



Fire Evacuation Procedures Policy



Calderhead CARES

Aim

The aim of this document is to 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.

Procedures

How you will be warned if there is a fire

1. Fire alarm is an unmistakable pulsating siren

What you should do if you discover a fire

2. Pupil - Any pupil discovering a fire in the building must immediately report it to the nearest member of school staff. The pupil should under no circumstances attempt to deal with the fire.
3. Member of Staff - Either discovering a fire or on report of discovery of a fire, the member of staff should immediately activate the nearest fire alarm. Necessary steps should then be taken to evacuate the school. The janitor will report the fire to the fire service. If it is safe to do so, you should also try and alert fire controller/SLT, and if possible the fire service.

Evacuation Procedures - Class Contact Time

Teacher with Class

4. When the alarm sounds, perform a head count all persons in the building must start to leave the building as soon as possible.
5. During evacuation, each teacher should ensure that they:
 - have taken the register of the class for that period
 - have noted the number of pupils in the class
 - know the names of any pupils who are out of class i.e. at toilet
 - pick up fire register folder containing all class lists from the room
6. Pupils should be led by the teacher from the classroom as an orderly group following the exit route displayed on the Fire Evacuation Notice (Appendices 2-4) beside the door of each classroom.
All belongings should be left in the classroom and the classroom door should be left open to permit easy checking by the member of staff responsible for checking the area.
7. Teachers should control the movement of pupils to minimise the danger of crushing in corridors, on the stairs and at exits.

8. **No-one is allowed to use the lift.**
9. **Walk class to their year group muster point on the grass pitches (Appendix 1)**
10. During muster point registration, each teacher should ensure that they:
 - Line up their class at right angles to the muster area perimeter fence, opposite the appropriate marker.
 - Classes should be lined up in single file.
 - Staff should position themselves at the end of the class line ensuring they are at the opposite end to where the classroom marker is positioned.
 - Conduct a second quick head count and take the register of pupils.
 - Class Teachers must report directly to SLT Year Heads who will be at the registration points and Year Heads will report directly to the Fire Controller.
 - It is essential that head counts and registers are done in a timely fashion to highlight missing pupils and staff.
 - Staff must keep control of their pupils at the muster point.
11. Please refer to PEEP documentation for the evacuation of pupils or staff with a PEEP. PEEP Leads will control the evacuation as per their designation.

PEEP Leads are:

 - **Audrey Crawford**
 - **Andrew Kennedy**
 - **Stephen O'Donnell**
 - **Alan Jack**
12. All staff without a class, non-teaching staff and school visitors should report to Staff Muster Point Coordinator - **Stuart Higgins** - and then remain in the staff muster point.

Fire Wardens

13. Fire Wardens for areas in the school are to check that specific rooms and areas are clear as identified below. Fire Wardens should:
 - attach their class to another leaving by the same route ensuring class teacher is aware
 - check their area is clear, closing all doors as they do so. This includes toilets, store cupboards, etc, in that area
 - assisting with the evacuation of disabled pupil/staff on their route as per PEEP
 - if teaching, check that the class they are responsible for is all present at the muster point
 - report to the SLT link for the area any pupils who have not arrived safely from their classroom
14. If Fire Wardens are out of their area when the alarm sounds, they should not return to their area and should leave the building by the nearest exit. If staff leaving with their classes notice no check is being carried out, they are to check the rooms, closing doors and report to the Fire Controller.

Fire Wardens are:

Ground Floor

- **Colin Clarke** (Technical, HE & Hairdressing)
- **Pamela Cupples** (Music)
- **Cameron Mackay** (SLT & Support Staff)
- **PE Staff as in situ** (PE Hall, associated changing rooms)
- **Ruth Riggans** (Kitchen)

First Floor

- **Maxine Paterson** (Maths & ML)
- **Kirsty Wilson** (English & SFL)
- **Chris Mullen** (Art, Staff Room, Interview Rooms)
- **PE Staff in situ** (Staff Base, Gym, associated changing rooms)

Second Floor

- **Fiona Crosbie/Gillian Horn** (Science & ICT)
- **Steven Purdie** (Humanities)
- **Lauren Faulds** (Drama, PS Base, Classrooms)

All other staff

15. Assist in the evacuation of pupils. If in a department where disabled pupils are, assist the designated Fire Warden and/or PEEP Lead with their evacuation. You may be asked to supervise a class so that SLT and other key members of staff can assume PEEP or 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 up in an orderly fashion. Pupils will stay in their lines in the drills until we go back into the school. Pupils will enter the school, in year group order; S1, S2, S3, S4, S5/6.
 - **Pupils who are out from PE should have priority on re-entry especially in colder weather**
 - **PEEP pupils and staff will be accompanied by PEEP Lead back into school**

Fire Controller

16. The Fire Controller will control the Fire evacuation the fire assembly points and liaise with the Fire Service. They have control of all aspects of the procedures within this policy.

Re-entering Building after Evacuation

17. After everyone is accounted for, and it is safe to do so, pupils and staff will be asked to re-enter the building. The re-entry signal is a repeated sounding of the period bell which will be activated by the School Janitor once they have been advised to do so by the Fire Controller. Staff should disregard any routine sounding of the period bell during an evacuation. This will be done in a controlled manner, and classes will only be instructed to enter by a member of SLT. It is important that classes stay in position until instructed to move to avoid crushing in the corridors and entrances.

Evacuation Procedures - Non-Class Contact Time

18. In the event of a fire during non-class contact time, 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.
19. 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.
 - 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 to the muster point, they should join lines of their own year groups.
 - Staff must keep control of their pupils at the muster point.
 - A nominated person from each departmental year group will report any concerns to the Fire Controller.

Depts accountable during non-teaching times

- S1 - English, Modern Languages
- S2 - Maths, Art, SfL
- S3 - Science, Music
- S4 - Humanities, Technical
- S5/6 - Health & Wellbeing, ICT

20. Fire marshals will conduct a check of their areas in the normal way to ensure the school is clear of staff and pupils. SLT in charge of year groups should be regularly updated with the numbers of pupils in each year.
21. Non-teaching staff and school visitors should report to Staff Muster Point Coordinator - **Stuart Higgins** - and then remain in the staff muster point.

Evacuation of the Building after 3:45pm (Fridays 2:30pm)

22. There is no accurate record of which pupils or staff are in the school or out of the school at these times. All staff and pupils should muster at the Staff Muster Point and will be re-directed as appropriate by SLT.
23. After 5pm, or if the office is closed, the Facilities Assistant must call the Fire Brigade. He/she should then report to the Staff Muster Point to check that all staff, cleaners, known visitors to the school have left the building.
24. A number of events are held in the evening when most doors are locked, e.g. Parents' Nights, Discos, Shows. The member of staff in charge should ensure that staff are familiar with the exit routes and can assist with evacuation. They should also ensure that pupils and visitors are aware of the fire evacuation routes.

Evacuation of Assembly Hall

25. Before using the hall for any meeting, the staff member in charge should have a clear plan for evacuation taking into account numbers, age etc. of those attending and the activity being carried out and ensure that all present know the plan at the start of the session.
26. The two possible exit routes are at the rear corners of the assembly hall.
27. In the event of an evacuation the staff member in charge should immediately remind everyone of the evacuation arrangements before overseeing the evacuation. All staff present should ensure that pupils act in a calm orderly manner.
28. A nominated person from the assembly staff will report any concerns to the Fire Controller.

Evacuation during invigilated exams

29. Exams are held in the Assembly Hall or in classrooms. For examinations held in classrooms the evacuation procedure is as per normal evacuation but the Invigilator rather than a teacher will lead the pupils to the assembly point and confirm that all pupils are present (or not). Invigilators will advise SQA DHT - **Graeme Russell** - that area is cleared and if any pupils are not accounted for.

Arrangements for calling the fire and rescue services

30. For ALL unplanned Fire Alarms, once building sweeps have been completed and Fire Alarm checked, a member of SLT should call 999 - the Fire Brigade - with details of the alert (signs of fire or false alarm). Fire Brigade will inform us if no fire or smoke is identified and then the alarm panel can be re-set. If the fire alarm does not reactivate after five minutes persons may re-enter the building on the direct instruction of the Fire Brigade.
31. Prior to a planned fire drill a member of the Janitorial Staff will contact Southern Monitoring and inform them a drill is taking place.

Fire alarm failure

32. If a fire breaks out in the school and there is failure of the alarm system a number of procedures will be followed:
 - The office staff will be informed, and they will issue a tannoy announcement stating ***'There is a fire in the building, please follow all standard evacuation procedures.'*** This will be repeated twice.
 - In the event of the tannoy system not working, a message similar to the tannoy announcement will be sent via walkie-talkies to key members of staff. These should be left in the on position to receive incoming messages. Use of internal phones will then be used to get message out and passed from class to class.

Personal Emergency Evacuation Plans (PEEP)

33. Any pupil or member of staff who requires a PEEP as per national guidelines will have one in place. 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 in the office. In the event of a 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 5.
34. Hearing Impaired Pupils - Special care should be taken to ensure that hearing pupils are alerted to the alarm. Marshals should take extra care to ensure that toilets and staff bases are checked to ensure that hearing impaired pupils are accounted for. All hearing impaired pupils will have a PEEP in place.

Other arrangements/precautions

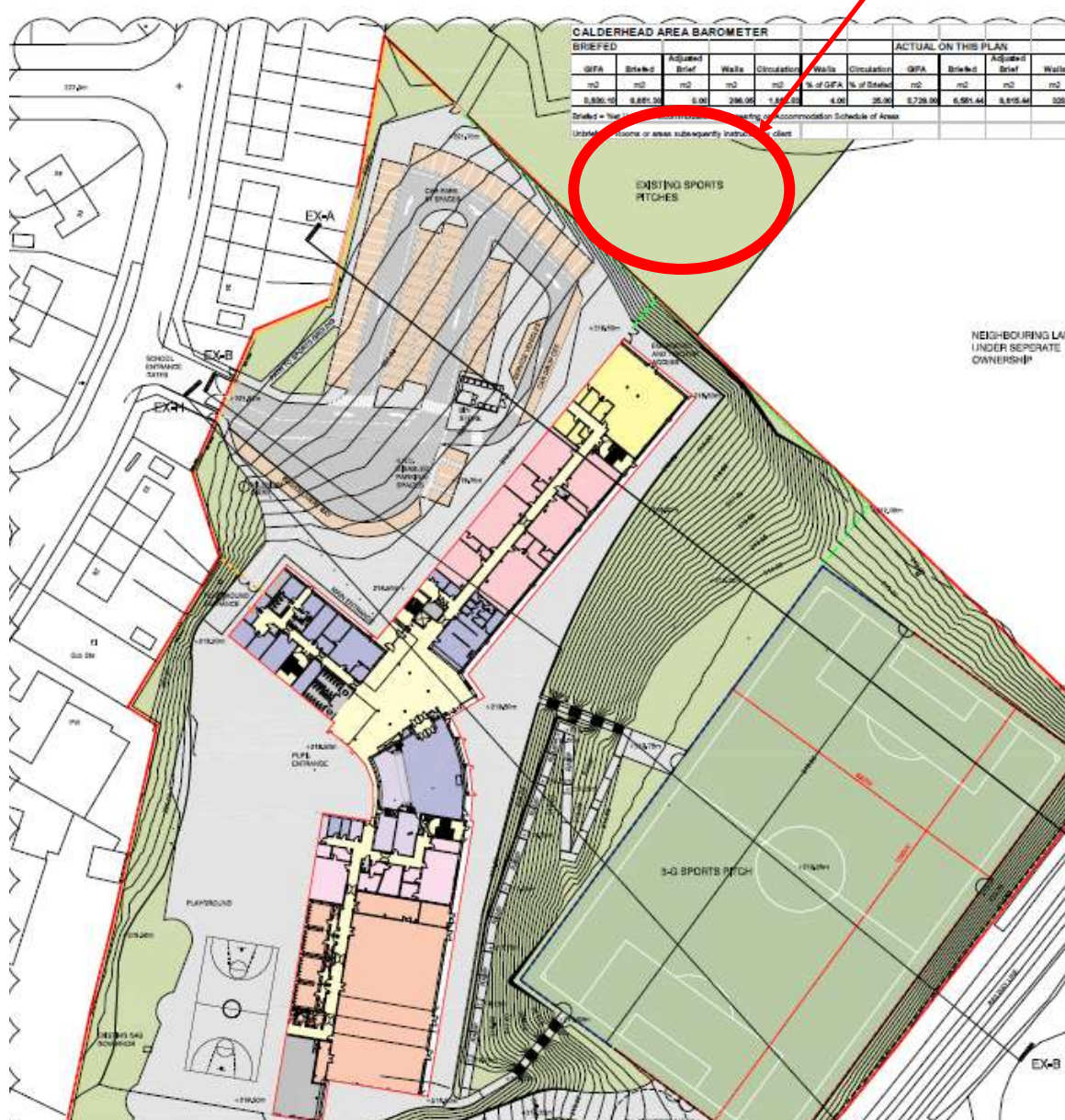
35. Pupils out of class - Pupils may be in other parts of the school at the time of alarm (e.g. music lessons, completing coursework and running errands). These pupils should follow the nearest evacuation route and muster with their original class.
36. Signage and wall displays - Each classroom should 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.
37. Testing and Fire Drills - The Fire Alarm systems will be tested each Friday morning by the janitors. Drills will be performed 3 times a year. Different scenarios may be put in place during drills to alert staff to possible circumstances during a fire.

Staff Duties

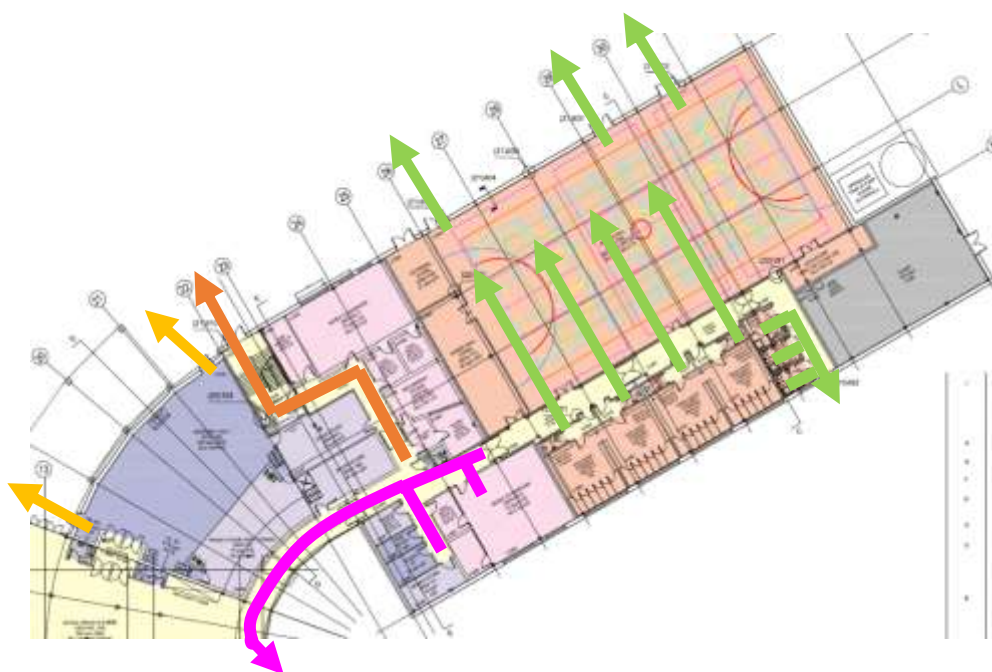
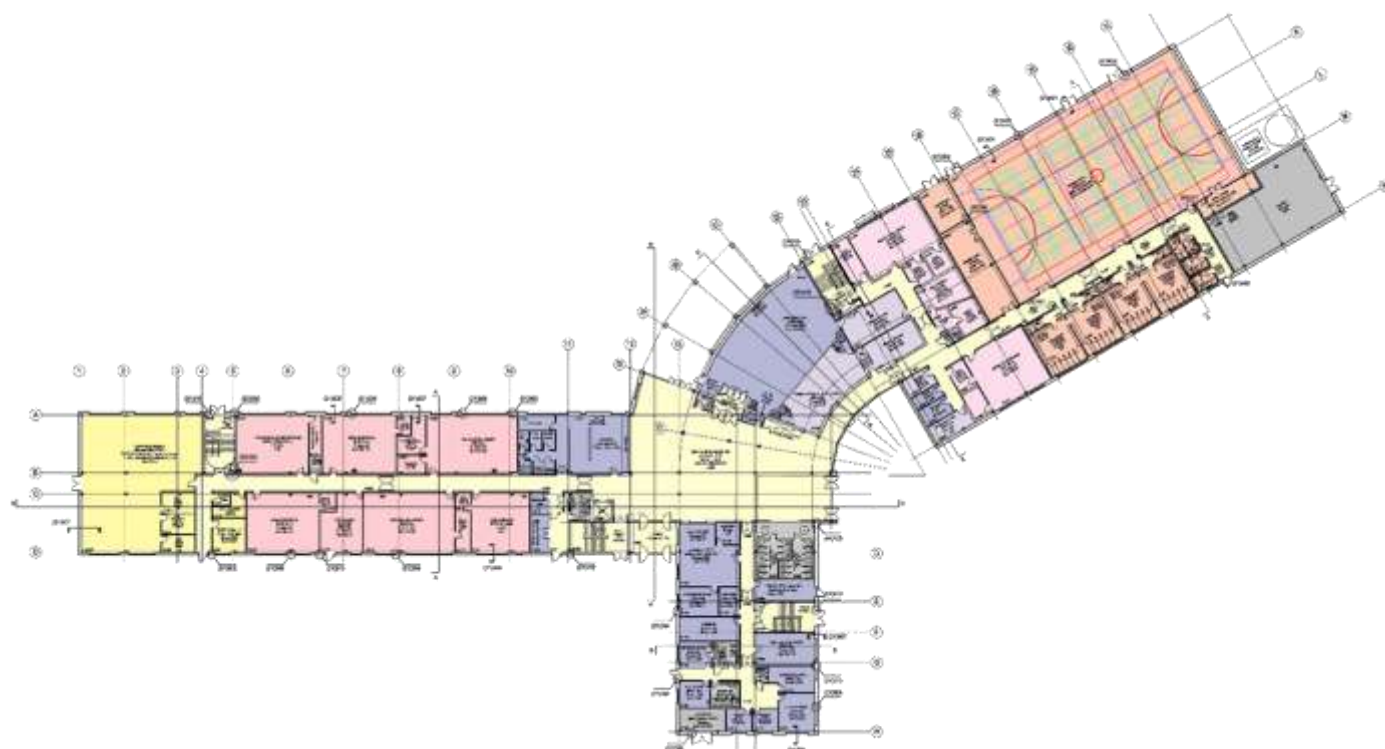
Role	Named Person	Duties
Fire Controller	Jennifer Di Mambro	The Fire Controller will control the Fire evacuation the muster point and liaise with the Fire Service. Information that may be required may include: ➤ how many persons are still in the building ➤ if any any dangerous substances stored in the building that are likely to become compromised ➤ where the seat of the fire is thought to be located ➤ the best route to get to any trapped persons or the base of the fire.
School Janitor	Andrew Mackie Barry Roe	On duty janitors will: ➤ call 999 in the event of an alarm break/fire. ➤ liaise with fire controller giving information about the source of fire and break point activated. ➤ bring a copy of the whole school map for hazardous substances
Class Teacher	As per current staff list	Follow all procedures identified throughout the body of this policy.
Fire Warden	As per current policy	Follow all procedures identified throughout the body of this policy with particular focus on points 13 and 14 .
SLT	Cameron Mackay David McPherson Graeme Russell	If in teaching a class at time of alarm follow above procedures for class teacher. Once your 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. This should be reported back to the Fire Controller. In the absence of the Fire Controller a nominated member of SLT as appropriate at that point in time will take over the duties of the Fire Controller.
Staff Muster Point Coordinator	Stuart Higgins	Ensure all school staff are accounted for as per this policy and report this to the Fire Controller.

Appendix 1 - School Muster Point

School Muster Point



Appendix 2 - Ground Floor Evacuation Routes (cont.)



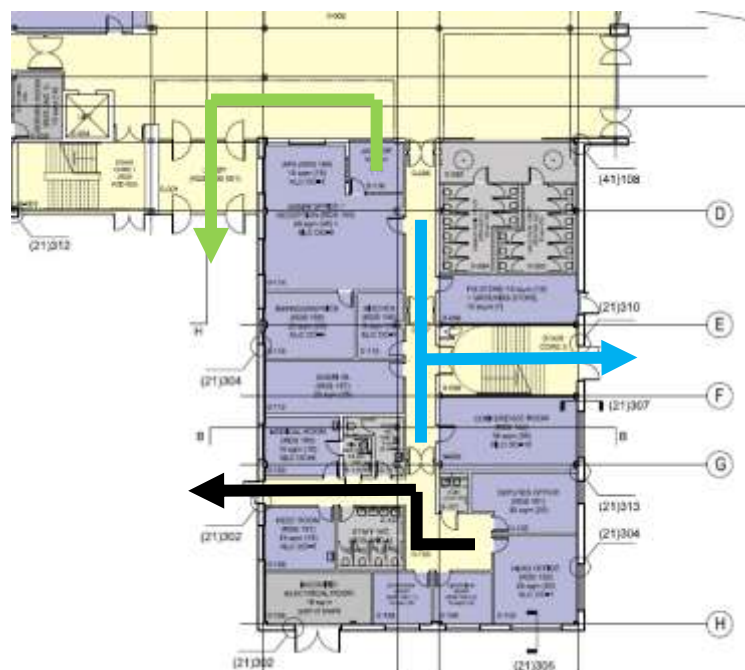
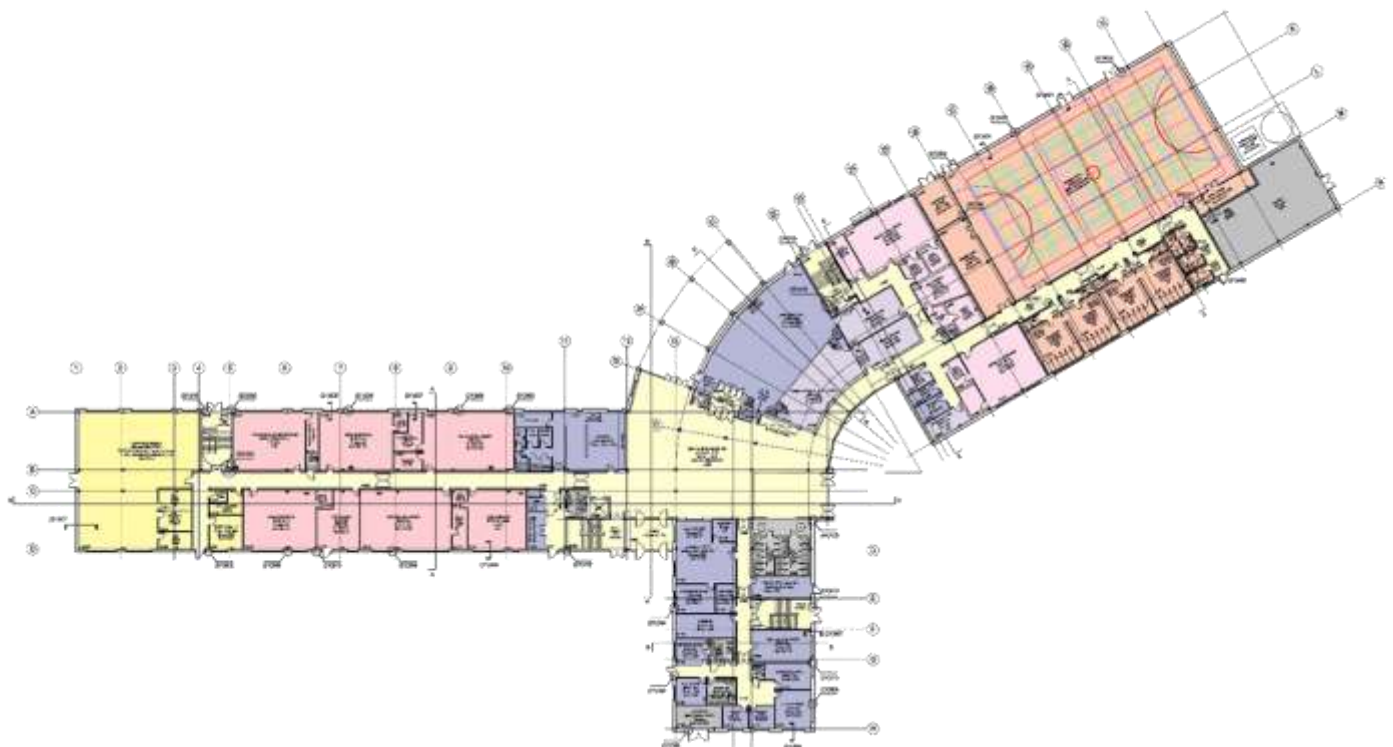
Assembly Hall

Music (Music 1, Recording Studio)

Music (Music 2)

PE

Appendix 2 - Ground Floor Evacuation Routes (cont.)

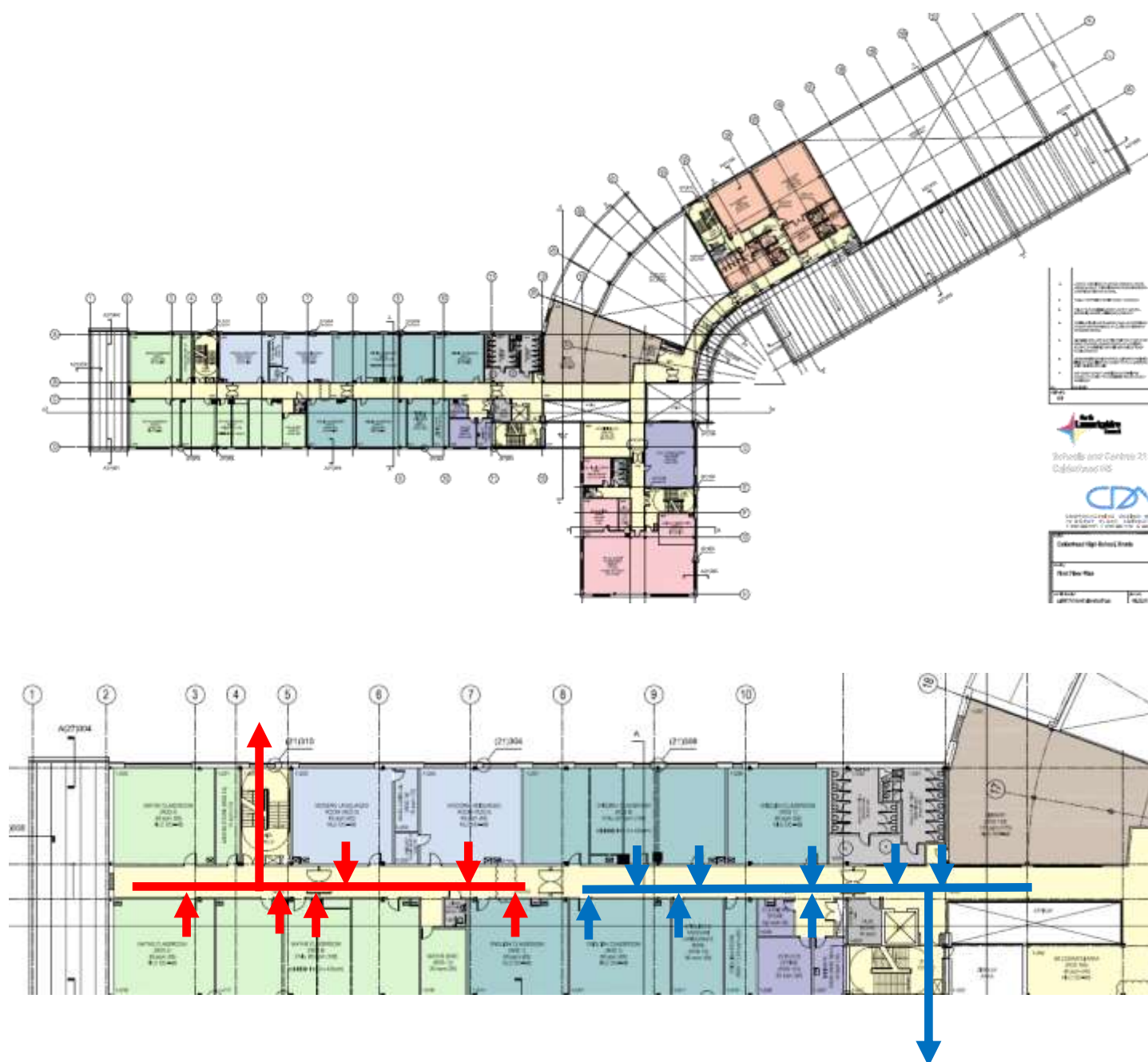


Janitorial Staff

Office Staff

DHT, AFA

Appendix 3 - First Floor Evacuation Routes

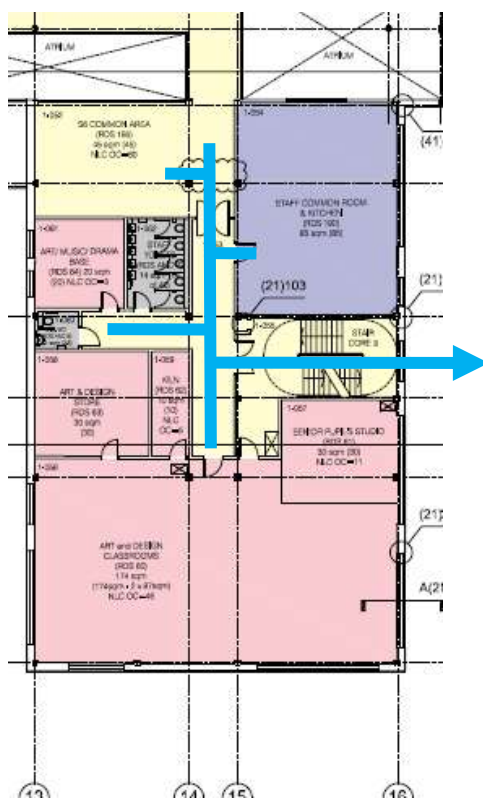
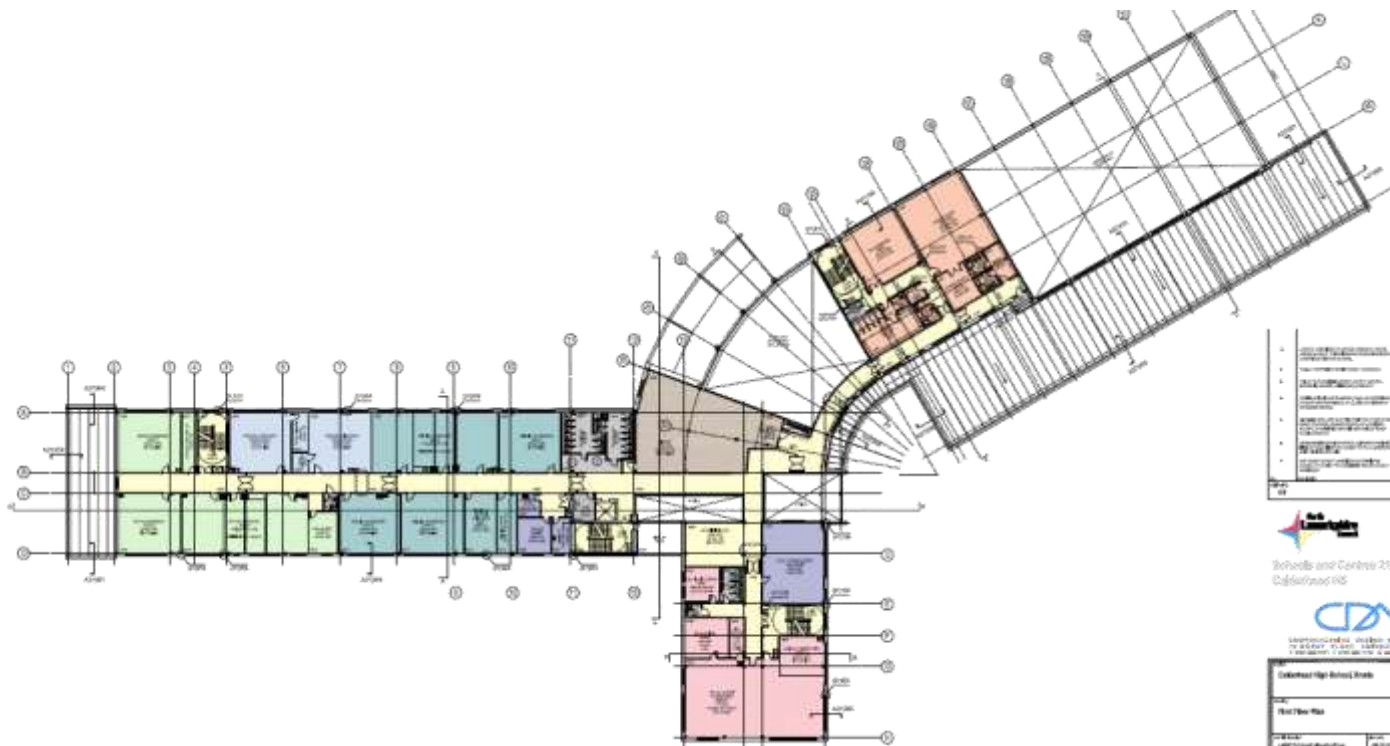


English (English 2), Mathematics, Modern Languages

English (All apart from English 2), DHT Office, SfL

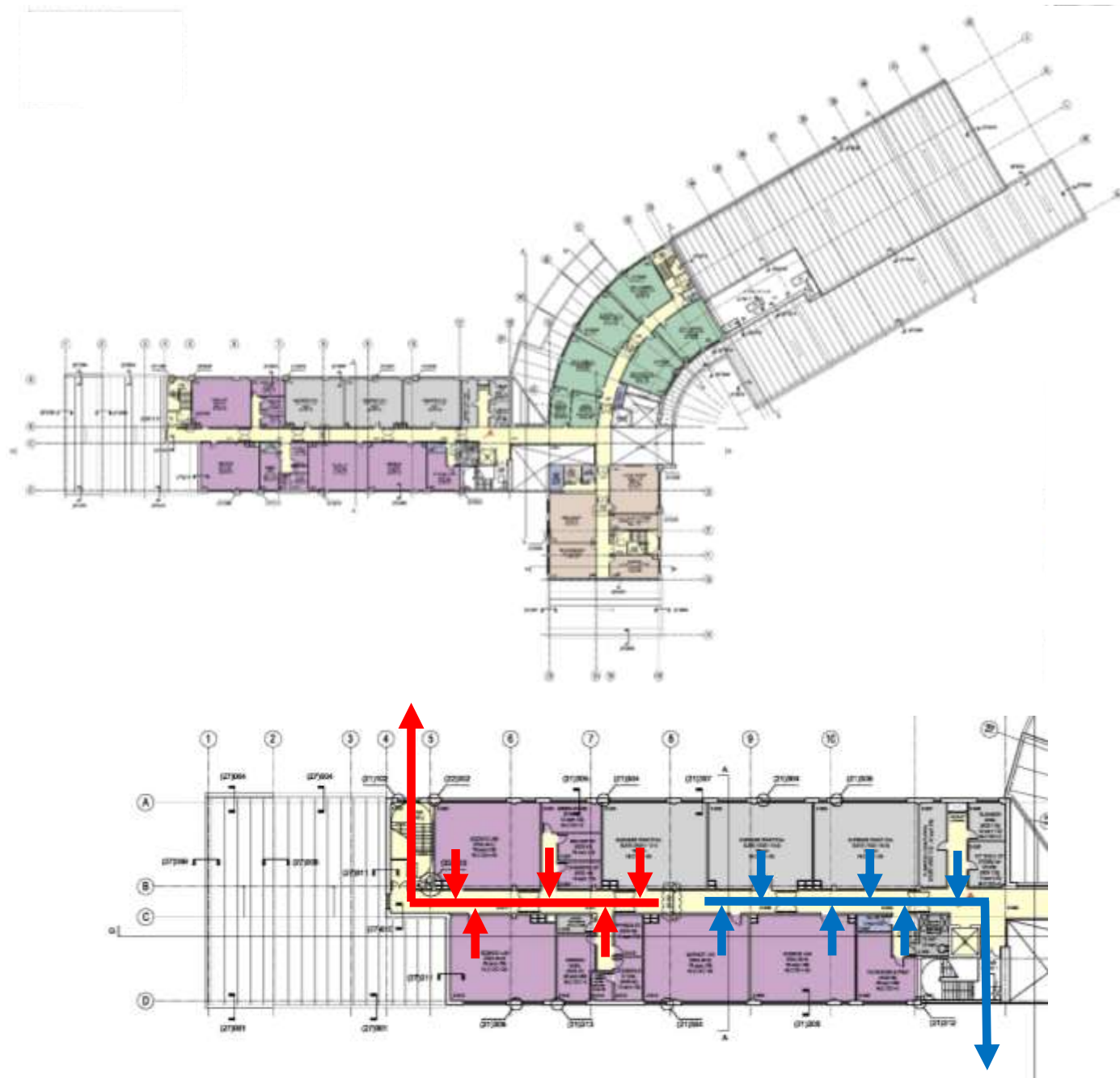
Appendix 3 - First Floor Evacuation Routes (cont.)

Appendix 3 - First Floor Evacuation Routes (cont.)



Art, Offices, Staff Room, Common Room

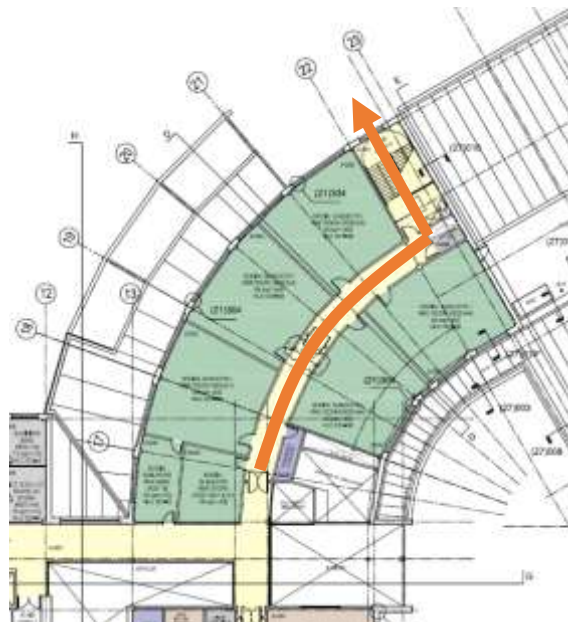
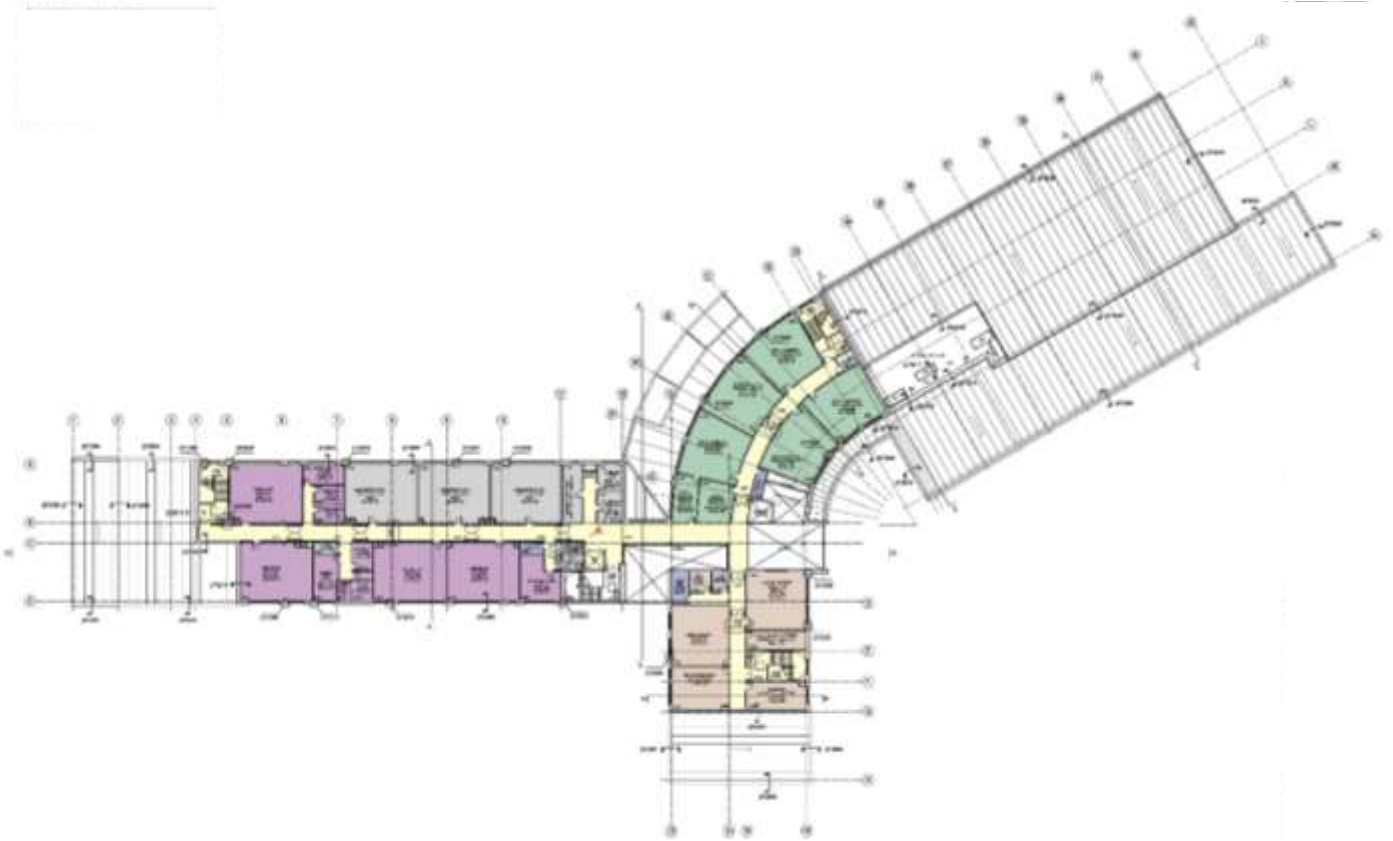
Appendix 4 - Second Floor Evacuation Routes



Science (All Science based rooms apart from Science 1 & 2), ICT 1

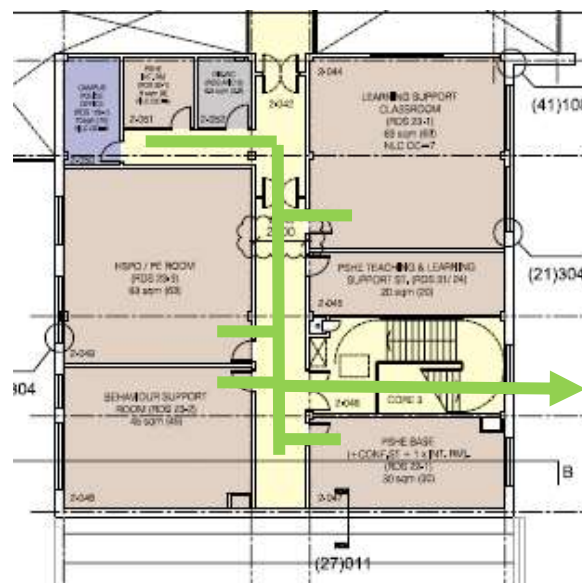
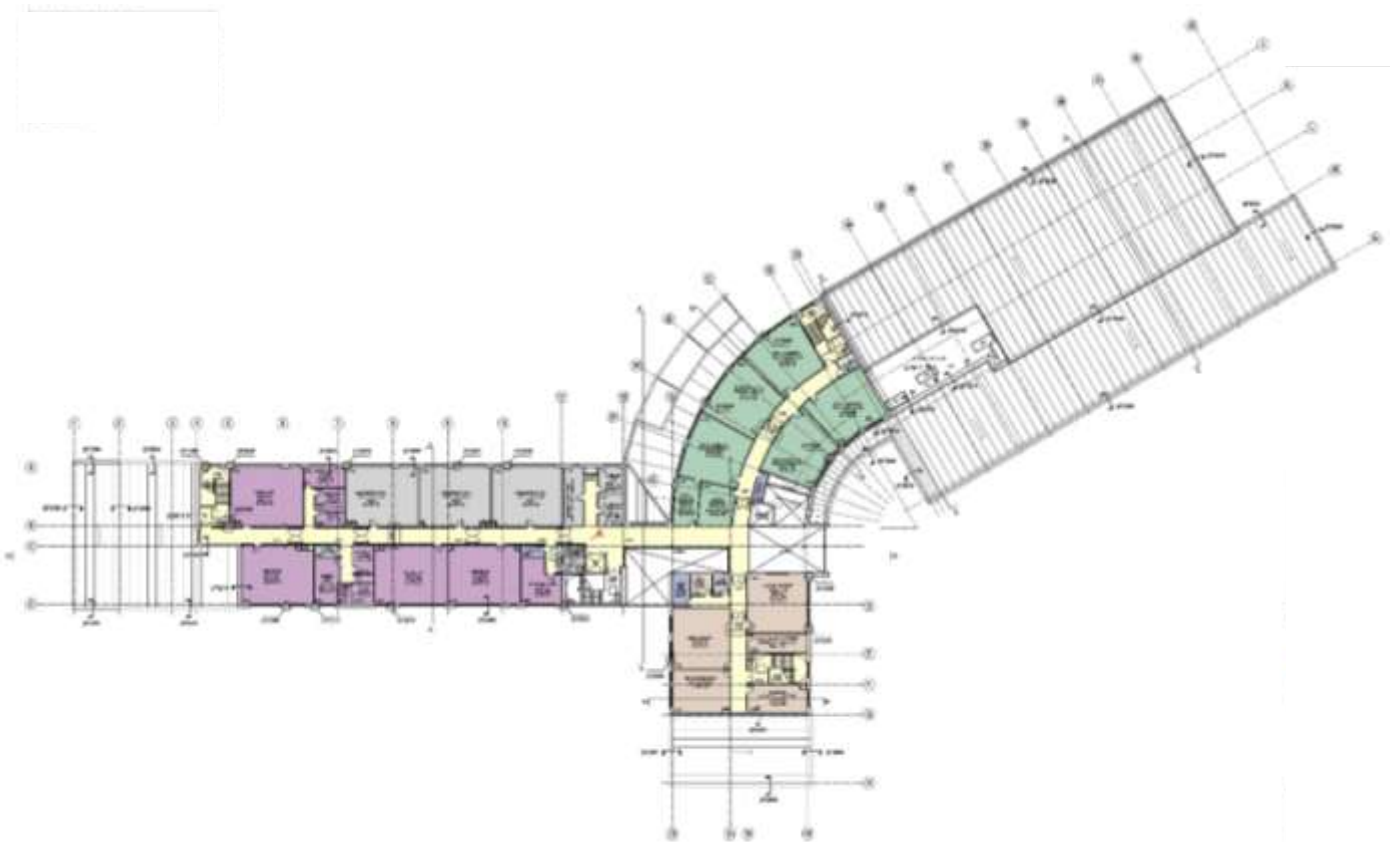
Science (Science 1, Science 2), ICT (All apart from ICT 1), Technician

Appendix 4 - Second Floor Evacuation Routes (cont.)



Humanities

Appendix 4 - Second Floor Evacuation Routes (cont.)



Drama, Classrooms, Offices

Appendix 5 – Exemplar PEEP

Calderhead High School

Personal Emergency Egress Plan (PEEP)

Name:

Reg. Class:

Reason why PEEP is required:

..... has an on-going issue with her ankle and has also a problem with her knee & hip and it is likely that she will require surgery at some point. PE continues to be an issue but will do what she can. Long-term lift pass with no end date. She tends to use one crutch. There is currently no change in condition.

Date plan created:

Updated:

Plan created by:

Depute Head Teacher

Parent Informed (Date):

First Practise:

..... was assessed on 23/6/23 on her ability to use the stairs and again August 2025.

In the event of the fire alarm being raised - should NOT use the lift. She will be assisted by staff, exiting by the nearest exit and she will ensure that she negotiates the stairwell safely, taking her time. If on an upper floor, should wait until it is safe to make her way downstairs.

Awareness of procedure:

- As above
- The escape routes are posted in all classrooms
- class teacher should remind her that she evacuates the building safely. Staff are already aware of on-going issue. She should go last and make her way to the Fire Assembly Point - Astro Turf.
- Information will be shared with staff.

The method of alert in emergency:

The existing fire alarm.

Getting Out:

..... is able to use stairs slowly and will make her way down and out to the Astro turf carefully. She will follow the escape route to get out via the nearest fire exit, according to the floor that she is on. She is aware that she must not use the lift.

Names:

Parents/Carers:

Pupil:

Depute Head Teacher:

Pupil Support Teacher:

The following is a description of the egress plan

The escape routes are posted in all classrooms.

Practice Dates:

Practices should be three times per year when a planned whole school fire drill is executed.

Appendix 6 - Fire Register

Teaching Area	Responsible Person	Complete/Issues
S1	D McPherson	☐
S2	D McPherson	☐
S3	C Mackay	☐
S4	C Mackay	☐
S5/6	G Russell	☐
SfL	S Higgins	☐
Staff and Visitors	S Higgins	☐
Other		☐

Procedural	
Time Out:	
Time In:	
Time Taken:	
Date:	
Signed:	
Notes:	