



Innovation, Aspiration and Excellence

Building Emergency Evacuation Plan

Policy & Procedure Number	HS018		
School Link	Senior Site Services Manager		
Principal	Michael McCulley		
Chair of Local Governing (LG) Board	Johanne Thomas		
Category	Health and Safety		
Authorised By	Local Governing Board		
Author(s)	Alice Wright (Business Operations and Estates Manager)		
Last revised by	Angela Lancini	Jan 2025	
Version	1.2		
Status	Under Review:		
	Approved and Adopted:		✓
Issue Date	JANUARY 2025		
Next Review Date	JANUARY 2026		
PRINTED COPIES ARE UNCONTROLLED			

Contents

1. General Procedures	3
Introduction	3
Fire Drills and Alarm Activations	3
Tackling Fires	3
On Discovering a Fire	4
On Hearing the Fire Alarm	4
Methods of Alerting Persons On-site	4
Methods for Communicating with the Emergency Services	5
2. Staff with Specific Responsibilities	5
3. Specific Persons at Risk	6
4. Arrangements for Safe Evacuation and Muster (Assembly)	7
5. Whole Site Evacuation	10
6. Methods of Communicating Information Relating to Fire Evacuation	11
7. High Risk Areas / Activities	12
8. Appendices	12
Appendix 1 – Location of Fire Hydrant	12

1. General Procedures

Introduction

The school's Fire Risk Assessment and Building Emergency Evacuation Plan (BEEP) will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the BEEP may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience). Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a Personal Emergency Evacuation Plan (PEEP) will be developed and implemented.

Fire Drills and Alarm Activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods. A practice evacuation must be undertaken to test evacuation procedures.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required. This may be distributed to staff in the form of email bulletin.

All activations of the fire alarm system will be recorded.

Tackling Fires

Staff are instructed not to attempt to tackle a fire unless it is to aid their escape from the building

A grab bag containing key information will be kept in the reception office. Reception Staff will be responsible for taking the bag on hearing the fire alarm sound to the nominated Evacuation Controller. Grab bag contents:

- Copy of fire risk assessment, BEEP and emergency plan map.

- Details of any significant hazards on site e.g. gas cylinders, radioactive materials, large quantities of hazardous substances
- Registers, Pupil contact numbers
- Mobile Telephone and/or Radio

On Discovering a Fire

- Activate the nearest alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils and visitors as required and proceed to the designated assembly point
- Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have

On Hearing the Fire Alarm

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

All:

- Do not stop to collect any personal belongings
- Close windows and doors as you leave if it is safe to do so
- Do not tackle a fire unless it is to aid your escape from the building

Persons with specific responsibilities should carry out the duties that have been allocated to their role i.e. Fire Marshal, Panel Officer etc.

Methods of Alerting Persons On-site

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

The fire alarms sound is a **continuous bell**.

If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by use of a **verbal communication, including the use of site radios**.

Persons with hearing impairments are alerted by a buddy/teacher. Persons with hearing impairments use a hearing aid.

Methods for Communicating with the Emergency Services

In the event of a confirmed or suspected fire nominated person to place a direct call to the fire service by calling 9-999 from an internal phone or 999 from a mobile.

Nominated persons are: The Principal/Reception staff.

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell or signs of smoke?
- Where is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

2. Staff with Specific Responsibilities

Evacuation Controller – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required:

- Principal: Michael McCulley (Marshal)

Fire Marshals – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so):

Transmission Hall:

- Ground Floor – Chloe Buckenham (Marshal) / Annie Divver (Deputy)
- First Floor – Jordan Smyth (Marshal) Bernie Fleck (Deputy)
- Second Floor – Michael McCully (Marshal) Ruth Woodcraft (Deputy)
- Floors 3 and 4 - Michael McCully (Marshal)

Power Hall:

- Ground Floor – Lianne Hoult (Marshal) / Becky Reeves (Deputy)
- Mezzanine – Jenny Wadeson (Marshal)

Humanities:

- Ground Floor – Ben Coleman (Marshal) / Sian Warde (Deputy)

- First Floor – Alice Wright (Deputy) / James Higham (Marshal)
- Second Floor – Matt Raffy (Marshal) / Mark Couch (Deputy)

STEM building:

- Ground Floor – Jim Towey (Marshal) / Liesl Kirsopp (Deputy)
- First Floor – Sam Edmonds (Deputy)
- Second Floor – Jamie Abbott (Marshal) / Becky Cooper (Deputy)

Sports Centre:

- Ground Floor – Abbie Hartfield (Marshal)
- First Floor – Jonathan Williams (Deputy)

Control Panel Officers – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

- Control Panel Officers: Reception Staff/Site Service team

PEEP Support Staff – Responsible for providing support to individuals as per the information contained in the individuals PEEPs.

3. Specific Persons at Risk

Pupils at risk:

- Freya Gillibrand (7W)
- Maja Klacek (7A)

Staff at risk:

- Tommy Lloyd (Finance)

Personal emergency evacuation plans (PEEP's) will be developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding where specific persons at risk are identified. Where construction site workers are identified as requiring assistance, a PEEP should be developed, implemented and communicated.

4. Arrangements for Safe Evacuation and Muster (Assembly)

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
Standard teaching times	Teacher escorts class to assembly point via nearest and safest exit route (signed). Other staff evacuate by the nearest and safest exit. Appointed fire marshals sweep building.	M.U.G.A	Principal or designated deputy	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
Break times pupils outside	Pupils outside will remain there and proceed to the agreed assembly point. All staff and remaining pupils will evacuate the building; a sweep will be carried out by fire marshals.	M.U.G.A	Principal or designated deputy	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
Break times pupils inside	Pupils inside will be evacuated by Duty Staff and will progress outside with all remaining staff. A sweep will be carried out by fire marshals.	M.U.G.A	Principal or designated deputy	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
Lunch time outside	Teachers to escort pupils from outside areas and get them to line up as per standard teaching times. Teachers in dining areas to escort pupils to assembly point via nearest and safest route (signed) (lunch boxes/meals etc to be left). All other staff to evacuate as per standard procedures taking registers etc.	M.U.G.A	Principal or designated deputy	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers

	<p>Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point.</p> <p>Classes where teacher is not on site will be allocated a member of staff to take register.</p> <p>Fire Marshal will carry out a sweep.</p>				
Lunchtime inside	<p>Staff to escort pupils in classroom areas and get them to line up as per standard teaching times.</p> <p>Staff in dining areas to escort pupils to assembly point via nearest and safest route (signed) (lunch boxes/meals etc to be left).</p> <p>Reception staff to evacuate as per standard procedures taking registers etc.</p> <p>Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point.</p> <p>Classes where teacher is not on site will be allocated a member of staff to take register.</p> <p>Fire Marshal will carry out a sweep.</p>	M.U.G.A	Principal or designated deputy	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
Assemblies Staff/Pupils only	<p>Duty Staff/Form Tutor escorts classes from the hall to assembly point via nearest and safest exit route (signed).</p> <p>Appointed fire marshals sweep building.</p>	M.U.G.A	Principal or designated deputy	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers

Assemblies with parents/carers attending including plays and concerts	Class teachers and teaching assistants in hall escort pupils out of designated fire exit to the assembly point via nearest and safest route (signed). Allocated members of staff escort parents/carers out of building via nearest and safest route (signed) to the assembly point.	M.U.G.A	Principal or designated deputy	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
After school (pupils on site at clubs or activities)	Activity teacher escorts class to assembly point via nearest and safest exit route (signed). Appointed fire marshals sweep building.	M.U.G.A	Senior member of staff	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
As pupils arriving or leaving	Pupils already outside, stay outside. Teacher escorts class to assembly point via nearest and safest exit route (signed). Appointed fire marshals sweep building.	M.U.G.A	Senior member of staff	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
Staff only on site (Lone Working)	Staff to leave by nearest and safest signed exit route. Lone workers have been identified.	M.U.G.A	Senior member of staff	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
Open house/Parents Evenings. Attendance confirmed using Appointment slots	A system is in place by teachers that utilises appointment slots to confirm those in attendance. In the event the alarm is raised the building is to be evacuated and parents/carers, children and other visitors are escorted out of the building to the assembly	M.U.G.A	Senior member of staff	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers

	point via nearest and safest exit route (signed). Appointed fire marshals sweep building.				
Plays/concerts	<p>A senior member of staff carries out fire safety induction prior to the concert/play starting. Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point.</p> <p>Teaching staff escort parents/carers out of building nearest and safest exit route (signed) to assembly point.</p> <p>Appointed fire marshals sweep building.</p>	M.U.G.A	Senior member of staff	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers
Organised events	<p>A senior member of staff carries out fire safety induction prior to the event starting. Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point.</p> <p>Teaching staff escort parents/carers out of building nearest and safest exit route (signed) to assembly point.</p> <p>Appointed fire marshals sweep building.</p>	M.U.G.A	Senior member of staff	Registers, log from staff 'Sign In' ap and visitors book taken out by reception team	Control panel officers

Specific arrangements must be included within this area when building or refurbishment projects are taking place on site.

5. Whole Site Evacuation

If the whole site is required to be evacuated during core hours, people will assemble to the Multi Use Gym Area.

Class Teachers and teaching assistants will escort pupils. The Principal and the Senior Site Service Officer will remain at the school site. Teaching staff will ensure that staff and pupils arrive at the alternate location.

Admin Staff will liaise with parents and guardians to arrange collection of children from the alternate location; the phone list being located within the fire grab bag. Teachers will remain with children at the alternate location until pick up can be arranged.

The Principal will advise the Trust in the event of pupils having to be relocated to another site.

Parents/carers will be advised of the situation via local radio, school website, notices at school and phone calls. A text-based messaging system also exists to send communications to parents/carers by text message.

At the end of the school day the Principal will inform any parents/carers who have missed any of the other communication messages.

6. Methods of Communicating Information Relating to Fire Evacuation

Teaching and support staff – Fire awareness training, communication of building emergency evacuation plan within staff meetings/bulletins (teaching, support, admin and the Caretaker), fire drills and de briefs.

Catering and cleaning staff – Communication of the building emergency evacuation plan within staff meetings/bulletins meetings, fire drills and de briefs.

General visitors – Visitor/contractor leaflet, generally escorted on site.

Contractors – Visitor/contractor leaflet, site induction (as required).

Specific arrangements to be included within this area when building or refurbishment projects are being undertaken.

Where lone working takes place; ensure Lone Workers are identified and suitably briefed regarding emergency evacuation arrangements.

Lettings – Where lettings take place arrangements would be communicated as part of letting agreement and induction by the Site Service Officer/Administrator.

Emergency services – Following initial 999 call, the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

7. High Risk Areas / Activities

Within school the following areas/activities have been identified as high risk with regards to fire/emergency.

Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

Cookery Activities - Teachers have local procedures in place when undertaking potential hazardous activities, the person in charge of the hazardous activity is responsible for ensuring any local emergency procedures are undertaken. This should include switching off and isolating any cooking equipment on site.

Science experiments - Teachers/technicians have procedures in place when undertaking potential hazardous activities, the person in charge of the hazardous activity is responsible for ensuring any local emergency procedures are undertaken. This should include switching off and isolating any gas equipment on site.

Design Technology lessons - Teachers/technicians have procedures in place when undertaking potential hazardous activities, the person in charge of the hazardous activity is responsible for ensuring any local emergency procedures are undertaken.

Boiler/plant room - Access to this area is restricted. The Senior Site Services Manager and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

Useful Contact Names / Numbers

TLET

CEO – James Higham 07890 752915

Business, Operations and Estates Manager – Alice Wright 07850 077653

Warwickshire Education Service

01926 412210

Diddu (Trust communications team)

07713 517393

8. Appendices

Appendix 1 – Location of Fire Hydrant

Location of Fire Hydrant	On or off site
--------------------------	----------------

In the greenery in the car park in front of the Power Hall
next to the Service Yard gates

On Site

1) Fire hydrant present on site

On ☒ Off ☐

Insert Photo	Comments
	<p>Insert Comments about location.</p> <p>The fire hydrant is located on the greenery in the car park in front of the Power Hall next to the Service Yard gates.</p>