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# Fire Evacuation Procedures

Dalziel High School

Staff Guide  
22 February 2012

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# Fire Evacuation Procedures

## PREFACE

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As part of a whole school review into the health and safety of the school a short life working group was set up to evaluate our current procedures and amend where needed.

### **Staff Survey**

The results of the staff survey indicated that staff were happy with leaving the school but major issues were found with the assembly of pupils in the school and the accurate recording of them when we assemble. In addition, staff were unsure of the roles they should be talking in ensure that rooms and corridors are clear and that tackling fires. It was also found that some of the routes are currently not being used and are diverting pupil traffic where it needn't go. Staff felt unsure where muster points are for pupils and staff when not teaching.

It was decided that an entire rewrite of policy had to be done, taking into account the changes in the 2005 law.

### **Aim**

The aim of this document is to try and give clarity to the fire procedures so that all staff are familiar with the procedures and that it will ultimately make the school, its staff and its pupils safer.

## IN THE EVENT OF A FIRE

### Reporting a Fire

#### Pupil:

Any pupil discovering a fire in the building must immediately report the discovery to the nearest member of school staff. The pupil should under no circumstances attempt to deal with the fire.

#### Member of Staff:

On report of discovery of a fire the member of staff should immediately break the nearest glass fire alarm panel, operating the alarm. Necessary steps should then be taken to evacuate the school. A map of the alarm break points is found in the appendices.

The janitor will report the fire to the Fire Service.

Evacuation Advice is split into 3 sections: Teacher with class, Fire Marshals, All other staff.

#### Teacher with Class

- \*Perform a head count when alarm sounds. Ensure that gas and ovens are switched off.
- \*Pick up register
- \*Escort pupils out of the school along their route to their year group muster point.
- \*Line pupils up single file and conduct a second quick head count.
- \*Take register of pupils.
- \*Report to the head of year if any pupils are missing.
- \*Make your presence know to your PT if possible.

When assembled outside Deputes in charge of year will ask for confirmation that all of your pupils are present. It is essential that head counts and registers are done in a timely fashion to highlight missing pupils and staff.

#### Fire Marshals: In addition to the above.

- \*Ensure that all rooms are vacated along the route by checking them and then pulling the door closed to stop the spread of fire.
- \*Checking toilets and stores.
- \*Assisting with the evacuation of disabled pupil/staff on their route.
- \*Reporting back to the fire controller on problems encountered on their route.

## All other staff

- \*Assist in the evacuation of pupils.
- \*If in department where disabled pupils are, assist the fire marshal with their evacuation.
- \*You may be asked to supervise a class so that DHT and other key members of staff can assume other roles.
- \*Wait at staff muster area.

The muster points for each year group will be tight so every effort must be made to ensure that classes are lined in a tidy order and that they are not mingling to find friends. Pupils will stay in their lines in the drills until we go back into the school. Pupils will enter the school, class by class in an orderly fashion. (pupils who are out from PE and Drama should have priority on re-entry especially in colder weather.)

In a real fire situation it may be required that pupils move to a secondary muster point on the grassy area at the top of the play ground. Pupils will still be expected to assemble as year groups. In this instance an additional head could be sufficient.

For more details on specific staff roles please see appendices 1.

## FIRE DURING NON-TEACHING TIME

The school fire procedures for evacuations will suffice for the times where pupils are present in class. At all other times (intervals, lunchtimes and before school) the following protocol must be adhered to:

- \*In the event of a fire pupils will be directed to their muster areas by year group. This is to ensure that as far as pupils are concerned there is only one point of muster for them, e.g. first years will always go to the first year area irrespective of when the alarm is sounded.
- \*Each department will be allocated a particular year group to align and monitor.  
(see table below)
- \*Since pupils are not coming from a class there is no accurate record of which pupils are in the school or out of the school. It is only essential to ensure that pupils are out

of the school in the event of an alarm. Fire marshals will conduct a sweep of their runs in the normal way to ensure that areas of the school are clear of staff and pupils.

\*Pupils should be placed in lines of 20 so that quick tallies of numbers of pupils can be made, as more pupils make their way into school they should join lines of their own year groups.

\*Deputes in charge of years should be regularly update with the numbers of pupils in each year.

\*Non teaching staff should muster in the staff area

There will be no planned drills for during non-teaching times and as such there may be more need to move back onto the grassy area.

Year Group	Departments supervising
S1	Science, RE
S2	Maths, Modern Languages
S3	Art, Music, Business,HE
S4	English, Drama
S5	Computing, Technical,PE
S6	History, Modern Studies, Geography,

## FIRE ALARM FAILURE

If a fire breaks out in the school and there is failure of the alarm system message will be sent via walkie-talkies to key members of staff. This message will be passed from class to class.

## PERSONAL EMERGENCY EVACUATION PLANS

Any pupil or member of staff who is disabled in any way, by law, should have in place a Personal Emergency Evacuation Plan (PEEP). This should be discussed and agreed with individuals taking into the account specific needs for their safe evacuation. A copy of this should be given to the individual and one copy to be kept in the fire box in the office. In the event of a real fire it is vital that we can ensure the safe evacuation of all people in the school and as a result no individuals should be omitted from drills.

Individuals who have PEEPs in place will be aware of what their requirements are and in the event of evacuation should be assisted by the fire marshal and any other staff in the area who are free. A sample PEEP is shown in appendix 2

## HEARING IMPAIRED PUPILS

Special care should be taken to ensure that HI pupils are alerted to the alarm. Some class rooms are fitted with lamps which flash in the event of an alarm. Marshals should take extra care to ensure that toilets and staff bases are checked to ensure that a pupil is not in the room who hasn't heard the alarm.

## PUPILS OUT OF CLASS

Pupils may be in other parts of the school at the time of alarm (e.g. music lessons, completing coursework and running errands). These pupils should follow the nearest evacuation route muster with their original class.

## SIGNAGE AND WALL DISPLAYS

Each classroom should have on its wall the following:

- \*A map show your current location and your nearest fire evacuation route.
- \*A copy of instructions for getting pupils out of the school.

It is important that these are clear of obstruction and placed in a prominent position in the classroom so that visiting teachers to your room will be able to locate it and find the evacuation route. The map should contain details of fire break points, fire extinguishers and fire blankets.

## TESTING AND DRILLS

The Fire Alarm systems will be tested each Monday at 1.15pm (excluding SQA Exams and prelims). This is to ensure the alarm break points are working, the klaxons work and that staff and pupils are familiar with the sound of the alarm.

Drills will be performed 3 times a year.

1. Staff and Pupils will be made aware of an upcoming drill.
2. Staff will be made aware of an upcoming drill
3. Only Fire Controller will be aware of the drill.

During occasional drills one or more exits will be blocked. In this instance staff should direct pupils to the next nearest and safest exit.



## APPENDICES

### Staff Roles

Roles	People	Tasks during Drill	Other tasks
Teacher (with Class)	All	<p><b>Head count when alarm sounds. Ensure that gas and ovens are switched off.</b>  <b>Pick up register</b>  <b>Escort pupils out of the school along their route.</b>  <b>Line pupils up single file and conduct a quick head count.</b>  <b>Take register of pupils.</b>  <b>Report to Head of year if any pupils are missing.</b>  <b>Make your presence know to your PT if possible</b></p> <p>The muster points for each year group will be tight so every effort must be made to ensure that classes are lined in a tidy order and that they are not mingling to find friends. Pupils will stay in their lines in the drills until we go back into the school. Pupils will enter the school, class by class in an orderly fashion. (pupils who are out from PE should have priority on re-entry especially in colder weather.)</p> <p>In a real fire situation it may be required that pupils move to a secondary muster point on the grassy area at the top of the play ground. Pupils will still be expected to assemble as year groups. In this instance an additional head count would be sufficient</p>	<p>Ensure that areas leading from your room are clear and that the evacuation route is clear</p> <p>Make sure that your fire evacuation procedures are visible in the class and their view is not obstructed.</p>
Teacher (without Class) and Support Staff	All	<p>Assist in the evacuation of pupils.            If in department where disabled pupils are, assist the fire marshal with their evacuation.            You may be asked to supervise a class so that DHT and other key members of staff can assume other roles            Wait at staff muster area.</p>	
Staff supervisor	R Sinclair	<p>Ensure that all staff are accounted for by checking staff against a list of staff in school. (the staff list needs to be kept up to date including supply staff, students teachers and peripatetic music staff).</p> <p>Staff must either be in the staff muster area or with their classes.</p>	<p>You should also check the fire box to ensure that all the materials are in there. They are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Records of visits by the Fire and rescue service</li> <li><input type="checkbox"/> Fire Alarm System record of test</li> <li><input type="checkbox"/> Fire Alarm System record of maintenance.</li> <li><input type="checkbox"/> Emergency Lighting System record of tests</li> <li><input type="checkbox"/> Portable and fixed fire fighting equipment record of tests</li> <li><input type="checkbox"/> Dates and durations of evacuation</li> <li><input type="checkbox"/> Copy of fire risk assessment</li> <li><input type="checkbox"/> Copy of emergency plan</li> <li><input type="checkbox"/> Any PEEPs in place.</li> <li><input type="checkbox"/> Details of fire training undertaken</li> <li><input type="checkbox"/> Useful contact numbers.</li> </ul>

Roles	People	Tasks during Drill	Other tasks
Janitor	F Lawson J	<p>Call 999 in the event of an alarm break/fire.</p> <p>Liaise with fire controller giving information about the source of fire/break point activated.</p> <p>You should also have an additional copy of the Whole school map for hazardous substances</p>	<p>Ensure that all the tests of alarms and systems are carried out and records kept up to date the fire log.</p> <p>Ensure that there is sufficient fire extinguishers and that these are maintained through the schools Sector Officer and Chubb.</p> <p>Ensure that signs evacuation signs are up and pointing in the right direction.</p>
Fire Controller	R Birch	<p>The Fire Controller will control the Fire evacuation the fire assembly points and liaise with the Fire Service. Information that may be required may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How many persons are still in the building, if any</li> <li><input type="checkbox"/> any dangerous substances stored in the building that are likely to become compromised</li> <li><input type="checkbox"/> where the seat of the fire is thought to be located</li> <li><input type="checkbox"/> the best route to get to any trapped persons or the seat of the fire.</li> </ul>	<p>To ensure the Fire Evacuation Plan is adhered to.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To ensure procedure is in place to notify Fire and Rescue service immediately</li> <li><input type="checkbox"/> To oversee all aspects of the evacuation of the building and to delegate specific responsibilities to appropriate named individuals</li> <li><input type="checkbox"/> To check that all individuals are accounted for</li> <li><input type="checkbox"/> To liaise directly with the Fire and rescue services when necessary</li> <li><input type="checkbox"/> to ensure that all fire system/ equipment testing is in line with council procedures and guidelines</li> <li><input type="checkbox"/> to evaluate performance during staged evacuations</li> <li><input type="checkbox"/> To ensure all users of the premises are aware of local procedures</li> <li><input type="checkbox"/> Assess the risks from new equipment or processes</li> <li><input type="checkbox"/> Co-ordinate Fire wardens roles</li> <li><input type="checkbox"/> Identify any individual who may require assistance during an evacuation and prepare a suitable Personal Emergency Evacuation Plan</li> <li><input type="checkbox"/> Ensure that all individuals named or identified within this plan are fully aware of their duties</li> </ul>
Depute Fire Controller	M Fleming	As above in the absence of the Fire Controller	As above in the absence of the Fire Controller
Health and Safety	J Monaghan	Help with the supervision of the drill and evaluate with the fire controller issues raised and action which needs to be taken to revise practices.	<p>Devise back up plan in event of alarm failure.</p> <p>Ensure that fire marshals have equipment. (vest, air horn)</p> <p>Organize with the fire controller the dates and times of evacuations.</p>
DHT S1/2, S3/4, S5/6	J DiMambro J Lennon M Fleming	<p>If in teaching a class at time of alarm follow above procedures for class teacher.</p> <p>Once you own class is registered leave them under the supervision of the class teachers which are in the area and ensure that all of the pupils in your years are accounted for.</p> <p>This should be reported back to the Fire Controller</p>	In the absence of the Fire Controller the Depute Controller will assume their duties and P Allison will take over for ensuring S5/6 pupils are accounted for.

Roles	People	Tasks during Drill	Other tasks
Fire Marshals	D Park B Grieve G Withey J Buchan J Monaghan A O'Neill L Grant C Allan Home Economics D Farr Art K Lawrie PE Kitchen	Each person is the last person on their route out of the school. it will be there job to:  Ensure that all rooms are vacated along the route by checking them and then pulling the door closed to stop the spread of fire.  Checking toilets and stores.  Assisting with the evacuation of disabled pupil/staff on their route.  Reporting back to the fire controller on problems encountered on their route.	In addition fire marshals should be train on how to extinguish small fires confidently and safely. They should also ensure that their route is clear of hazards and that fire fighting equipment is in working order and present.  As staffing changes there is a need for ongoing training of fire marshals. If new staff are to replace existing fire marshals PT's should alert them to their role in fire procedures in the first instance. Formal training will be given at a later date.

## PEEP

# Record of Individual Personal Emergency Egress Plan

Persons Name:

Work Location:

Alternative work positions:

Reason why a PEEP is required:

Date plan created:

Plan created by:

[Indicate whether there are separate plans provided for this person for other locations or situations.]

### Awareness of procedure

A copy of the evacuation procedure has been issued in the following format:

<ul style="list-style-type: none"><li>• Braille</li></ul>	<ul style="list-style-type: none"><li>• In large print</li></ul>
<ul style="list-style-type: none"><li>• Electronic format</li></ul>	<ul style="list-style-type: none"><li>• The escape routes have been pointed out</li></ul>
<ul style="list-style-type: none"><li>• On tape</li></ul>	
<ul style="list-style-type: none"><li>• It has been explained in BSL</li></ul>	

The method of alert in an emergency is by:

- The existing fire alarm system
- Pager
- Visual alarm system
- Members of the work team (*Each named person will require a copy of this sheet*)

- The fire wardens on the floor (*The fire wardens require a copy of this sheet*)

Names \_\_\_\_\_

**Getting out**

Assistance is required from \_\_\_\_ people

Names \_\_\_\_\_

Backup \_\_\_\_\_

(Each of these people requires a copy of this sheet)

The following is a description of the egress plan

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Specialist equipment to assist evacuation is:

- 1.
- 2
- 3.

**Practice Dates**

Practices should be every \_\_\_\_ months, dates should be put into diaries

## School Maps

## Evacuation routes

Rooms	Exit Route	Marshal(s)
Games Hall	Side Fire Doors	
Music Rooms	Fire Exit at Cadzow Street end	D Farr
Lower Library and Technical	Technical car park fire door	C Allan
Upper Library	Stairwell at janitors room	R Macintyre
Home Economics and Business 1 &2	Rear Stairwell Cadzow Street	HE Staff and Business Staff
Design Lab & Art 3	Back exit down through music and Cadzow Street Exit	
Art 1&2	Stairwell behind Art 1 to Hamilton Road	Art Dept
English Rooms 4&5	Front door	B McDermott
Assembly Hall, Social Subjects 1 &2	Front door	L Carrick
Social Subjects 3,4&5, Gym,Conditioning Room, RE,	Nigel Street Car park	A O'Neill
Hear Impared rooms	Janitors Door	HID
Drama Suite, English 1,2&3	Emergency exit at English 3	K Lawrie
Maths 2,3,4&5,	Maths Stairwell to front doors	G Withey
Science Labs 1,2&3	Maths Stairwell to front doors	J Buchan
Maths 1, Modern Languages 1, Staffroom, Computing room 2	Modern Languages Stairwell to Emergency exit at English 3	D Park, B Grieves
Modern Languages 2,3&4	Modern Languages Stairwell to Front door.	B Grieves
Science Labs 4,5,6 &7, Computer Room 1	Inner Stairwell to Janitors door	J Monaghan
Social Area and Dinning Room	Social Area ramp to Janitors door	
SE 1&2	SE Emergency Exit	

## Sample Signage