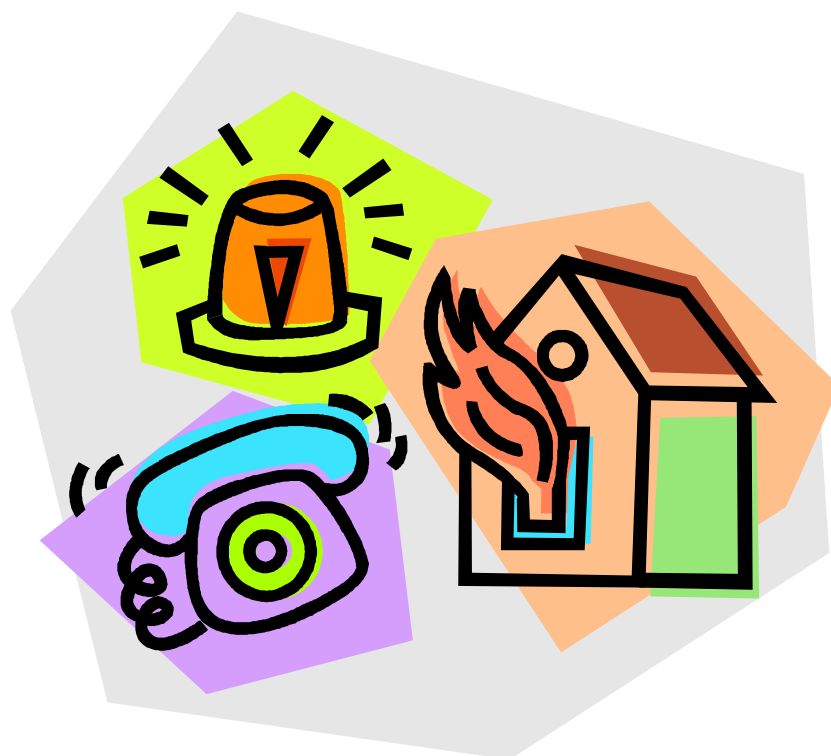


**Glenmanor Primary School
and
Nursery Class**



**Emergency Evacuation
(Fire) Procedures**

For Staff and Pupils

2014/2015

Glenmanor Primary and Nursery Class Emergency Evacuation (Fire) Procedures 2014/2015



The emergency signal will be a long continuous sound of the siren.

All Teachers

- Keep an up-to-date copy of the class register next to the classroom door at all times when you are teaching and take it with you when you have a class.
- STAY CALM!
- Take your register with you to account for every child in your class.
- Instruct the last pupil to close the classroom door.
- Room 10 and Room 14 teacher - check the toilet.
- Instruct the final pupil on the landing to close the landing door.

Nursery Class

- Mrs Grant should assemble all pupils in room 2, collect the internal gate key from the hook at the door, escort pupils through the nursery play area door, open the internal gate then escort the pupils left through the internal play area gate, to line up at the infant assembly point.
- Mrs Donald should check the pupil toilets then exit via the nursery play area door, to line up at the infant assembly point.
- Mrs Harvie should close the two nursery doors, exit through the nursery play area door then left through the internal play area gate, to line up at the infant assembly point.

Infant Department

- Room 3 and 4 pupils should be led out the classroom, keeping to the left, then exit the building through the infant fire door, to line up at the infant assembly point.
- GP Room pupils should be led through the door next to the nursery, keeping to the right, then exit the building through the infant fire door, to line up at the infant assembly point. GP Room Teacher should check the nursery staff toilet and the nursery parent's room.
- Gap Room pupils should be led out the area, keeping to the left, then exit the building through the infant fire door, to line up at the infant assembly point.

First Landing

- Room 5 and 8 pupils should be led along the main corridor, down the staff stairs then exit through the front fire door, to line up at the car park assembly point.
- Room 6 pupils should be led down the main stairs, staying left against the wall, then turn left at the bottom of the stairs and exit through the senior fire door, to line up at the senior assembly point.
- Room 7 pupils should be led down the fire escape stairs, then turn left and leave through the tower block fire door, to line up at the senior assembly point.

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Middle Landing

- Room 9 pupils should be led down the main stairs, staying to the right against the banister, then turn right at the bottom of the stairs and exit through the tower block fire door, to line up at the senior assembly point.
- Room 10 pupils should be led down the fire escape stairs, then turn left at the bottom of the stairs and exit through the tower block fire door, to line up at the senior assembly point. Room 10 teacher should check the toilets.
- Room 11 (Classroom Assistants/Teachers) should leave the building using the fire escape stairs, then turn left at the bottom of the stairs and exit through the tower block fire door, to line up at the senior assembly point.
- Room 12 pupils should be led down the main stairs, staying to the left against the wall, then turn left at the bottom of the stairs and exit through the senior fire door, to line up at the senior assembly point.

Top Landing

- Room 13 should be led down the main stairs, staying to the right against the banister, then turn right at the bottom of the stairs and exit through the tower block fire door, to line up at the senior assembly point.
- Room 14 should be led down the fire escape stairs, then turn left at the bottom of the stairs and exit through the tower block fire door, to line up at the senior assembly point. Room 14 teacher should check the toilets.
- Room 15 should be led down the fire escape stairs, then turn left at the bottom of the stairs and exit through the tower block fire door, to line up at the senior assembly point.
- Room 16 should be led down the main stairs, staying against the wall then turn left at the bottom of the stairs and exit through the tower block fire door, to line up at the senior assembly point.

Hall/Stage

- Classes using the hall/stage should exit using the hall fire door and line up at the senior assembly point.

Wave 3 Room

- Wave 3 pupils should be led down the staff stairs then exit through the front fire door, to line up at the car park assembly point.

Library

- Pupils in the library should exit through the senior fire door to line up at the senior assembly point.

Literacy Base

- Pupils in the Literacy Base should exit through the tower block fire door to line up at the senior assembly point.

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Additional Responsibilities

Head Teacher

- If janitor is not available, sound the alarm and contact the fire brigade immediately.
- Leave the building by the nearest fire exit.
- Oversee the evacuation process from the senior fire door.
- Check that all pupils are accounted for at the senior assembly point.
- Complete the fire checklist.
- Use stopwatch to time the complete evacuation.
- Sign the fire drill record book
- Add comments to improve the procedures/highlight any concerns.
- Collect all checklists after the evacuation has been complete.
- Debrief appropriate staff after each evacuation

Depute Head Teacher

- If janitor and head teacher are not available, sound the alarm and contact the fire brigade immediately.
- Leave the building by the nearest fire exit.
- Check the purposeful play area and the two infant toilets.
- Oversee the evacuation process from the infant fire door.
- Check that all pupils are accounted for at the infant assembly point.
- As soon as you have completed the checklist, inform the HT using the radio stating “Infant assembly point; all present and correct”
- Add comments to improve the procedures/highlight any concerns.
- Hand in to HT after the evacuation has been complete.

Senior Clerical Assistant

- Check that the automatic front door is set to constant open and take visitor book.
- Check that the front toilets are empty.
- Exit via the front fire exit and wait at the car park assembly point.
- As soon as you have completed the checklist, inform the HT using the radio stating “Car park assembly point; all present and correct”
- If the janitor is not available, open the external nursery gate.
- Add comments to improve the procedures/highlight any concerns.
- Hand in to HT after the evacuation has been complete.

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Additional Responsibilities

Janitor

- Sound the alarm and contact the fire brigade immediately.
- Close Janitor's office door.
- Open the nursery double gates for fire engine access.

DMR Clerical Assistant

Check the staffroom, wave 3 room and staff toilets then leave via the front fire exit and wait at the car park assembly point.

Main Office Clerical Assistant

Check that the stage and hall are empty then leave by the front fire exit and wait at the car park assembly point.

Other Staff, Visitors, Contractors

All staff, visitors, contractors in classes should exit the building with the class they are with, to the nearest fire exit nearest. Any staff, visitors, contractors not in class should exit from the nearest fire exit as per the "Emergency Evacuation and Fire Procedures for Visitors and Contractors" booklet given out on signing in to the school.

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Head Teacher's Additional Responsibilities

- If janitor is not available, sound the alarm and contact the fire brigade immediately.
- Leave the building by the nearest fire exit.
- Oversee the evacuation process from the senior fire door.
- Check that all pupils are accounted for at the senior assembly point.
- Complete the fire checklist.
- Use stopwatch to time the complete evacuation.
- Sign the fire drill record book
- Add comments to improve the procedures/highlight any concerns.
- Collect all checklists after the evacuation has been complete.
- Debrief appropriate staff after each evacuation

Fire Evacuation Check List

Senior Assembly Point		Tick	HT's Comments
P2	Room 6		
P2/3	Room 7		
P4	Room 9		
P4/5	Room 10		
NCCT (Allysonne)	Room 12		
P5	Room 13		
P6/7	Room 14		
P5/6	Room 15		
P7	Room 16		
Jan, Mandy, Keren, Yvonne			
Audrey, Tony, Kay			
Kathleen, Heather			
Car park assembly point time		m s	
Infant assembly point time		m s	
Senior assembly point time		m s	

Signature _____

Date _____

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Depute Head Teachers Additional Responsibilities

- If janitor and head teacher not available, sound the alarm and contact the fire brigade immediately.
- Leave the building by the nearest fire exit.
- Oversee the evacuation process from the infant fire door.
- Check that all pupils are accounted for at the infant assembly point.
- As soon as you have completed the checklist, inform the HT using the radio stating “Infant assembly point; all present and correct”
- Add comments to improve the procedures/highlight any concerns.
- Hand in to HT after the evacuation has been complete.

Fire Evacuation Check List

Infant Assembly Point		Tick	DHT's Comments
Nursery Class	Rooms 1, 2		
P1a	Room 3		
P1b	Room 4		
Any Class	GP Room		
Jan, Mandy, Keren, Yvonne			
Audrey, Tony, Kay			
Kathleen, Heather			
Car park assembly point time		m s	

Signature _____

Date _____

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Senior Clerical Assistant's Additional Responsibilities

- Check that the automatic front door is set to constant open and take visitor book.
- Check that the front toilets are empty.
- Exit via the front fire exit and wait at the car park assembly point.
- As soon as you have completed the checklist, inform the HT using the radio stating "Car park assembly point; all present and correct"
- If the janitor is not available, open the external nursery gate.
- Add comments to improve the procedures/highlight any concerns.
- Hand in to HT after the evacuation has been complete.

Fire Evacuation Check List

Car Park Assembly Point		Tick	Senior Clerical Assistant's Comments
Visitor's Book			
NCCT/Siobhan	Room 5		
P3	Room 8		
L Martin, Pupil	Wave 3 Room		
A Chalmers	Reception		
T Groden	Main Office		
K Gannon	DMR Office		
Catering Staff	Kitchen		
Jan, Mandy, Keren, Maria, Yvonne			
Audrey, Tony, Kay			
Kathleen, Heather			
Infant Assembly Point Time		m s	

Signature _____

Date _____