



FIRE EVACUATION POLICY

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Title: Fire Evacuation Policy

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Document Owner: UST Operations Manager

Review & Update By: UST Operations Manager

Approval Committee: FGB

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Required on Website: No

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
7/3/22	Title page	New title page added
	0.	Section 0. <i>Document Control</i> added
	1.	Section 1 changed to 1. <i>Definition</i> , with subsequent section sequencing following suit on numbering.
	App. 6	Redundant map of primary school was left undeleted by mistake in previous policy – now removed.
Sep 2022	App. 2	Updated fire marshal list and Assembly Map in Secondary School
Sep 2022	App. 6	Updated Primary School Fire Evacuation plan as per March 2022
Feb 2023		Updated named staff
Feb 2023	Sec 10	Updated PEEP instructions
Feb 2023	App. 2	Updated fire marshal list in Secondary School
Feb 2023	App. 3	SRC evacuation map revised, due to building works
Feb 2023	App. 4	Updated fire marshal list and allocated areas
Feb 2023	App. 5	New Evacuation Chair trained staff list

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1. Definition

“Trust” refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

“School” refers to St Paul’s Way, including both primary and secondary schools and all buildings thereof.

“Staff” refers to any individual who is employed by the Trust or who operates on the Trust’s behalf, e.g. Trustees and Governors.

“Pupil” includes any incoming or current pupil at St Paul’s Way. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term “student” or “child” with no change of definition.

“Executive Headteacher” is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values.

“Headteacher” is the individual in charge of the primary school.

2. Policy Aims and Ethos

It is School policy to ensure that all reasonable steps are taken to:

- Prevent fires from starting in the first place by having good standards of housekeeping
- Provide and maintain appropriate detection and warning systems
- Ensure that all employees and visitors to our site are made aware of the fire procedures
- Carry out regular inspections and fire drills
- Carry out, record and regularly review the Fire Risk Assessment.

Duties of All Staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully by complying with any fire procedures that may be introduced to protect the safety and well-being of our students, staff and visitors.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs.

This Policy forms part of all employees’ conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

3. Links to Legislation and Guidance Documents

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

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4. Roles and Responsibilities

The Executive Headteacher/Head of School has overall responsibility for fire safety and will act as Chief Fire Marshal at the Secondary School in the event of a fire evacuation. This means that he/she is responsible for making sure the building is empty, via the Fire Marshals, and confirming the roll call of students, staff and visitors. If the Executive Headteacher is absent the next most senior member of the SLT team will fulfil this role.

The Head of School of the Primary School will act as the Chief Fire Marshal at that site and fulfil the same function.

5. Fire Risk Assessment

The Facilities Manager will ensure that a responsible person is appointed and that the appointment is recorded in writing. The responsible person's duties will include the following:

- Commissioning a Fire Risk Assessment
- Regular review of the Fire Risk Assessment (annually)
- Produce a Fire Safety Plan
- Provide fire training for Fire Marshals and employees
- Provide and maintaining clear escape routes and exits
- Ensuring correct use of fire doors
- Providing adequate emergency signage
- Periodic practice of fire evacuations
- Provision, testing and maintenance of emergency lighting
- Provision, testing and maintenance of the fire alarm system
- Provision, testing and maintenance of fire-fighting appliances.

6. Fire Log and Liaison with Emergency Services

The Facilities Manager will ensure that a Fire Log is provided to enable information on fire drills, training, and maintenance of fire systems etc., to be easily recorded and retrieved.

He/she will also ensure that liaison with the fire brigade is arranged, where necessary, regarding access to the site or specific fire safety provisions.

7. Fire Checks by Employees

The Facilities Manager will ensure the following checks are carried out in common areas and retained areas:

Each Day:

Prior to opening, all fire escape routes are maintained and are free from obstructions.

- Goods and equipment are not stored in fire escape corridors
- Final exit doors are not obstructed on either side. Where necessary the external side of exit doors will be marked by bollards, yellow hatched paint and signage to prevent parking
- Fire doors are kept closed at all times and are not held open by fire extinguishers etc.

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- Fire exit doors, smoke detectors, heat sensors and emergency lighting are operating properly and free from obvious damage
- Smoke and heat detectors are never covered during maintenance work, unless necessary to prevent false alarms
- Firefighting equipment is wall mounted, or otherwise readily available, as designated in the Fire Certificate
- Call points are clearly marked and not obstructed
- Sources of smoke and heat hazards are identified and removed, i.e. clothing over LPG fires, highly flammable substances near sources of combustion.

Weekly:

Alarms are tested in-house on a weekly basis by activating from different call points and are clearly heard in all parts of the premises, including remote plant rooms. These checks will be recorded in the Fire Log.

- Emergency generator functioning
- Fire Action Notices and fire directional signs are complete and not obstructed
- Sprinkler alarm gong tested (where necessary).

Monthly:

- Emergency lighting test
- Fire hose functioning.

Where the Fire Risk Assessment identifies joint responsibility for fire safety, the Facilities Manager will liaise with other occupiers, tenants etc., to check that they are complying with the Fire Regulations (i.e. the Science Research Centre and the Primary School). The frequency of these checks will depend on the occupier's past performance in this area.

8. Maintenance of Fire Systems

The Facilities Manager will ensure that all parts of the fire system are regularly maintained.

He/she will ensure that the following maintenance is carried out by approved contractors; deficiencies noted and the action taken will be marked in the Fire Log.

- Fire alarms are tested at the frequency specified in the Fire Risk Assessment
- Emergency lighting is tested every six months, where necessary
- Six monthly sprinkler installation tests
- Smoke/heat detector head test every quarter or unless otherwise specified
- Annual checks of all fire-fighting equipment, including fire extinguishers, hose reels, detectors and generators.

9. Fire Evacuation Procedure/Emergency Plan

The Facilities Manager will ensure that a written fire evacuation procedure is provided. This procedure will identify:

- The action to take in the event of fire
- The fire escape routes

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- The final assembly points
- Floor Plans showing the location of fire-fighting equipment
- Who is responsible for co-ordinating fire evacuations - this must be a trained authorised employee
- Training and area allocation of Fire Marshals.

The Executive Headteacher/Head of School will ensure that this written procedure is brought to the attention of all students, employees, contractors and visitors.

10. Personal Emergency Evacuation Plans (PEEPs)

In the event of an emergency, all persons must safely evacuate the building, including persons who may be less able bodied include wheelchair users, partially sighted, blind, or any other person who has restricted mobility.

Where any less able-bodied person requires assistance during an evacuation, a nominated assistant shall be appointed. On hearing the fire alarm, the nominated assistant will, if situated on the ground floor, evacuate the building with the person by the nearest available exit and proceed to the assembly point. Should the less able-bodied person be on floor 1 or above, there are refuge areas located in protected stairwells that offer a minimum of one hour protection. The less-able-bodied person and their assistant will go to the nearest refuge area and await further instruction from the Chief Fire Marshal.

In the event of a false alarm being confirmed, the people in the refuge area will remain there, awaiting the all clear to be able to return to the building. In event of a confirmed fire, arrangements will be made to assist the person to evacuate the building using an evacuation chair with trained personnel.

The EVC system (Emergency Voice Communication) is currently not operational (March 2023). Fire Marshals' responsibilities include checking all refuge areas and reporting the presence of any people to the Chief Fire Marshal so that they can be accounted for in the roll call as being in safety.

11. Fire Evacuation Practice and Fire Training

The Facilities Manager will ensure that the fire evacuation procedure is practised three times a year (i.e. once a trimester) and that:

- Any shortcomings in the procedure or in the way the building is vacated are identified and remedied
- A record of the fire drill is marked in the Fire Log along with any remedial action.

Fire Training

The Facilities Manager will also ensure that persons with responsibilities during a fire evacuation e.g. Fire Marshals and Chief Fire Marshal receive adequate training and that it is regularly refreshed (two yearly).

Also, that all students and employees occupying the building on a regular basis receive basic training in fire safety and the specific fire precautions for the premises.

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12. Hazardous Work by Employees and Contractors

The Facilities Manager will ensure that works by employees and approved contractors do not affect the fire integrity of the site or create an additional risk. In particular:

- Where possible maintenance work is carried out outside normal trading hours in public areas
- Fire doors are not obstructed
- Fire extinguishers are not removed or relocated
- Equipment or substances which would create a specific fire hazard are not brought onto the site without prior approval
- Hot works involving the use of a naked flame, e.g. Welding, brazing, etc. Are subject to a Permit to Work, which is issued by Spie when required
- All combustible waste materials are removed
- Employees and contractors are aware of the emergency procedure.

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13. Fire Action Plan

FIRE ACTION PLAN

ON DISCOVERING AN OUTBREAK OF FIRE

1. Raise the alarm
2. Ensure that the Fire Brigade is called.
3. If you are trained, and without risking your own safety, tackle the fire with the aid of suitable equipment from the fire point.
4. Do not go searching for a fire.
5. Leave the building by the nearest available safe route.
6. Go directly to the Assembly Point

DO NOT RUN

DO NOT USE THE LIFT

DO NOT STOP TO COLLECT BELONGINGS

ON HEARING THE FIRE ALARM

Leave the building by the nearest available safe route.

Go directly to the Assembly Point

DO NOT RUN

DO NOT USE THE LIFT

DO NOT STOP TO COLLECT BELONGINGS

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14. Post Incident Review

A post incident review will be carried out in the following circumstances:

- An actual fire incident
- Near miss
- A practice fire drill where issues were revealed.

The review will be convened by the Facilities Manager with the Fire Officer, Fire Marshals and any other interested parties in attendance.

The review will endeavour to uncover root causes and will implement a remedial action plan.

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Appendix 1: Fire Safety Arrangements

This section of the Policy sets out the way in which we will comply with our duties under the **Regulatory Reform (Fire Safety) Order 2005** and should be read in conjunction with our fire record book and fire procedures referred to below.

We have appointed the following persons to assist us in fulfilling our obligations:

Fire safety issue	Task	Person/s responsible
Responsible person	See separate document Responsible Person Role and Authorisation	Armadillo Safety Solutions
Fire marshal/s	See Appendix 3: Fire Marshals and Locations	Facilities Manager
Person in charge	See separate document Person in Charge Checklist	Executive Headteacher / Head of School
Fire procedure	Ensuring that an up-to-date Evacuation Procedure is documented and available for staff	Facilities Manager
	Ensuring that fire procedures for the receptionist are clearly displayed	Facilities Manager
	Ensuring that there's a means of checking visitors have left the building (e.g. register, visitor badges)	Business Support & Admin Manager
	Co-ordinating with other organisations which share the premises	Facilities Manager
	Ensuring that a Special Evacuation Risk Assessment is completed for any student or member of staff needing assistance or special arrangements to aid evacuation	Director of Learning (Additional Educational Needs)
Fire safety risk assessment	Writing a fire safety risk assessment	Armadillo Safety Solutions
	Implementing recommendations	Facilities Manager
	Checking that recommendations have been implemented	Armadillo Safety Solutions
	Arranging for an annual review	Armadillo Safety Solutions
Emergency contacts list	Keeping an up-to-date Emergency Contacts List and ensuring it is readily available at reception	Facilities Manager

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Fire safety issue	Task	Person/s responsible
Out of hours response to alarm	Ensuring that the Out of Hours Emergency Procedure is kept up-to-date with appropriate persons allocated to respond to out of hours call outs, e.g. in event of an alarm	Facilities Manager
Smoking	Ensuring compliance with smoke free legislation, i.e. signage and no smoking rules	Facilities Manager
Fire officer visit	Completing details of any visit by the fire authority using the Fire Safety Officer Inspection document	Facilities Manager
Fire alarm	Arranging servicing of alarm by competent contractor	Spie
	Weekly test by operating a different call point each time, pre-warning staff of the test, checking alarm audibility and completing the Fire Alarm System Check Sheet	Spie
	Completing a Fire Evacuation Record for any unplanned fire drills	Facilities Manager
Emergency lighting	Arranging annual electrical test and inspection of emergency lighting	Spie
	Monthly activation test and annual discharge test of emergency lighting and completing Emergency Lighting Check Sheet	Spie
Electrical systems and equipment	Arranging inspection and test of the electrical installation and completing the Electrical Equipment Check Sheet to meet regulatory requirements	Spie
	Arranging portable appliance testing to a schedule and completing the Electrical Equipment Check Sheet	Spie
Lightning protection	Arranging annual inspection of lightning protection	Spie
Gas boiler/equipment	Arranging annual service of gas-fired equipment	Spie
Fire extinguishers	Arranging for annual servicing of extinguishers	Spie
	Carrying out fire-fighting equipment inspections and recording on the Fire-Fighting Equipment Check Sheet in the fire record book	Spie
Sprinklers	Completing the Sprinkler Checklist and ensuring that day-to-day maintenance inspection and testing responsibilities are allocated and fulfilled	Spie
	Sprinkler maintenance	Spie
	Weekly sprinkler checks	Spie

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Fire safety issue	Task	Person/s responsible
Fire signage	Ensuring that fire action notices are displayed with details completed of the assembly point and procedure for calling the Fire and Rescue Service	Spie
	Ensuring all signs are displayed as necessary to identify fire-related equipment etc.	Spie
Monitoring	Undertaking checks of escape routes and completing the Escape Route Check Sheet	Armadillo Safety Solutions
	Undertaking annual review using the Fire Safety Compliance Audit	Armadillo Safety Solutions
Staff training and drills	Conducting a once a trimester fire drill and recording details on the Fire Drill Observation Sheet	Facilities Manager
	Ensuring that all new starters receive fire safety instruction, all staff receive annual refresher training and completing the Fire Training and Instruction Record Sheet	Facilities Manager
	Ensuring that fire marshals are trained in their role and completing the Fire Training and Instruction Record Sheet	Facilities Manager
Contractors	Ensuring that contractors working on gas and electrical systems are suitably qualified	Spie
	Completing a Construction/Refurbishment Fire Safety Checklist when such works are taking place	Spie
	Ensuring that where contractors need to conduct hot works a Hot Work Permit is completed.	Spie
Policy	Annual review of Fire Safety Policy	Facilities Manager
Fire advice	Fire advice to be provided	Armadillo Safety Solutions

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Appendix 2: St Paul's Way Secondary School Fire and Evacuation Instructions

If you discover a fire;

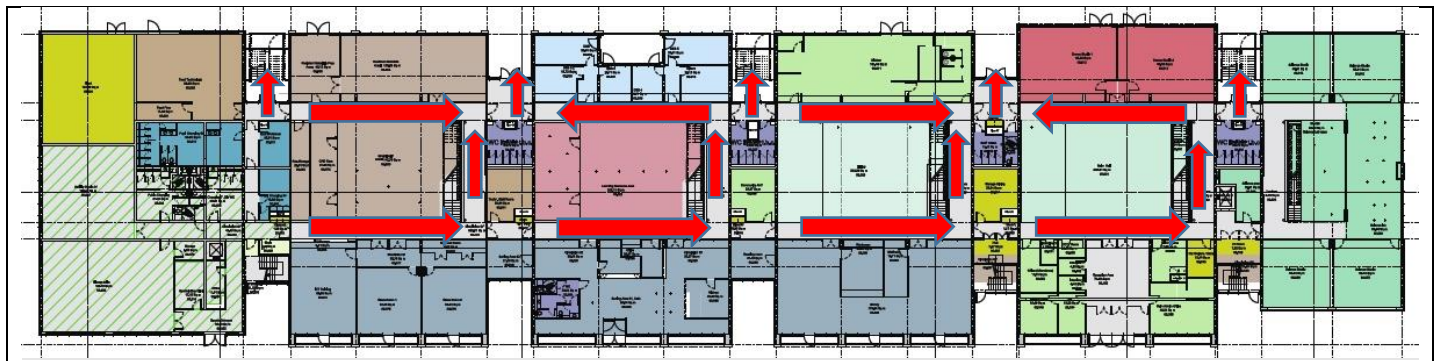
1. Raise the alarm.
2. Leave the Building immediately.
3. Proceed calmly and quietly to your assembly point by your nominated route.
4. **DO NOT STOP** to collect personal belongings.
5. **DO NOT** re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST;

1. Leave the building immediately.
2. Proceed calmly and quietly to your assembly point by your nominated route.
3. **DO NOT STOP** to collect personal belongings.
4. **DO NOT** re-enter the building until told to do so.
5. **DO NOT** try to use the lifts

Ground Floor - Fire Immediate Actions

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.



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EVACUATION ROUTES (Secondary)

Main School	Ground floor -	
		Exit the room
	Room 0:1, 0:11, 0:01,0:02, 0:03, 0:05, 0:06	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.
	Room 0:20, 0:30, 0:31,0:32, 0:33, 0:34, 0:35, 0:36	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.
	Room 0:41, 0:42, 0:43, 0:44, 0:45, 0:46, 0:47, 0:48	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.
	Room 0:52, 0:56, 0:57, 0:58, 0:59	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.

Do not attempt to use the lift during a fire alarm.

First Floor - Fire immediate actions

If you discover a fire;

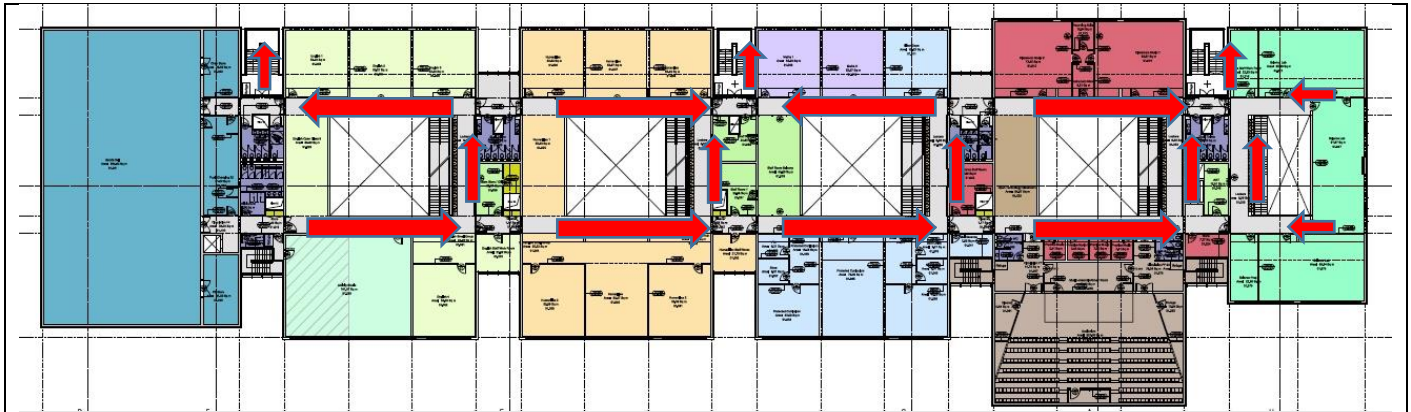
1. Raise the alarm.
2. Leave the Building immediately.
3. Proceed calmly and quietly to your assembly point by your nominated route.
4. DO NOT STOP to collect personal belongings.
5. DO NOT re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST;

1. Leave the building immediately.
2. Proceed calmly and quietly to your assembly point by your nominated route.
3. DO NOT STOP to collect personal belongings.
4. DO NOT re-enter the building until told to do so.
5. DO NOT try to use the lifts

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.

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EVACUATION ROUTES (Secondary)

Main School	First floor -	
	Room 1:01, 1:04, 1:06, 1:12	Use the Nearest FIRE EXIT Staircase to exit the building and make your way to your designated assembly point.
	Room 1:18, 1:2, 1:21, 1:22, 1:23, 1:24,	Use the Nearest FIRE EXIT Staircase to exit the building and make your way to your designated assembly point.
	Room 1:30, 1:31, 1:32, 1:33, 1:34, 1:35, 1:36, 1:37, 1:38, 1:38a, 1:39	Use the Nearest FIRE EXIT Staircase to exit the building and make your way to your designated assembly point.
	Room 1:40, 1:41, 1:42, 1:43, 1:44, 1:45, 1:46, 1:47	Use the Nearest FIRE EXIT Staircase to exit the building and make your way to your designated assembly point.
	Sports Hall	Use the Nearest FIRE EXIT to exit the sports hall and make your way to your designated assembly point.

Do not attempt to use the lift during a fire alarm.

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St Pauls Way Secondary School Fire and Evacuation Instructions.

Second Floor - Fire immediate actions

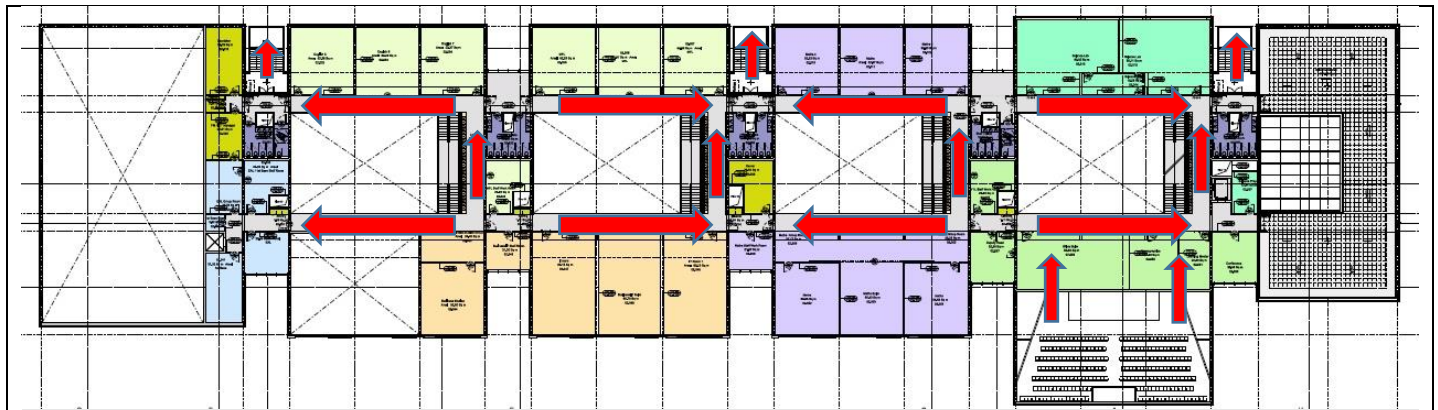
If you discover a fire;

6. Raise the alarm.
7. Leave the Building immediately.
8. Proceed calmly and quietly to your assembly point by your nominated route.
9. DO NOT STOP to collect personal belongings.
10. DO NOT re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST;

6. Leave the building immediately.
7. Proceed calmly and quietly to your assembly point by your nominated route.
8. DO NOT STOP to collect personal belongings.
9. DO NOT re-enter the building until told to do so.
10. DO NOT try to use the lifts

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.



EVACUATION ROUTES (Secondary)

Main School	Second floor -	
	Room 2:10, 2:11, 2:12, 2:12, 2:13, 2:14, 2:15, 2:16	Use the nearest external fire escape at the end of the landing and make your way to the assembly point.
	Room 2:20, 2:21, 2:22, 2:23, 2:24, 2:25, 2:26	Use the nearest external fire escape at the end of the landing and make your way to the assembly point.

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	Room 2:30, 2:31, 2:32, 2:33, 2:34, 2:35, 2:36	Use the nearest external fire escape at the end of the landing and make your way to the assembly point.
	Room 2:40, 2:41, 2:42, 2:43, 2:44, 2:45	Use the nearest external fire escape at the end of the landing and make your way to the assembly point.
	Room 2:50, 2:51, 2:52, 2:53, 2:54, 2:55	Use the nearest external fire escape at the end of the landing and make your way to the assembly point.

Do not attempt to use the lift during a fire alarm.

Third Floor - Fire immediate actions

If you discover a fire;

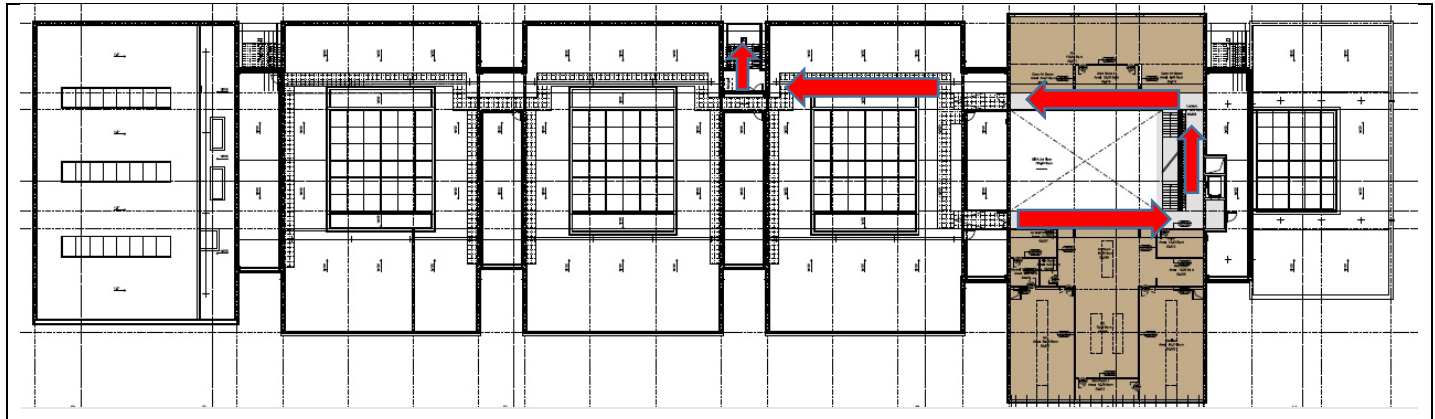
11. Raise the alarm.
12. Leave the Building immediately.
13. Proceed calmly and quietly to your assembly point by your nominated route.
14. DO NOT STOP to collect personal belongings.
15. DO NOT re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST;

11. Leave the building immediately.
12. Proceed calmly and quietly to your assembly point by your nominated route.
13. DO NOT STOP to collect personal belongings.
14. DO NOT re-enter the building until told to do so.
15. DO NOT try to use the lifts

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.

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EVACUATION ROUTES (Secondary)

Main School	Third floor -	
Art Department	3:10 – 3:19	Use the FIRE EXIT staircase to exit the Third Floor then use the external fire escape to proceed to the Assembly area.

Do not attempt to use the lift during a fire alarm.

Modular Building - Fire immediate actions

If you discover a fire;

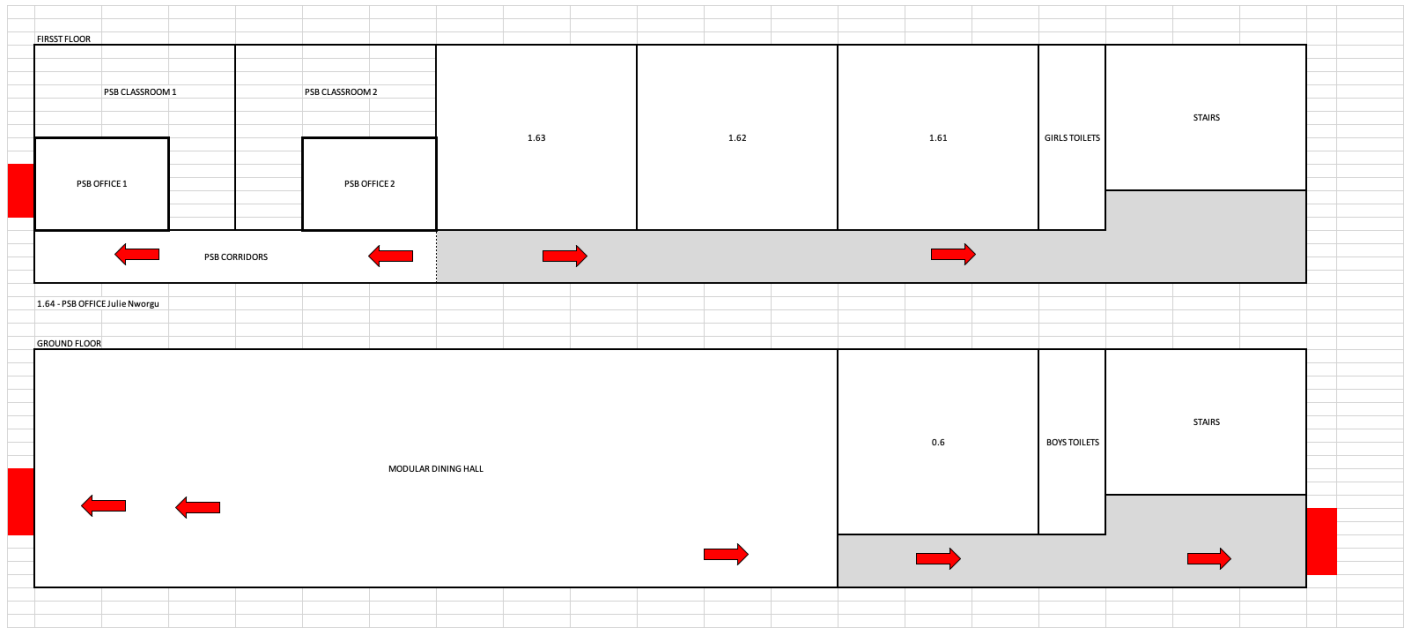
16. Raise the alarm.
17. Leave the Building immediately.
18. Proceed calmly and quietly to your assembly point by your nominated route.
19. DO NOT STOP to collect personal belongings.
20. DO NOT re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST;

16. Leave the building immediately.
17. Proceed calmly and quietly to your assembly point by your nominated route.
18. DO NOT STOP to collect personal belongings.
19. DO NOT re-enter the building until told to do so.
20. DO NOT try to use the lifts

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.

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EVACUATION ROUTES.

Modular Building	Ground floor -	
		Exit the room
	Dining Room / Kitchen	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.
	Room 0:6	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.
Modular Building	First floor -	
	Classroom 1, Classroom 2 Office 1 , Office 2	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.
	1:61, 1:62, 1:63	Use the Nearest fire escape to exit the building and make your way to your designated assembly point.

Do not attempt to use the lift during a fire alarm.

Fire Evacuation - Assembly

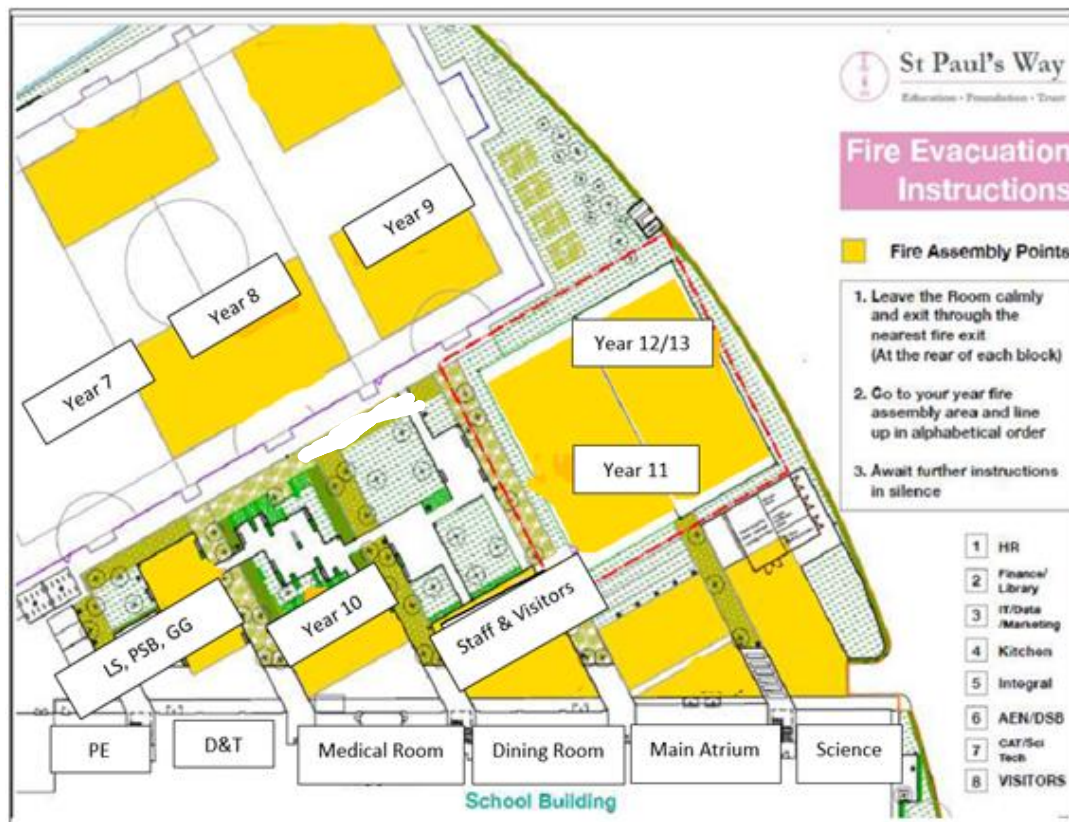
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Students to line up in tutor groups in alphabetical order and in silence. Tutors will collect registers from the Admin lead and then check registers. Once complete they will inform their Head of Year who will in turn inform the relevant Senior Leader

KS3. Elizabeth Cooke KS4. Matt Williams KS5. Hasika Bhudia

If one of these staff members are missing from school the remaining one will cover the whole group.

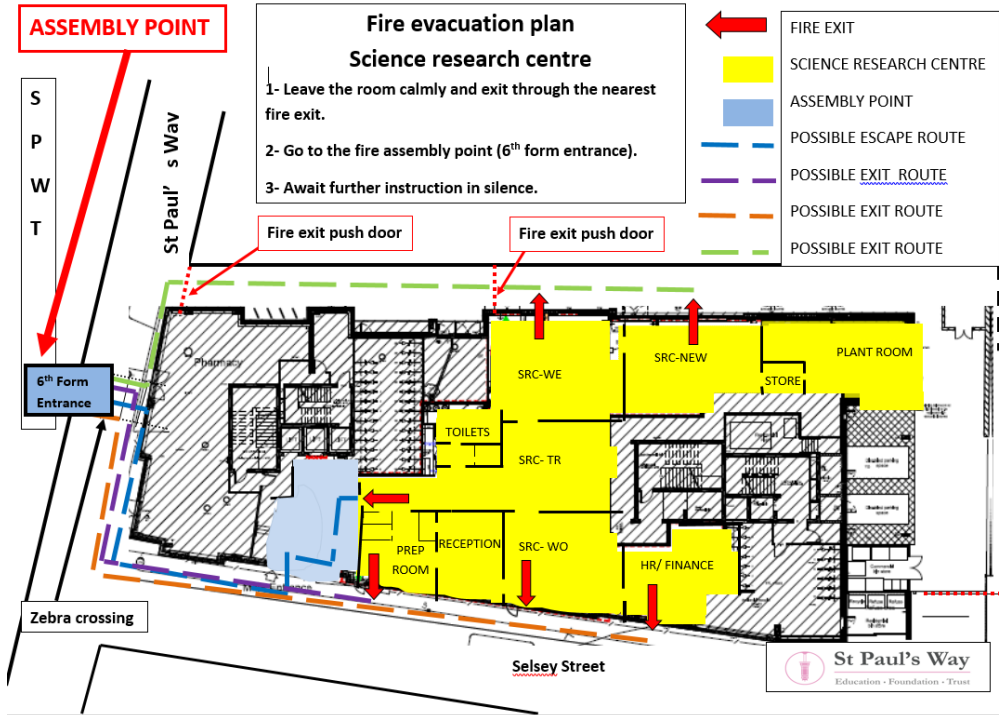
Once complete the Emergency (Fire) coordinator will authorise the return to the School after discussion with a Fire officer.



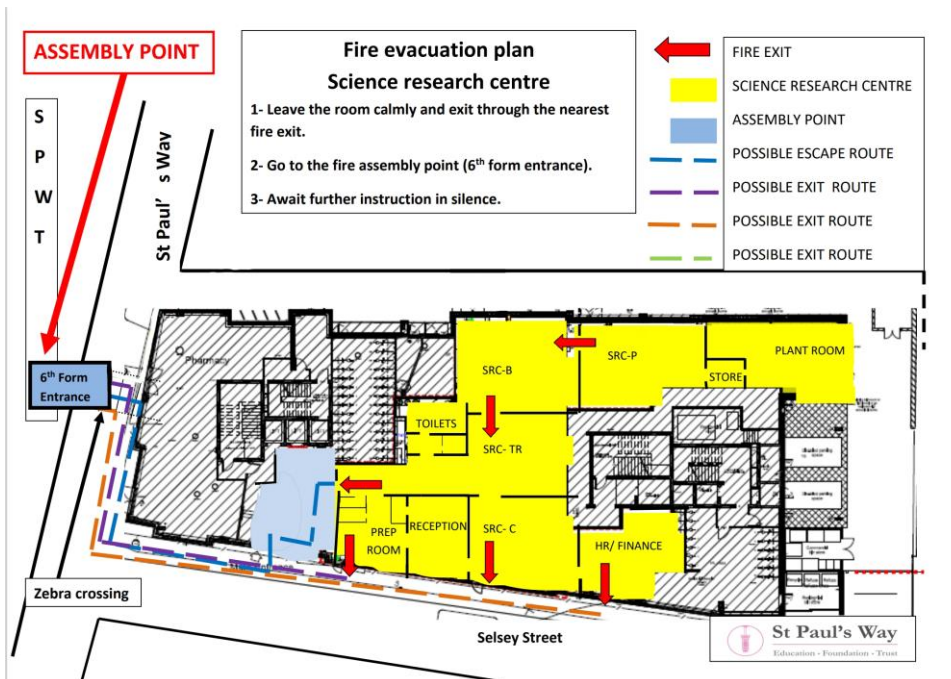
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Appendix 3: Science Research Centre Fire Evacuation Plan

Map below to be deleted and replaced with second map date 06/03/23



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Appendix 4: Fire Marshals and Locations

Secondary School Fire Marshals and Locations

	Block 5	Block 4	Block 3	Block 2	Block 1	Block 0
3rd Floor					Anna Pawlowicz	
2nd Floor	Md Julfeker Kabir	Md Julfeker Kabir Abdul Kasham	Abdul Kasham	Barrington Bailey Mike Wordley	Barrington Bailey Mike Wordley	
1st Floor	Shaju Ahmed Helal Uzzaman	Shaju Ahmed Helal Uzzaman	Shaju Ahmed Masud Rana	Armin Sarker Masud Rana	Denise Holland Armin Sarker	Denise Holland Jan Davis
Ground Floor	Magda Plewa-Ould	Magda Plewa-Ould Ummayyah Hussain	Ummayyah Hussain <i>* Alema Begum/ * Harshna Patel * 6th form only</i>	Sana Junaid <i>* Alema Begum/ * Harshna Patel * 6th form only</i>	Sana Junaid Sultana Jeasmin	Jan Davis Sultana Jeasmin

Modular Building (All areas):	Stefan Jeffrey
Science Research Centre (All areas):	Sandrine Bouchelkia
Fire Panel:	Darren Harris (Spie) or Spie operative
Activation Search by:	Matt Thrift or Mick Dobinson

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Appendix 5: Evacuation Chair Trained Staff

Evacuation Chair Trained Staff

Staff name	Expiry
Rob Sommerville	24/2/26
Nobert Ekeogu	24/2/26
Jeff Nerona	24/2/26
Natasha Nelson	24/2/26

We have 7 Evac Chairs, located in the stairwells:

- 2nd floor, block 1 external stairwell
- 1st floor, block 5 external stairwell
- 2nd floor, block 3 external stairwell
- Willoughby Theatre, one in each stairwell
- 1st floor, block 5, by Activity Studio
- Modular building, 1st floor, internal stairs.

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Appendix 6: SPW Primary Fire Evacuation Procedures 2021-22 – Version 5 (January 2023)

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Class Teachers and LSAs

- On hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Once out the building, if not already in their class group, then teachers should stop in front of the class exit for the class to regroup
- LSAs who are fire marshals will proceed to their designated task – see Appendix A
- Children must be evacuated to their designated assembly point
- Teachers to ensure children are lined up and silent
- Staff will check children against the register and raise their register board if all children are present to notify the Fire Evacuation Lead
- If any pupils are missing, the teacher should inform the fire evacuation lead immediately.
- Teachers will ensure the children in their class remain silent and await further instructions from the Fire Evacuation Lead
- Reception Rome to exit through the internal door (towards the west wing) and out of the first external door by Year 1 Istanbul while the playground works are in progress.

Evacuation Locations

- Nursery, Reception, Years 1 and 2 will evacuate into the MUGA
- Year 2 to line up in the far left side of the MUGA, facing the Mosque
- Year 1 to line up next to year 2, facing the Mosque
- Reception to line up next to year 1 facing, the Mosque
- Nursery to line up next to Reception, facing the Mosque
- Years 3-6 will evacuate onto the road - Madjid Lane.
- Year 3, 4, 5 and 6 turn left at the Mosque. Years 3 and line up on the pavement on the left (by the Mosque). Year 6 line up on the right (by Stebon)

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher
- Specific staff are allocated to these – see Appendix A

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Administrative Staff

- Unless otherwise informed that a fire drill is to take place, an administrator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will be distributed to the two assembly points on the SPWF MUGA and Masjid Lane
- The visitor's, staff and volunteer signing in (from Inventory) must also be taken out and checked. Any persons missing must be reported to the Fire Evacuation Lead for the respective assembly point.
- Administrative Staff who are Fire Marshals will proceed to their designated **task** – see **Appendix A**

Senior Leadership Team

Senior Leaders will proceed to their designated task – see Appendix A

Kitchen Staff

On hearing the fire alarm, staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point
- NO ONE should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Appendix A: Positions of Fire Marshals

SPWF Location	Task	Staff
East Wing	Check building is clear – tell Lead	Edhze
West Wing	Check building is clear – tell Lead	Farhana
South Wing	Check building is clear – tell Lead	Carly
North Wing – West side	Check building is clear – tell Lead	Shazia
North Wing – East side	Check building is clear – tell Lead	Rahena
Fire Evacuation Lead (SPWPS)	Check all buildings have been cleared Liaise with PO & Fire Men as needed Check all classes have all children Give instructions as required	Wale Matt Siobhan
Evacuation Point	Give registers to teachers Register visitors and staff	Naznin, Admin Assistant and Mariam
Location	Task	Staff
Masjid Lane and Wallwood street	Wearing High Vis stand in the road to signal the road is closed for fire evacuation	Kathleen

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Masjid Lane and Burgess street	Wearing High Vis stand in the road to signal the road is closed for fire evacuation	Tanisha
Fire Evacuation Lead EYFS and KS1 (MUGA)	Ensure teachers have registers Check all classes have all children Give instructions as required	Imogen
Evacuation Lead KS2 (Masjid Lane/Stebon)	Ensure teachers have registers Check all classes have all children Give instructions as required	David
Individual Evacuation Plans	Task	Staff
TM	Take child to Evacuation Point	Zerin
Adi	Take child to Evacuation Point	Najiah
MR - Y1	Take child to Evacuation Point	Simran
SK – Y2	Take child to Evacuation Point	Ellis AM and PM
AM – Y3	Take child to Evacuation Point	Tharana
IS – Y4	Take child to Evacuation Point	Jasmina

Class Teachers and EYFS support staff to remain with their class and escort them to the appropriate evacuation point.

PPA Teachers to support with pupils once they have handed class to the class teacher.

St Paul's Way Primary School Fire Evacuation Plan

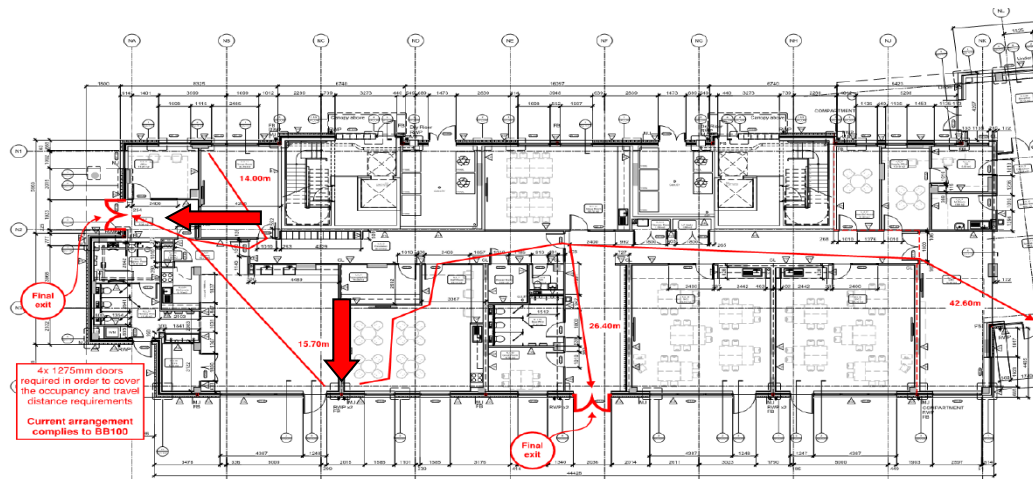
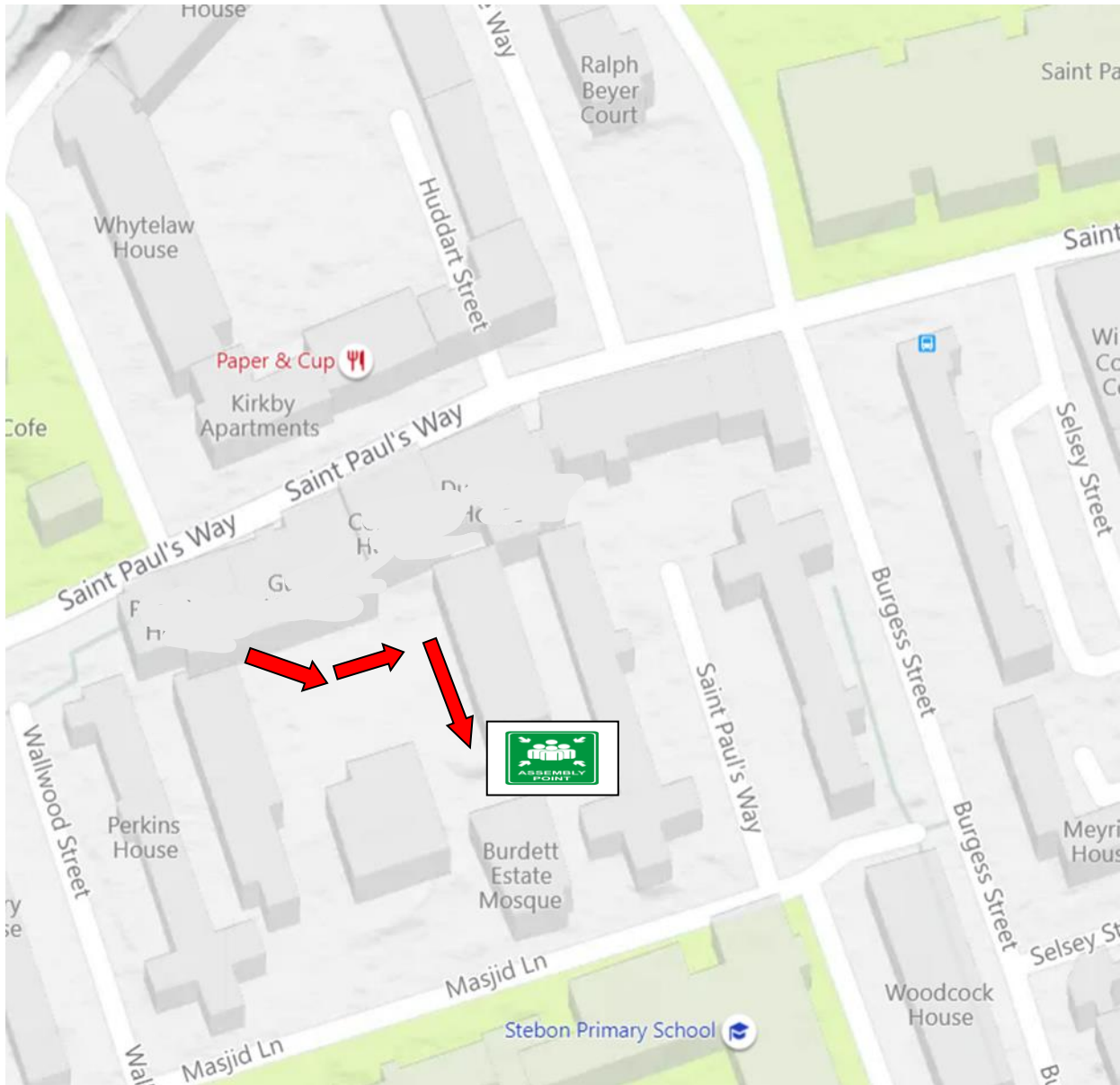


Figure 7 – North Building, School facilities (part 1)

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Signature of Executive Headteacher

Print Name **Phil Akerman**

Date **March 2023**

Signature of Chair of Governors

Print Name **Joe Hall**

Date **March 2023**

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