

## **Fire Evacuation Procedure – Autumn Term 2021**      September 2021 **East Barnet School, Chestnut Grove, East Barnet, EN4 8PU**

---

- **The fire alarm is the continuous sounding of the alarm.**
- In the case of a fire, the alarm will be activated by using a Fire Alarm break-glass unit and the Fire Brigade will be contacted immediately by the Premises Manager or Assistant  
For a Fire Evacuation Drill, the alarm will be activated by the Premises Manager or Assistant.
- Only trained staff will use fire extinguishers, evacuation is the safest action for everyone else.
- The lift must not be used in a Fire Evacuation.
- Students and teachers must not re-enter the building until they have been given instructions to do so from a senior member of staff.
- Should an evacuation take place outside of lessons, all staff will be required to assist in guiding students via the correct evacuation routes. Registers must be taken if the evacuation is during break or lunch.
- Should a route be blocked because of fire, staff should guide students via the most suitable alternative route to the assembly point.
- If you are in a room with a gas supply, please make sure that you hit the Medem/control button as you leave.
- No door should be held open with a doorstop.
- All students, staff and visitors must assemble on the Astroturf in their designated area.
- Staff and visitors will be designated an area just inside the Astroturf gate to the left.
- No one will leave the site during a fire evacuation unless authorised to do so.

### **Instructions for Staff with Classes**

Remind students of the seriousness of a Fire Evacuation and that it needs to be undertaken calmly, efficiently and in silence. Always assume that it could be the real thing and not just a Drill.

**The Assembly Point is the Astroturf at the rear of the school building.**

#### **When the fire alarm sounds:**

Instruct students to:

- **Stop talking** and **listen** to instructions;
- Line up at the door;
- Leave bags or equipment in the room;
- Follow the route indicated in the classroom which will take them out of the building and onto the Assembly Point;
- **Remain silent** as they follow their exit route and when at the Assembly Point.

### **On leaving the classroom:**

- Select a responsible student to lead the group out, teacher follows as last person;
- Check that the room is empty;
- Close all windows if possible;
- Close the door behind you but please do not lock them;
- Make sure that your students maintain a silence

### **At the Assembly Point:**

- Students should **line up silently** in their class group at the back of the Astroturf;
- Students should face the school in their group along with their group teacher who will then register the form;
- Any missing students must be reported to the senior supervising staff near the main entrance to the Astroturf;
- Students and Staff must remain with their group and await further instructions.

## **Instructions for Staff without Classes**

**On hearing the Alarm:** please make yourself available to assist and supervise the orderly evacuation and the organised re-entry. Please ensure you register with the Office Manager

Assemble on the Astroturf and assist with the assembly and supervision of students.

## **Instructions for Support Staff**

Assemble on the Astroturf at the marked assembly point to the left of the gate. Please ensure that you register with the Office Manager.

## **Instructions for Caretaking Staff**

**On hearing the Alarm:** Go to Control Panel to check location of incident. If a real emergency one caretaker must go to main gate to give the fire brigade access and provide fire officers with as much information as possible, together with a copy of the building fire strategy plans.

Check status of emergency call points and inform Fire Warden or Senior Member of staff ASAP.

## **Instructions for Visitors & Contractors**

**On hearing the Alarm:** Leave the premises through the nearest fire exit and assemble on the Astroturf assembly point. Follow instructions given by any member of staff. Please ensure you register with the school receptionist.

## **Instructions for Disabled Students or Disabled Visitors**

*Disabled also refers to temporarily disabled or injured students and visitors who would have difficulty with stairs.*

## **Fire evacuation procedure for persons requiring assistance (Evac-chair)**

### **Level 4 Evacuation**

- Make your way, if safe, to the North East stairwell, the North West stairwell or the South West stairwell.
- The evac-chair is located on the wall, only trained staff can operate.
- If you are with someone who is trained to use the Evac-chair, evacuate from Level 4.
- If a safe exit is possible on Level 3, proceed to exit the building via the main entrance.
- On arrival at main entrance a Fire Warden will be there, they will contact the SBL (or a LT member) and support your exit from the building.
- If there is no safe exit on Level 3, carry on down the stairs and exit at Level 2.
- If there is no-one to assist PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

### **Level 3 Evacuation**

- Make your way if safe to the main entrance.
- If it is not safe to leave by the main entrance; make your way, if safe, to the North East, North West or South West stairwell.
- On arrival, PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

### **Level 2 Evacuation**

- Make your way if safe to either North East stairwell and leave by the canteen fire door or North West stairwell and leave by the fire door.
- There is a third fire exit in near the main stairs, on the north corridor between D&T (228) and Food which can be used.

### **Level 1 Evacuation**

- Fire exits are available at the end of corridor and some classrooms. Leave by the nearest available fire exit.

<b>Responsible Person</b>	<b>Duty</b>
Headteacher or member of SLT on duty	Controller of the assembled School on the Astro turf. Completes check sheet following the evacuation
Premises staff	Source the location of the alarm point and liaise with the fire brigade and the Senior Fire Warden/School Business Manager, confirming when it is safe for re-entry into the building
School Business Leader/Senior Fire Warden	Liaises with the Premises staff and the Controller, notifying the Controller when it is safe for re-entry into the building.  Times the evacuation with stopwatch.
Front Office Receptionist	Prints visitor information and checks attendance Collects cleaners register and checks attendance, and reports to Controller. Passes radio to HC.
Attendance Officer/Office Manager	Prints student registers and distributes them to Heads of Year. Collates information and reports to Controller.
Group Teachers	Calls register and report any missing students to Heads of Year.
Heads of Year	Checks attendance for all form groups in year and tutors, completes checklist and passes to Controller
Office Manager	Gives Controller checklist to sign off. Gives radio to School Business Leader.
Office Manager and Senior Finance Officer	Checks remaining staff presence (half) and reports anyone missing to the Controller immediately.
Sixth form Administrator	Prints Sixth form register and passes to Head of Sixth Form. Assists with checking.

## Fire Wardens

<b>Level 1</b>	L Cofill	C Christodoulou	D Boast	J Zourdani	
<b>Astroturf</b>	M. Fry	J. Watson	M DeMaria		
<b>Mugas</b>	J Smith	B Saleh			
<b>Level 2</b>	H Kennedy	B Pankhania,	S Sadler	L Miles	K Locke (Mon/Tues)
<b>Level 3</b>	K Locke (Thurs/Fri)	N Bain	S. Robinson	P. Shah	
<b>Level 4</b>	T Turner M Ambihaipahan	S Patel	D Francis	T. Kothari	S. Donald**

\*\* SD remains on level 3 at the front doors to ensure no one enters the building.

During this period, Fire Wardens will ensure that students and staff follow the correct evacuation route. Fire Wardens have been allocated a floor. They should ensure safe exit from the classrooms and stairwells on the floor they have been allocated. Level 1 staff should also ensure safe exit out of the building and onto the Astroturf. Staff and students should evacuate from the nearest fire exit point **not necessarily** following the one way system set up. Safe exit from the building is the priority.

Fire wardens are to assist any students waiting at the stairwell for evacuation.

**No-one is to re-enter the building until they have received instructions to do so from either a senior member of staff or the senior Fire Brigade officer in attendance.**

Note:-

- It is essential that staff and students evacuate and assemble in SILENCE. This will ensure that everyone concerned hears any important instructions given.
- Staff and students should leave any personal belongings, including coats.
- Any teachers not attached to a class at the time the alarm sounds should position themselves along the evacuation routes and monitor student behaviour, a personal emergency evacuation plan will be developed whenever necessary.  
It should not take more than 4 minutes to evacuate the building and assemble
- Health & Safety regulations require the school to keep a log of all fire drills.
- In the event of a real fire which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action.
- In the event of a bomb warning or gas leak, the premises will be evacuated under the direction of the Police or the Gas Board.

## Main responsibilities of the Fire Warden

- To prevent the use of the elevator
- To ensure an orderly and safe evacuation
- To ensure students and staff are walking quickly and purposefully **in silence**
- To direct, where necessary to the assembly point
- To sweep areas, where safe to do so, particularly toilets
- To ensure doors are closed