

AIRDRIE ACADEMY



EVACUATION PROCEDURES

Arrangements as at 12th August 2025

All members of staff are required to familiarise themselves with the following instructions which replace those previously issued.

Martin Anderson
Head Teacher

FIRE ALARM

- The fire alarm is a continuous sounding of the sirens.
- All staff and pupils **must** respond to the fire alarm and assume that an emergency situation exists.
- If the fire alarm sounds again during the return to classrooms after clearance, all staff and pupils must respond to this and return to the Muster Points.

IN THE EVENT OF FIRE

- In the event of a fire, the first concern must be the safety of all occupants.
- If a fire is discovered, the alarm should be sounded by breaking the glass at the nearest fire point.

SOUND THE ALARM!

ON HEARING THE ALARM

- The building **must** be evacuated immediately.
- Instructions on evacuation routes are given in the appendices at the end of this document and are posted in each room of the school.
- On evacuating a room, the door should be closed but **not** locked.
- Teachers and pupils should leave the building by the nearest and most appropriate fire exit. In the event of this being blocked the nearest alternative should be used.
- Teachers and pupils should report to the assigned Assembly Muster Point.
MUSTER POINT 1 Main Yard (Netball court area)
MUSTER POINT 2 On tarmacadam area behind PE Games Hall
- Visitors, G. Anderson and C. Ligget report to Muster Point 3.
- At the Assembly Muster Point pupils should be lined up in an orderly fashion.
- Teachers must stay with their house group, maintaining good order.

REGISTERING PUPILS

On reaching the Assembly Muster Point all occupants of the building must be accounted for and the following arrangements apply

1 During a Teaching Period

Pupils should leave the building using the closest fire evacuation exit and report to the assigned Assembly Point for their register class house group (i.e 1A1) as shown on the Evacuation Plan. On leaving the teaching area, doors should be closed but not locked.

Once the fire evacuation is complete and the clearance is given to return to the school building, pupils should return to the same classroom from which they left.

2 Between Periods/During Interval

Pupils should report to the appropriate Assembly Muster Point for their register class/house group.

3 Before 8.55am or during lunchbreak

Pupils should report to the appropriate Assembly Muster Point for their register class/house group.

4 After School classes/Evening Classes

Members of clubs/classes should move to the area outside the main entrance to the building.

MEMBERS OF STAFF

All members of staff should move to the assigned Assembly Muster Point.

SPECIFIC RESPONSIBILITIES

While the Head Teacher has overall responsibility and J. Lilly is the Fire Evacuation Coordinator, other members of staff have specific responsibilities of which they should be aware.

Over and above specific responsibilities EVERYONE has the duty to ensure that emergency routes are kept clear at all times and that any issue which might affect the safety of users of the school is brought to the attention of the Head Teacher.

A TEACHING STAFF

- Evacuate pupils in an orderly manner.
- Close classroom doors if possible – do **not** lock doors.
- Register and supervise pupils at Assembly Muster Point.
- PTs/Managers confirm that all members of their staff are accounted for to appropriate DHT.
- Staff with no pupils at that time should assist with general supervision.
- Escort pupils back into the school building when clearance is given.
- Clearance to be given by J Lilly.

B FACILITIES MANAGERS

- If possible, turn off main gas valve in building affected by fire.

C SUPPORT STAFF

- When the fire alarm sounds support staff should evacuate the building immediately making their way to the appropriate muster point.
- On evacuating the following items should be taken to the Assembly Muster Point by office staff:
 1. Staff signing out of school folder.
 2. Visitors book.
- Confirm own presence to the Fire Evacuation Coordinator.

D TECHNICIANS

- Switch off equipment in use in own area.
- Alert the Head Teacher to any hazard pertaining at that time in own area of which Fire Service should be aware.

E DESIGNATED WING CHECKERS + FLOOR CHECKERS

South Wing	M. Anderson	Admin, ICT, PSHE and English – (Muster Point 1)
East Wing	G. Nolan	Technology, Science, Art & Design and Library – (Muster Point 1)
West Wing	C. Spencer	PE and Performing Arts – (Muster Point 2)
North Wing	D. Jacobs/C. O’Neill	Social Subjects, Mod Langs, Maths and RE - (Muster Point 2)

Floor checker to inform appropriate wing checker that floor is clear and if anyone is in “Safe Area” on stairs and who that person is. Wing checker to report to J. Lilly in person or via mobile phone.

F Muster Points

Muster Point 1 is in the yard towards Car Park (see Appendix 1) - S1-S3 pupils.

Departmental Areas:

Art & Design + Library
Science
Technology + Construction
Admin Corridor + Assembly Hall
Business Education + Computing + PSHE
English + LS + Partnership

Floor Checkers

Karen Douglas
Callum Paterson
Phil Di-Nardo
Elizabeth Lowe
Stephen Allen
Brian Douglas

Muster Point 2 is at back of PE Games Hall (See Appendix 1 & II) - S4-S6 pupils.

Departmental Areas:

PE*
Drama and Music
Social Subjects
Maths

Floor Checkers

Kieran Ferguson/Karen Gilmour
Jacqueline Clelland
Helen Sexton
M. Smith/D. Brand/A. Lofnes

*** PE**

Any classes already at the Astroturf pitch at the start of a Fire Evacuation should make their way to the appropriate Assembly Muster Point and remain there till the evacuation is completed.

Muster Point 3 is at the top turning circle (as indicated by sign on post stating visitor muster point)

G SENIOR MANAGEMENT TEAM

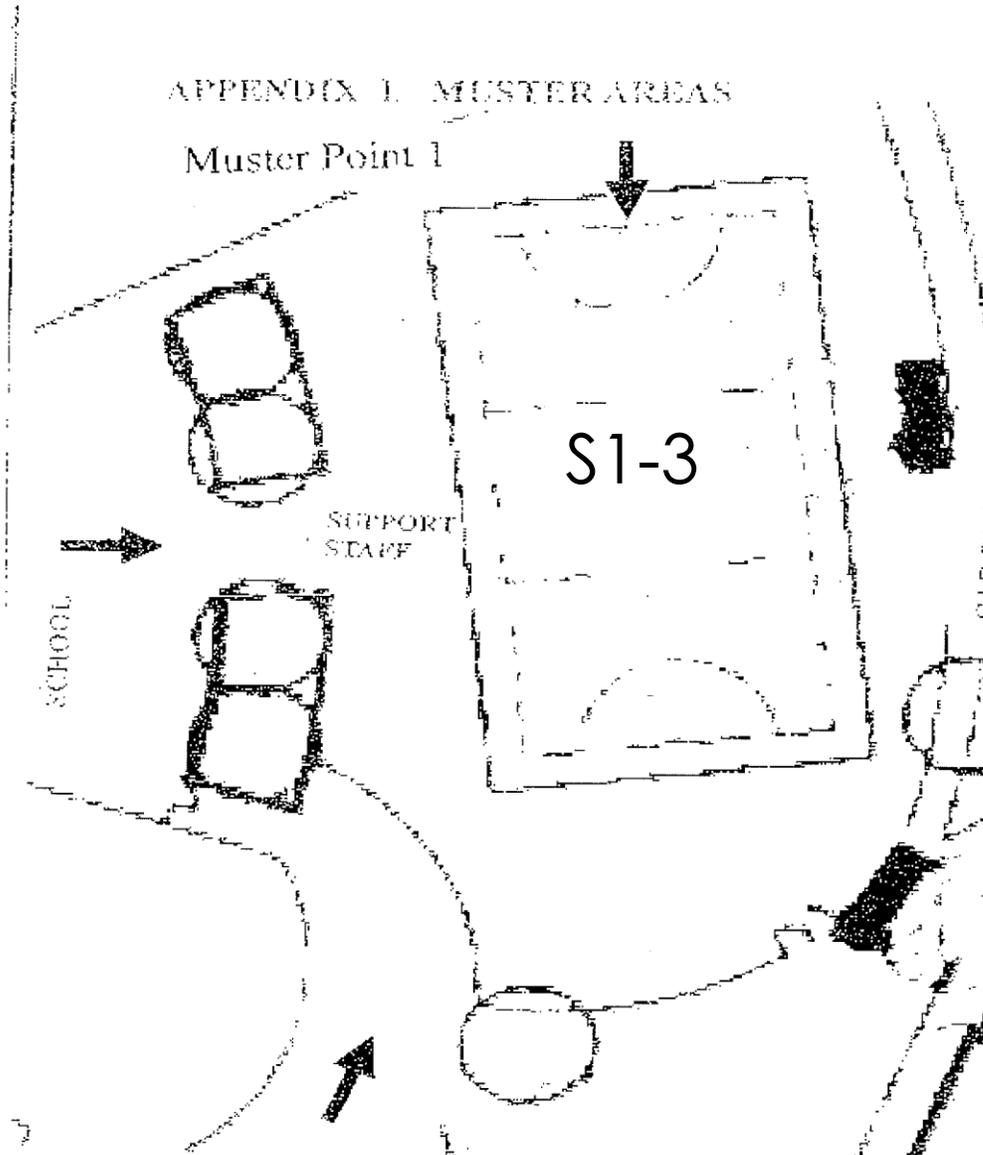
The person responsible for the evacuation process is the Fire Evacuation Coordinator.

- Fire Evacuation Coordinator Jo Lilly
- Depute Fire Evacuation Coordinator Martin Anderson

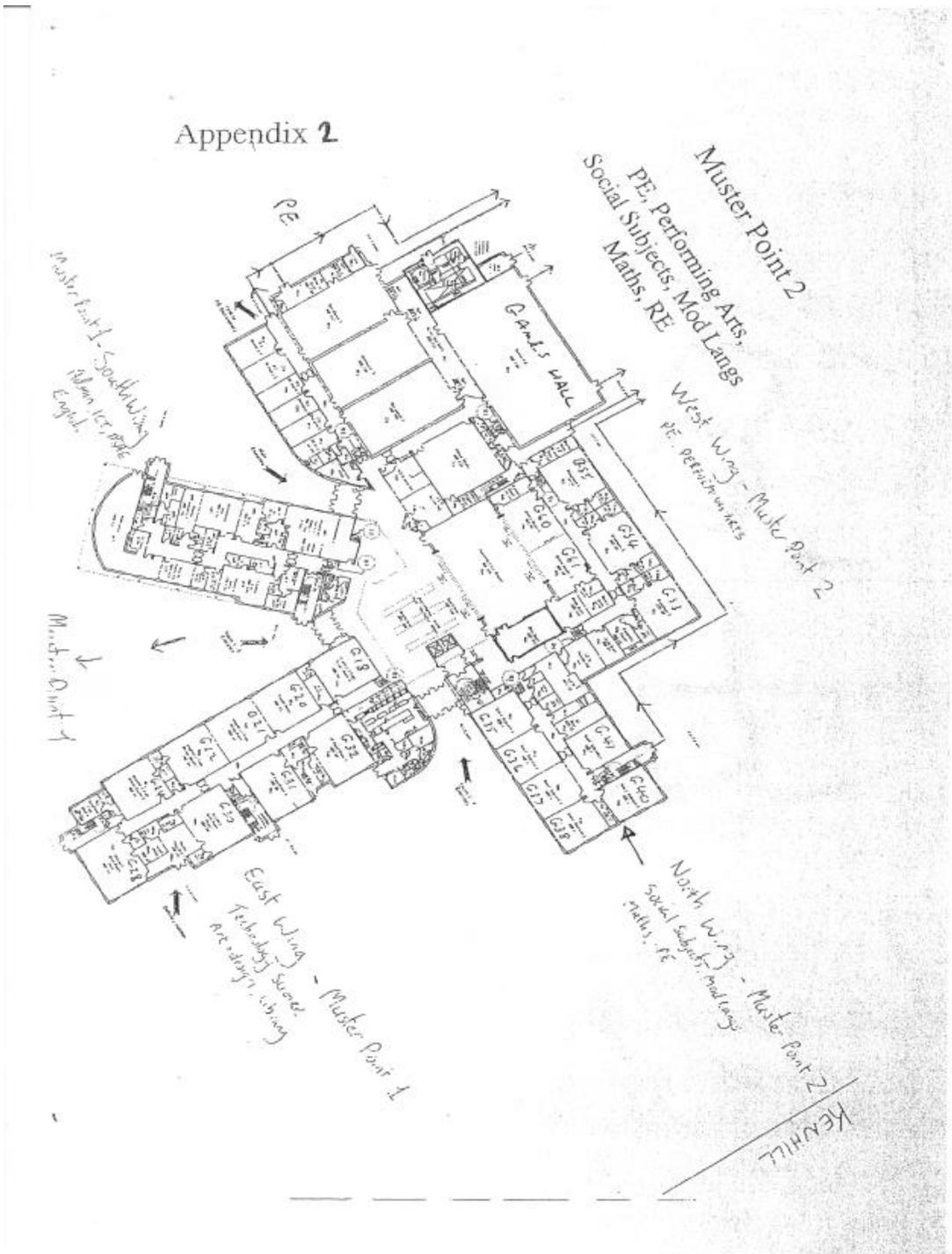
The following duties are allocated to other members of the management team:

- Confirm own presence to the Fire Evacuation Coordinator.
- Confirm evacuation of designated area.
- HT/J. Lilly to investigate alarm activation and contact fire services where appropriate in line with NLC Unwanted Fire Alarm Signals (UFAS) policy.
- HT/J. Lilly to confirm overall evacuation.
- HT/J. Lilly monitor overall evacuation procedures.
- J. Lilly to time fire evacuation procedure and keep record of proceedings.
- HT/J. Lilly to determine when appropriate to return to building.

APPENDIX 1



APPENDIX 2



APPENDIX 4

Presently, 1 person has a Personal Emergency Evacuation Plan (P.E.E.P) and 8 people have mobility issues. They are

1. Rhys Lowrie 2S2
2. Harris Cartwright 5A2
3. Millie Leonard 5S2
4. Kenzie Hunter 6A2
5. Rashed Altaani 6D1
6. Justin Anderson 6D1
7. Russell Patterson, Art & Design Teacher (PEEP)
8. Carol Ligget, Office Staff
9. G. Anderson Staff

A copy of the Personal Emergency Evacuation Plan is enclosed in the fire evacuation folders for fire brigade use.

These folders are located in the General Office at reception and in the Facilities Management Office.

Fire Evacuation Register Teachers						
Class	Register Teacher	Muster Point		Class	Register Teacher	Muster Point
1A1	N. McCormack	1		4A1	M. Campbell	2
1A2	D. Gordon/G. Crosbie	1		4A2	A. Mullen	2
1D1	N. Jones	1		4A3	C. Morgan	2
1D2	R. Alexander*	1		4D1	V. McDonald	2
1S1	E. Fraser	1		4D2	M. Clinton	2
1S2	J. Yasmin/K. Park	1		4S1	E. McFarlane	2
1S3	A. Townsley	1		4S2	M. McMurtie	2
2A1	D. Lawson	1		5A1	C. Matkovic	2
2A2	L. Moore	1		5A2	E. Thomson	2
2D1	L. Carlin	1		5A3	L. Boyle	2
2D2	L. Marshall	1		5D1	R. Murphy/C. Matkovic	2
2D3	K. Young	1		5D2	A. Wylie	2
2S1	S. McMahan	1		5S1	P. Warnock	2
2S2	T. McKeown	1		5S2	K. Mann	2
3A1	L. McAlindon	1		6A1	E. Doherty/R. Gibb	2
3A2	Dr K. Douglas	1		6D1	J. Duffy	2
3D1	A. Wood	1		6S1	R. Leckie	2
3D2	D. Kerr	1				2
3S1	J. Cunningham	1				
3S2	D. Henderson	1				
3S3	L. Pearce	1				
	C. Alexander Evac Reserve *					
	Reserve – N. Battersby K. Park G. Forbes*	1			Reserve – J. Clelland D. Thomson* A. Lofnes C. Allan D. Buchanan	2
	S1 PT – B Douglas				S4 PT – M. Smith/D. Brand/A. Lofnes	
	S2 PT – P. Di-Nardo				S5 PT – J. Bauld	
	S3 PT – C. Paterson				S6 PT – H. Sexton	
	PT Reserve – S. Allen K. Douglas				PT Reserve – K. Ferguson/ K. Gilmour	
	Office – E. Lowe	1			Office – C. MacIver	2

*Evac Chair Trained