



# Fire and Emergency Evacuation Procedure

## Please Note:

- **ALL EMERGENCY EVACUATIONS OF THE PREMISES MUST FOLLOW THIS PROCEDURE** (E.g. Fire, Gas Leak, Bomb Alert etc...)
- Up to date fire procedure notices are placed at school exits; designated exits are clearly marked.
- Only attempt to use fire extinguishers on small fires if you are trained / confident to do so.
- In the event of a missing person, report immediately to the Fire Safety Manager or Deputy Fire Safety Manager.
- **DO NOT GO BACK INTO THE BUILDING** until the Fire Safety Manager/Deputy has given the all clear.

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## 1. Action when the Fire Alarm Sounds

Role	Action/Responsibility
<p><b>Class Teachers/ Teaching Assistants</b></p>	<ol style="list-style-type: none"> <li>1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit.</li> <li>2. Immediately evacuate the building taking all pupils in your charge through the nearest / most appropriate exit.</li> <li>3. Close the doors and windows on leaving.</li> <li>4. Lead all pupils to the designated assembly point via the quickest / safest route and line up.</li> <li>5. In the event of a Gas Leak or Bomb Alert, the Secondary Assembly Point – Innovation Park Grass Area</li> <li>6. Call the register, which the Administrator office staff will distribute. Conduct a headcount whilst registers are being distributed.</li> <li>7. Notify the Fire Safety Manager immediately of any missing pupils so a search can be initiated.</li> <li>8. Wait for further instruction.</li> </ol>
<p><b>Administrator/Office Staff</b></p>	<ol style="list-style-type: none"> <li>1. Call the fire brigade (999) giving your name and the school's name and address: <b>(Nazene Danielle School of Performing Arts, 3 Newton Court, Faraday Road, Wavertree Technology Park, Liverpool, L13 1EJ).</b></li> <li>2. Pick up registers, visitors book, medical bag, mobile phone and emergency contact information file.</li> <li>3. Leave the building through the nearest / most appropriate exit and go to the assembly point.</li> <li>4. Distribute registers to the Class Teachers – ensure all classes are present.</li> <li>5. Check visitors present against visitors book.</li> <li>6. Notify the Fire Safety Manager immediately of any missing classes, pupils, staff or visitors so a search can be initiated.</li> <li>7. Wait for further instruction.</li> </ol>
<p><b>Fire Safety Manager /  Deputy Fire Safety Manager</b></p>	<ol style="list-style-type: none"> <li>1. Whilst exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed.</li> <li>2. Checks on toilet areas and changing rooms; should include a check on individual cubicles.</li> <li>3. If you encounter any persons present, they should be instructed to evacuate immediately. All persons should be ushered to an appropriate exit – not just pointed in the general direction of one.</li> <li>4. Never open a door if you suspect that there may be a fire beyond it.</li> </ol>

	<p>5. Leave the building through the nearest / most appropriate exit and go to the assembly point.</p> <p>6. Check with Class Teachers for missing pupils.</p> <p>7. Check with Administrator/Office Staff for missing classes or visitors.</p> <p>8. If persons reported missing and fire brigade yet to arrive, conduct search for missing persons – if safe to do so.</p> <p>9. If persons reported missing and fire brigade have arrived, inform the fire brigade and follow their instructions.</p>
<b>Juice Bar Staff/Pastoral</b>	<p>1. Switch off the power.</p> <p>2. Leave the building through the nearest / most appropriate exit and go to the assembly point.</p>
<b>Visitors</b>	<p>1. Leave the building through the nearest / most appropriate exit and go to the assembly point.</p>

## 2. Designated Assembly Points for all Staff, Pupils and Visitors

**Primary Assembly Point:** Car Park in front of School/Studios: – All Students, Staff and Visitors must go to the furthest end of the car park.

Students should line up, in a single file line, in their class group, with their class teacher at the front.

Visitors should stand to the side of the class groups in a line.

Other staff (not class teachers) should stand at the front of all the lines.

**Secondary Assembly Point:** Innovation Park Grass Area

(This assembly point should only be used in the case of a Gas Leak, Bomb Alert or if there has been an incident on the primary assembly point, which makes it unsafe to assemble there.)

Lines/people placement should be in the same format as highlighted above.

## 3. Roles and Responsibilities in an Emergency Evacuation

<b>Role / Responsibility</b>	<b>Person Responsible</b>	<b>In case of Absence (1)</b>	<b>In case of Absence (2)</b>
<p><b>Fire Safety Manager</b></p> <ul style="list-style-type: none"> <li>Before Exiting check all classrooms, studios, toilets and changing rooms are clear of persons.</li> </ul>	Nazene Langfield (Principal)		

<ul style="list-style-type: none"> <li>• If person present, instruct to evacuate immediately and take to nearest exit.</li> <li>• Check with Class Teachers for missing pupils.</li> <li>• Check with Administrator/Office Staff for missing visitors.</li> <li>• Conduct search for missing persons – if safe to do so and fire brigade yet to arrive.</li> <li>• Inform the fire brigade of any missing persons.</li> </ul>		<p>Maria Mortimer (Administrator)</p>	<p>Suzanne Langfield (Pastoral)</p>
<p><b>Deputy Fire Safety Officer</b></p> <ul style="list-style-type: none"> <li>• Assist Fire Safety Manager on checking all rooms/areas are clear of persons and aiding with individual evacuations if persons found.</li> <li>• Assist Fire Safety Manager on checking Class Teachers and other office staff for missing students/visitors.</li> </ul>	<p>Maria Mortimer (Administrator)</p>	<p>Suzanne Langfield (Pastoral)</p>	<p>Amber Thomas (Head of BTEC)</p>
<p><b>Fire discovered by individual</b></p>	<p>Person discovering the fire, press the nearest alarm call point.</p>		
<p><b>Calling the fire brigade</b></p>	<p>Maria Mortimer (Administrator)</p>	<p>Suzanne Langfield (Pastoral)</p>	<p>Amber Thomas (Head of BTEC)</p>
<p><b>Distributing class registers</b></p>	<p>Maria Mortimer (Administrator)</p>	<p>Suzanne Langfield (Pastoral)</p>	<p>Amber Thomas (Head of BTEC)</p>
<p><b>Holding and checking visitors book</b></p>	<p>Suzanne Langfield (Pastoral)</p>	<p>Maria Mortimer (Administrator)</p>	<p>Amber Thomas (Head of BTEC)</p>
<p><b>Meeting the Fire Brigade</b></p>	<p>Maria Mortimer (Administrator)</p>	<p>Nazene Langfield (Principal)</p>	<p>Suzanne Langfield (Pastoral)</p>
<p><b>Closing Reception Door</b></p>	<p>Suzanne Langfield (Pastoral)</p>	<p>Amber Thomas (Head of BTEC)</p>	

## **4. Staff First Day Induction Fire Safety Checklist**

To be followed during the first day induction for all new staff members.

To also be followed for all existing staff members following significant changes to the fire safety arrangements or when recommended following a fire risk assessment.

Take the new staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which they are responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.

## **5. Checklist for use of Premises Out of School Hours**

To be followed when arrangements have been made for use of the school premises out of school hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School.

Telephone Point:  
Landline on Reception

Address:

**Nazene Danielle School of Performing Arts**  
**3 Newton Court**  
**Faraday Road**  
**Wavertree Technology Park**  
**Liverpool**  
**L13 1EJ**

## 6. School Fire Procedure Notice

UPON DISCOVERING A FIRE

- Raise the alarm by activating the closest fire alarm call point.
- Phone 999 and request the Fire Brigade attend:  
**Nazene Danielle School of Performing Arts**  
**3 Newton Court**  
**Faraday Road**  
**Wavertree Technology Park**  
**Liverpool**  
**L13 1EJ**

**Ensure operator repeats address back to you.**

- Only attempt to fight small fires if you are trained/confident/feel safe to do so.

**IN THE EVENT OF FIRE**

FOLLOW EMERGENCY EVACUATION PROCEDURE

(As practised during Fire Drills)

**WHEN THE FIRE BELL RINGS**

(ONLY IF IT IS SAFE TO DO SO)

- Keep a calm composure.
- Responsible staff member to direct all pupils to line up at the door.

- Responsible staff member to lead pupils to the nearest fire exit and out to the assembly point in the front car park. All other persons to exit via nearest fire exit door. Do not collect personal belongings.
- If the exit route to the assembly point in the front car park is blocked then use an alternative safe route to the Innovations Park Grass Area assembly point.
- Once at the assembly point carry out a head count.
- If any pupil is unaccounted for read down the register and call out names.
- Stay at the assembly point until the Fire Safety Manager gives the all clear.
- In the event of a fire preventing persons from exiting the classroom, the responsible staff member must keep a calm composure, ensure the classroom fire door is closed and await further instructions from the emergency services or a Fire Safety Manager.

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