Book). The Trust Building Manager and Business Operations Executive should be notified of this.

## **5. Liaison with the Emergency Services**

Access for emergency vehicles must be kept clear at all times.

If the gas does not have an automatic shut off valve linked to the fire alarm, a designated person(s) should shut off the gas where safe to do so. If in doubt notify the Fire Service of its location upon arrival.

## **6. Escape Routes and Fire Exits**

Fire escape routes are checked regularly to ensure that these have not become blocked by materials or items being stored. The exit doors are also checked regularly to ensure ease of operation.

## **7. Instruction and training.**

All staff on induction are made aware of Fire procedures.

Pupils will be instructed at the start of their attendance at the school to enable them to:

- Identify the fire alarm
- Know the action they should take on hearing the alarm
- Know the location of the assembly point
- Know what to do in the unlikely event of not being in a supervised group

At least 30% of staff including the Responsible Person, Admin Staff, Caretaker and a cross section of other staff have undergone Fire Training including the use of fire fighting equipment. This is carried out every 3 years.

## **8. Review of Plan**

This plan will be reviewed periodically or if any changes are made to the building and during major construction works. It will be updated as necessary to ensure that all details are in line with current regulations and that evacuation procedures are correct.

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage and the fire related maintenance and checks will be undertaken as part of the management of fire safety within school.

The Fire Log book is checked periodically by the Trust Building Manager.

The Fire Risk Assessment will be reviewed annually by the Trust Building Manager and any significant findings will be highlighted to the responsible person. Advice will then be given on how to address these findings. The Trust Building Manager checks to ensure any findings have been actioned.

## **Appendix 1**

### **GUIDANCE ON COMPLETING A PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

#### **When is a PEEP required?**

A PEEP should be completed whenever an individual has a disability that would affect their safe evacuation in the event of an emergency. This would include short-term injuries that would affect a person's ability to self-evacuate. Its purpose is to provide a detailed, step-by-step and comprehensive plan that documents the procedures and equipment in place for ensuring that person is able to safely evacuate a building if needed.

The PEEP should consider all buildings/areas the individual commonly works, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

#### **What should be documented?**

The PEEP form provides the main headings needing to be considered. Guidance on what to incorporate under these headings, as well as the various methods of evacuation.

#### **However, additional questions that may require further consideration include, for example:**

- Whether the means of raising the alarm is consistent with individual needs e.g. can they hear the alarm?
- Is the individual aware how to, and are they able to, raise the alarm?
- Is there adequate cover if an assistant is not available and how this will be co-ordinated?
- Is the assistant physically able to provide the support e.g. to transfer from wheelchair to evacuation chair?
- Have they received any necessary training?
- Is additional signage needed e.g. of refuge areas?
- Is signage adequate when considering the individual's needs?
- Can escape route doors be easily opened?

#### **How should the form be completed?**

The PEEP form should be completed by the Responsible Person in co-ordination with the individual it relates to. However, before finalising/signing it off, all involved parties, including those aiding and fire marshals should be given the opportunity to comment. The Trust Building Manager will also need to be informed in order that the fire risk assessment can be amended if necessary.

## **Information, instruction and training needs**

As well as the need to provide information and instruction on escape routes and procedures etc, further practical training may also be required for example in the use of any equipment provided e.g. hoists, evacuation chairs, communication devices etc. These training and refresher training requirements should form part of the PEEP.

The PEEP should be signed by and distributed to all involved parties following completion to show that it has been received and that individual responsibilities are understood.

The PEEP should form part of the overall Fire evacuation plan and should therefore be incorporated into any fire drills that are undertaken. Any issues identified following a fire drill should be fed back to the relevant parties e.g. the Trust Building Manager.

## **Reviewing the PEEP**

This PEEP should be reviewed as and when all other aspects of fire evacuation arrangements are reviewed but also when:

- The PEEP is believed to be no longer valid e.g. following a poorly executed fire drill
- There are any concerns (the individual, assistant, fire marshal, fire officer etc)
- There are changes in the individual's health etc
- Annually

## **PEEP form for completion**

The following form should be completed for each individual requiring assistance during a fire evacuation procedure. See template overleaf.

# PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Please note - A PEEP should consider all buildings/areas the individual commonly works in, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

PEEP for:	
Contact Details:	
Building/area PEEP applicable to:	

## Impact of disability on emergency evacuation

How may the individual's disability (e.g. mobility, hearing, sight, communication etc) impact on their safe evacuation?

## Awareness

How will the individual be made aware of the need to evacuate the building?

## Assistance

<p>Identify those people who will aid and the nature of the assistance.</p> <ul style="list-style-type: none"> <li>You should identify both the primary assistant and those who will provide back-up cover during absence e.g. holiday, sickness etc.</li> <li>An adequate number will be required to ensure assistance is available at all times.</li> </ul>		
Name	Nature of assistance	Contact details

**Equipment**

What equipment will be provided to assist with the evacuation and who is responsible for maintaining this?

**Procedure**

Detail the evacuation procedure including safe routes to be taken, beginning from when the alarm first sounds

Relevant party	Name	Signature	Date
PEEP owner (the individual):			
PEEP assessor:			
Assistants:			

<b>Distribution list:</b>	
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