

Fire Evacuation Procedures Greenvale Mayow Rd

<p>Fire Alarm Activation – Two Stage or “Double Knock” system - Investigate the cause of the alarm</p>	<p>The fire alarm panel has been fitted with a three-minute pre-alarm advanced warning indicating on the fire panel the location of the fire call point, sprinkler head or smoke/heat detector that has been activated.</p> <p>The office staff will instruct premises officers, SLT or learning mentors via two-way radio to investigate the location of the activated call point during the five-minute count down and report their findings before the fire alarm automatically activates.</p> <p>A second fire alarm call point can be activated before the 3 minute countdown has been completed if an actual fire has been confirmed, causing the fire alarm system to sound throughout the school.</p> <p>The fire alarm system will not automatically alert the Fire & Rescue Service when a fire call point has been activated.</p> <p>The Senior Fire Warden or their nominated deputy will be required to call the Fire & Rescue Services when an actual fire has been confirmed. If the existence of a fire is difficult to confirm due to a covered or concealed location, the Fire & Rescue Service will always be called as a precaution. The Fire & Rescue Service will have a universal access key to open the vehicle gates which will remain closed following fire alarm activation.</p>
<p>On discovering smoke or Fire</p>	<p>On discovering a fire. Activate the fire alarm immediately via the nearest red fire alarm break glass call point. This will result in the fire alarm system going into full alarm immediately. Proceed to evacuate yourself and the students that may be in your care away from the fire to the fire assembly point.</p>
<p>Sweeping the Premises</p>	<p>Fire Wardens will seek to sweep their designated areas and inform the Senior Fire Warden when their task is complete. If they cannot sweep a specific area then this information should be reported to the Senior Fire Warden, including the reason why the sweep could not be completed.</p>
<p>Evacuating Ground Floor</p>	<p>Staff and students on the ground floor will leave the building by way of the nearest available Fire exit. Do not attempt to re-enter the building until the Senior Fire Warden has given the all clear to return. Do not stop to collect coats or to remove personnel property. Every fire escape route is marked by an emergency exit sign. Go directly to the fire assembly point on the MUGA and stand in the designated area. This area has been clearly signposted with the name of the class or the visitor area.</p>

Evacuating First Floor	Staff and students on the first floor will move horizontally into the adjacent fire compartment if theirs is affected by fire, then leave the building by way of the nearest available escape staircase or escape lift and fire exit. Students and staff waiting for the next lift car should congregate in the designated refuge area adjacent to the lift car doors and use the emergency telephone to communicate with staff on the ground floor. Do not attempt to re-enter the building until the Senior Fire Warden has given the all clear to return. Do not stop to collect coats or to remove personnel property. Every fire escape route is marked by an emergency exit sign. Go directly to the fire assembly point on the MUGA and stand in the designated area. This area has been clearly signposted with the name of the class or the visitor area.
High needs (Glade) classes	<p>The staff and students in High Needs (GLADE) classes will remain in their individual classrooms and await further instructions from the Senior Fire Warden or Fire & Rescue Service. The only exception to this instruction is if there are any signs of fire or smoke in which case staff should evacuate students to the high needs (Glade) external class space where they should remain until instructed otherwise.</p> <p>The staff and students in the high needs classes will evacuate to their individual outdoor playground areas and await further instructions from a fire warden /Senior Fire Warden or Fire & Rescue Service. The only exception to this instruction is if there are any signs of fire or smoke in which case staff should evacuate students to the high needs (Glade) to a safe area.</p>
Community Room	Staff & students using the community room should follow the normal emergency evacuation procedures for the school and evacuate to the assembly point at the MUGA. External community groups using the Community Multi-Purpose Room have their own designated assembly point on the garden immediately outside their room. Anyone evacuating to this assembly point will standby for further direction from a Fire Warden.
Vehicle Management	A Fire Warden will be designated to take control of vehicle management in the vehicle drop off / pick up area in order to ensure access through the service road is kept clear, and the entrance gate is kept secure at all times.
Roll Call	<p>A roll call of the assembled staff and students will be taken and relayed to Senior Fire Warden. The staff and students will remain in place and await further instructions from the Senior Fire Warden. In the event of a fire being in the location of a High Needs Class the Fire Wardens and staff will begin to move these students to the fire assembly point in the MUGA.</p> <p>The Senior Fire Warden will seek to identify areas that have, and have not been swept, and report their findings to the Fire & Rescue Service on their arrival.</p>

Attendance by the Fire & Rescue Service	<p>The Senior Fire Warden or their nominated deputy will be required to call the Fire & Rescue Services when an actual fire has been confirmed. If the existence of a fire is difficult to confirm due to a covered or concealed location, the Fire & Rescue Service will always be called as a precaution. The Fire & Rescue Service will have a universal access key to open the vehicle gates which will remain closed following fire alarm activation. A Fire Warden will be directed to meet the Fire & Rescue Service upon their arrival and provide them with the following information;</p> <ul style="list-style-type: none">• Status of evacuation & Roll Call – including details of anyone unaccounted for, including any PEEPS if required.• Details of what is involved in fire and location.• Location of fire alarm control panel and information box• Location of sprinkler inlet valve, control room and stop valve.
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