



**FIRE EMERGENCY EVACUATION  
PLAN/POLICIES AND PROCEDURES  
FOR  
PARK LANE SCHOOL**

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<p><b>1</b></p>	<p><b>The action that employees should take if they discover a fire</b></p> <ul style="list-style-type: none"> <li>• Immediately operate the nearest alarm call-point</li> <li>• If trained to do so, use the appropriate firefighting equipment to tackle to fire without taking personal risks</li> <li>• Encourage everyone to evacuate to the nearest emergency exit and go to the assembly points</li> </ul>
<p><b>2</b></p>	<p><b>How people will be warned that there is a fire</b></p> <ul style="list-style-type: none"> <li>• The electrical fire alarm system will sound on operation of the manually operated alarm call-points or smoke heads will detect the smoke</li> </ul>
<p><b>3</b></p>	<p><b>How the evacuation of the building will be carried out</b></p> <ul style="list-style-type: none"> <li>• SLT contact the office with the radio to let them know the alarm is sounding (new building)</li> <li>• Everyone in the building which is sounding an alarm should leave by the nearest exit</li> <li>• If you are on your lunch break you should return to your class and assist with the evacuation</li> <li>• The lift will not be in operation and in anyone in wheelchairs should be assisted to the refuge points located at the top of the stair wells. Press the buttons connected to the phone in the foyer in the new building wait for the fire brigade who will communicate with you via the panel and instruct you how to be evacuated safely</li> <li>• Follow the safest fire route to the assembly points</li> <li>• Roll calls will be carried out</li> <li>• Everyone must await further instructions from SLT/fire brigade</li> </ul>
<p><b>4</b></p>	<p><b>Identification of escape routes</b></p> <ul style="list-style-type: none"> <li>• All emergency exit doors can be used as escape routes and have emergency lights fitted above them</li> <li>• There is a site plan in the office with routes to take to the nearest assembly point</li> </ul>
<p><b>5</b></p>	<p><b>Firefighting equipment provided</b></p> <ul style="list-style-type: none"> <li>• Fire extinguishers are located at the top and bottom of the stair wells and in corridor areas. These are tested annually.</li> <li>• There are fire blankets in the food technology room</li> </ul>
<p><b>6</b></p>	<p><b>Duties and identity of employees with specific responsibilities in the event of a fire</b></p> <p><b>On hearing the alarm:</b> <b>SLT, Site Manager, Office staff</b></p> <ul style="list-style-type: none"> <li>• Get a radio</li> <li>• Go to fire panel to see the location of the alarm</li> </ul>

	<ul style="list-style-type: none"> <li>• If it is safe to do so, make their way to the location and assist</li> <li>• Report to the assembly point</li> </ul> <p><b>All staff will usher pupils out of the building and to the assembly points</b></p> <p><b>Class leaders:</b></p> <ul style="list-style-type: none"> <li>• Get radio</li> <li>• Check the areas are cleared of people</li> <li>• All doors and windows are closed</li> <li>• Report to the assembly point</li> <li>• Take a roll call to ensure everyone is accounted for</li> </ul>
<b>7</b>	<p><b>Arrangements for the safe evacuation of people such as contractors, members of the public and visitors</b></p> <ul style="list-style-type: none"> <li>• Visitors/public/contractors: the host/employee must take responsibility for anyone they may have in school and ensure that they leave the building by the nearest exit and go to the assembly point</li> </ul>
<b>8</b>	<p><b>How the Fire Service and any necessary emergency services will be called and who will be responsible for doing this</b></p> <ul style="list-style-type: none"> <li>• On hearing the alarm there will be a signal sent to a monitoring station who will contact the school office to determine if it is a false alarm or a real fire. They will then dial 999 and ask for the fire service or other emergency services as appropriate.</li> </ul>
<b>9</b>	<p><b>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks e.g. the location of highly flammable materials</b></p> <ul style="list-style-type: none"> <li>• SLT or site manager will liaise with the fire brigade on arrival</li> </ul>
<b>10</b>	<p><b>The following arrangements and training is given to staff at school</b></p> <ul style="list-style-type: none"> <li>• All staff – fire drills once a term</li> <li>• All staff – to read the fire policy once a year</li> <li>• All staff to complete the fire awareness training (online)</li> <li>• Record of training to be kept with fire log book</li> <li>• Training to be reviewed on a yearly basis and planned into the budget</li> </ul>
<b>11</b>	<p><b>Evacuation of the swimming pool</b></p> <ul style="list-style-type: none"> <li>• On hearing the alarm in the hydrotherapy pool, the pool side spotter must get the radio and ask whether they need to commence evacuation.</li> <li>• Await instructions</li> <li>• If you do need to evacuate, get pupils out of the water in the quickest and safest way available. With non-ambulant pupils, put them on the shower bed or into their wheelchair and wrap them in the foil blankets which are situated next to the radio. Take pupils left into upper school playground.</li> </ul>

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**Policy**

It is the school policy to review, maintain and service the following:

- Fire alarm system annually (25% done every 3 months)
- Firefighting equipment annually
- Emergency lighting monthly
- PAT testing annually
- Fire risk assessment to be reviewed every 3 years