



Mintlaw Academy Fire Evacuation Procedures

August 2011

FIRE EVACUATION PROCEDURES

In the event of the fire alarm sounding, all members of staff have the responsibility for the safe evacuation of all users of the building – staff, pupils and visitors.

Teaching staff must supervise the evacuation of the building and then join their register class to check pupil attendance. Staff without a register class have been directed to other duties as detailed below which they are asked to progress once they have reported to Mrs H Bryce.

Evacuation Procedures

Instructions to all Staff

When the fire alarm sounds:

1. Classes should be instructed to leave the room and go to their assembly point in the playground, via the exit indicated on the notice in each classroom.
2. Pupils out of class – e.g. at the toilet, or on a message – must immediately proceed to their assembly point.
3. Visitors to the school – parents, visiting speakers etc – should be directed to the appropriate exits by the member of staff they are meeting with or working with and taken to the area in front of the main entrance.
4. All doors and windows should be closed provided that this does not unnecessarily delay evacuation. In “Practical Areas” all gas and electrical appliances must be shut off and where possible main electrical and gas isolators should be switched off.
5. Once in the Assembly Area, Register Teachers must collect registers from the relevant member of the office staff:
 - Mrs L Ballantine for Bus Bays
 - Mrs F Daniel for front playground assembly pointsOther office staff on duty will assist in this process.
6. Register Teachers must check attendance and return record sheet to appropriate office staff as quickly as possible. This information will be relayed to the senior member of staff responsible.
 - If a class is shared between two staff, both staff should go to the class assembly point.
 - One should proceed to call the register; the other should report to Mrs H Bryce.
 - Any teacher covering Registration for an absent colleague, including supply staff, will be responsible for checking that class in its Assembly Area, if there is a Fire Alert at any time during the day.
7. All other staff and visitors should report to Mrs H Bryce. Staff without a registration group have been assigned other duties as detailed below. On occasion, a member of staff may be asked to check a class in place of a member of staff who has left school before the end of the school day.
8. The following staff should report to the Whole School Technician:
 - Technician Team
 - ICT Staff
 - Library Assistant/Librarian

- School Nurse & Nursing Assistant
9. If the fire alarm sounds between periods, during interval or lunch break all pupils and staff should evacuate the building by the nearest route. The checking procedure described above will then be used.
 10. The lift must not be used as part of the emergency evacuation procedure.
 11. No person is to return to the building until the all-clear is given by the senior member of staff present.
 12. Once the all-clear has been given, classes will be dismissed in an orderly fashion by the senior member of staff present.

Additional Responsibilities

1. Administration Assistant

- Collect staffing, visitor and staff signing out books for H Bryce to collect.
- Take S6 signing out book to assembly point.

2. Science Technician

- Lock chemical store in Science Department.

3. Toilets

Our first priority when the fire alarms sounds is to ensure that, as far as possible, the school is emptied of all pupils and staff. Although there is no legal obligation on staff to do this, it would be appreciated if staff listed below at the time the alarm sounds would check the toilets/areas listed and report to the CSN Support Services Coordinator:

Ground Floor

- Boys Toilet : CSN SSC
- PE Changing Rooms : CSN SSC
- Drama/Canteen Corridor : CSN SSC

First Floor

- Ladies Toilet : WS TECH
- Gents Toilet : WS TECH

Second Floor

- Girls and Boys Toilet : SCIENCE TECH/TA

Social Area

- Girls and Boys Toilets : ART/HE TECH

Ground Floor

- Girls Toilet : ART/HE TECH

B Block

- Girls and Boys Toilets : PUPIL SUPPORT
- Ladies Toilets : PUPIL SUPPORT
- Gents Toilets : PUPIL SUPPORT
- Disabled Toilet : CURRICULUM SUPPORT

4. Practical Areas

When the fire alarm sounds:

- In “Practical Areas” staff must shut off all gas and electrical appliances must be shut off and where possible main electrical and gas isolators should be switched off.

Staff Duties (those without registration responsibilities)

NB – Staff without registration responsibilities must register with H Bryce before taking up additional duties below.

Name	Duty	Location
L Evans	Liaise with Supervisory Janitor	Front Foyer
H Bryce	To record staff, with no registration duties, including supply staff and visitors. Ensure any pupil awaiting evacuation due to mobility issues are advised of hoax/unplanned drill	Playground area outside main door, away from building
H Jennings/P Burton	To stop entry of traffic to school campus	Main entrance on Station Road
I Sharp	To ensure buses are clear of bays in the event of evacuation at the end of school day. Coordinate return to building once all clear given	Bus Bays
G Oldham	Coordinate return to building once all clear given	Assembly points on main playground area
A Campbell/N Robertson	To oversee procedures ensuring all staff have necessary information required and relay information to other SMT members when building is safe to re-enter	Across evacuation area
Supervisory Janitor	To check alarm sensors and ascertain location, call fire brigade in event of actual fire. Report information to Rector	Front Foyer/Across School
EJ Whitehead, H Richards, J Dodd	Assist Register Teachers with duties, help keep order at back of class and keep pupils away from road/carpark/bus bays	Front Assembly Bays 1-5
A Kilpatrick, A McGillivray	Assist Register Teachers with duties, help keep order at back of class and keep pupils away from road/carpark/bus bays	Front Assembly Bays 6 -12
M Sellen, A Hynd, S Ferguson	Assist Register Teachers with duties, help keep order at back of class and keep pupils away from road/carpark/bus bays	Front Assembly Bays 13-20
J Robinson, K Sim, A Mackintosh	Assist Register Teachers with duties, help keep order at back of class and keep pupils away from road/carpark/bus bays	Bus Assembly Bays 1- 8
A Johnston, L Simpson, A Findlay	Assist Register Teachers with duties, help keep order at back of class and keep pupils away from road/carpark/bus bays	Bus Assembly Bays 9 -16

Places of Assembly

For years 1, 2, and 3 the place of assembly is the playground opposite Door 1.

For years 4, 5 and 6 the place of assembly is the bus park:-

1. In the event of the fire alarm sounding between 3.15 – 3.30, or 15 minutes before a planned early closure, buses already parked in the bus bay will be directed to reverse into the space at the back of the bay. No other buses will be allowed to enter the bus park until all pupils have been cleared from the bus bays.
2. Pupils must not enter bus bays until all buses have moved clear, or until directed to do so by a member of staff.
3. Register Teachers will supervise the safe evacuation of pupils from the bus park, as directed by the SMT member responsible.

ASSEMBLY AREAS

PLAYGROUND OPPOSITE DOOR 1		BUS BAY	
<u>Class</u>	<u>Bay</u>	<u>Class</u>	<u>Bay</u>
1B1, 1B2	1	4B1	1
1D1, 1D2	2	4B2	2
1M1, 1M2	3	4D1	3
1U1, 1U2	4	4D2	4
1U3	5	4M1	5
		4M2	6
2B1	6	4U1	7
2B2	7	4U2	8
2D1	8		
2D2	9	5B1	9
2M1	10	5D1	10
2M2	11	5M1	11
2U1	12	5U1	12
3B1	13		
3B2	14	6B	13
3D1	15	6D/6M	14
3D2	16	6U	15
3M1	17		
3M2	18		
3U1	19		

Evacuation of Disabled or Injured Pupils

Throughout the week, subject teachers in all parts of the school may have temporarily or permanently disabled pupils in their classes. In the event of a fire emergency or fire drill, these pupils must be assisted to evacuate the classroom to a place of safety. If pupils are not on the ground floor, staff must ensure they are taken to the nearest stairwell equipped with an evac chair. If necessary, fire officers will then ensure they are taken down stairs safely. The stairwells are fire protected zones. The pupil(s) may have to be left there so it is important that staff reassure them that help will follow. When an emergency or drill occurs:

1. The **Subject Teacher will be responsible** for any disabled or injured pupils being evacuated safely or to the appropriate stairwell.
2. Such pupils should be **evacuated last** to avoid any crush. The Subject Teacher should remain with the pupil and direct other members of the class to proceed unsupervised. Ask one pupil to alert Mrs Bryce at front door so that any registration can be covered and we are aware of the situation centrally.
3. Other uncommitted members of staff or responsible pupils may be asked to help if necessary. (The Technicians have important recording duties and should not be used for this purpose unless it is absolutely vital.)
4. The disabled or injured pupil(s) may be **helped down the stairs if this is possible** – the lift must not be used in such an emergency. The evac chair may only be used by staff trained in its use.
5. The Subject Teacher should then report the child's location to Helen Richards before continuing with their normal duties.
6. The safe evacuation of such pupils should be reported to Helen Richards who will inform Office Staff.
7. Timetables of pupils with mobility issues will be issued to staff trained in the use of evac chairs by the DHT responsible for Support for Learners.

Action in the event of a fire

1. No attempt should be made to fight the fire until the safety of the children has been ensured.
2. The fire brigade should be called immediately to any fire, however small.
3. Evacuation should be carried out in accordance with present procedures.
4. Small fires may be tackled in the first instance by members of staff, using methods appropriate to the type of fire and to the hazards involved.
5. Pupils should evacuate calmly. They must walk quietly to ensure that any instructions are heard. No bags should be taken out of school.
6. Pupils should not attempt to pass others on their way to the assembly point. If this route is blocked, the nearest available route should be taken.

Fire Protection

1. It is the responsibility of the Senior Management Team to monitor fire protection arrangements within the school and to ensure that all staff (day and evening) are aware of the procedures.
2. Fire Drill is held at least twice a year. Procedures are monitored and recorded.
3. Fire alarms are checked regularly and this is recorded.
4. Fire fighting equipment is inspected annually.
5. A risk assessment of the Academy fire evacuation procedures is undertaken annually.