



Meadow Park

Patience, Guidance and Determination

Fire Evacuation Procedures

Date: November 2020

Review date: Autumn 2021

FIRE AND EVACUATION PROCEDURES – EP 01

1 Control procedure statement

This document details the fire and emergency evacuation procedures. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

As far as reasonably practicable, all steps shall be taken by the School Leadership Team to prevent or minimise the probability of all causes of fire.

The School Leadership Team acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly reviewed by the Responsible Persons to ensure that they are suitable and adequate, i.e. fire evacuation drills, inspection of the means of escape and maintenance of fire warning systems and fire-fighting equipment.

All staff shall be given suitable instruction in basic fire precaution measures during induction.

Staff should report any concerns they have about fire hazards, etc. to the Business Manager / Site Manager so that appropriate measures can be taken to eliminate the problem.

2 Arrangements

All staff have responsibility for fire precautions during operational hours. The following members of staff will have specific responsibilities.

Head Teacher / Business Manager

The Head Teacher / Business Manager will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That Fire and Evacuation Procedure are updated as required and all amendments to the procedure communicated appropriately. That all maintenance checks are carried out in line with Knowsley Council's safety advice and that repairs are done immediately.

Chief Fire Warden

The Chief Fire Warden will liaise with the emergency services on their arrival. The Chief Fire Warden will liaise with members of the Senior Leadership Team ensuring the complete evacuation of the building and report any persons missing to the emergency services.

Site Manager

The Site Manager will ensure

- the fire alarm system is tested weekly with results of tests recorded,
- emergency lighting is in good working order and tested monthly with results of tests recorded
- firefighting equipment is examined and tested annually
- signage is displayed around school, ensuring everyone evacuating the building is able to locate the fire exits with ease
- fire doors are in good working order and can be easily opened in the event of an emergency evacuation
- refuse bins are chained away from the school building to prevent the bins being set alight close to the building

The site manager will assist in the safe evacuation of pupils and people with disabilities, open the gates for the emergency services, liaise with the Chief Fire Warden, and attend the fire alarm control panel when the alarm is activated.

All Staff

Staff should familiarise themselves with the Fire and Evacuation Procedure and check that fire precautions as documented within this procedure are in place and being adhered to. Staff should report any deficiencies or concerns to the Business Manager / Site Manager

All staff must take part in fire drills once per term and assist in roll calls in the event of a genuine emergency or drill.

Staff must ensure escape routes and fire exits are kept clear and report any fire hazards which may develop to the Site Manager.

Staff must ensure fire doors are closed at all time and not wedged open

All staff must make arrangements for the safe evacuation of all pupils and people with disabilities. **If the designated exit is blocked by the fire, staff must guide pupils safely to the next nearest exit.**

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of school, however, if the person has restricted mobility or is a wheelchair user, they should make their way to reception and evacuate into the car park at the front of the building, preventing blocking escape routes around the building. Any member of staff or pupil that requires assistance in the event of an emergency evacuation will complete a personal emergency evacuation plan (PEEP) together with the Business Manager, formally documenting the assistance required. Signage will be displayed in reception informing visitors to advise whether they need assistance in the event of an emergency evacuation.

Due to the design and layout of the first floor staircase, it is not possible to use an Evac chair. The first floor therefore should be restricted to staff and pupils only. Pupils must be accompanied by an adult when accessing the first floor. The door to the first floor must be closed by maglock to prevent unauthorised

access. Staff and pupils with restricted mobility, including temporary conditions should not access the first floor.

Staff requiring medication such as inhalers should carry their medication with them. If medication has been left in a different location, staff should not divert to a different location to retrieve their medication but should inform the chief fire warden if they feel unwell and require medical attention.

Staff must not park in front of the gates at the side of school leading to Whitethorn Drive as these gates are required to allow access by the emergency services

Staff must sign into InVentry when entering the building and out if they are leaving the premises for any reason (including taking a break outside of the gates). Staff must also inform the office staff / attendance officer if a pupil leaves the premises so that they can be signed out on InVentry. This will ensure the accuracy of the evacuation report in the event of an emergency evacuation and will prevent the emergency services looking for a member of staff / pupil who is actually off site.

3 Action if a fire is discovered

What staff should do if they discover a fire;

On discovery of a fire, staff should break the nearest fire alarm glass point and report the location of the fire by radio or to other members of staff, whilst leaving the building via their nearest exit.

Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient training and instruction to use fire fighting equipment safely.

Staff should evacuate the building by the nearest available fire exit or exit door, guiding all pupils / students in their care to the fire assembly point in the gated grassed areas at the front of school.

Staff should not stop to collect personal belongings on their way out.

Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher, Chief Fire Warden or Fire Officers.

What Pupils/Students or visitors should do if they discover a fire:

Pupils/students should break the nearest fire alarm glass point and inform the nearest adult of the location of the fire. Pupils/students should evacuate the building with the adult and make their way to the fire assembly point in the gated grassed area at the front of school.

Visitors should break the fire alarm glass point and exit the building by the nearest fire exit, informing the nearest member of staff on the way out of the location of the fire.

Visitors should make their way to the fire assembly point on the open grassed area outside the gates at the front of school

4 Alarm Panel Activation

Sounding of the alarm

The alarm should only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points. Emergency call points are located next to all exit doors.

If the alarm is activated by breaking the glass, an alarm will sound in the main reception area. This will give a three minute warning to investigate whether the fire is genuine. However, the evacuation button can be pressed on the control panel at any time during the three minutes to commence immediate evacuation.

On hearing the fire alarm warning, one member of staff should remain in the office and run the evacuation report on InVentry, ready to print if the building needs to be evacuated. This member of staff should also contact Knowsley Security Service to inform them that the alarm has been activated and keep them updated. Another member of staff must contact the student support lead / Lead learning facilitator and site manager immediately, via radio (calling code red) and attend the fire alarm control panel.

If only one member of staff is in the office, the member of staff should radio for assistance immediately (calling SLT code red) and remain in the office to run the evacuation report on InVentry. A member of SLT will then attend the alarm control panel.

The Site Manager / Administration Staff / Leadership must:

- Attend the fire alarm control panel, situated at the main entrance doors and read the information displayed on the LED (this will include the location and zone of the device activation which can be cross referenced via the zone diagram located next to the fire alarm control panel).
- Direct the student support lead / Lead Learning facilitator or

responding personnel to the area and device identified as being activated via radio.

- If no fire is identified and the **ALL CLEAR** is given, silence the alarm at the fire alarm control panel
- After the activated fire alarm call point has been re-set, the control panel should be re-set as per training provided
- If a fire is identified, the person attending the control panel must press the evacuate button immediately which will sound the alarm around the building, informing everyone to evacuate immediately.

Student Support Lead / Lead Learning Facilitator / Responding personnel must:

- On hearing code red via radio the Student support lead / Lead learning Facilitator should respond and await instructions/directions from the person attending the fire alarm control panel about the location of the activated device.
- Proceed to the area with caution and report the situation to the person/s attending the fire alarm control panel.
- If no fire is identified and the **ALL CLEAR** is given, reset the fire alarm call point as trained.
- If a fire is identified, they should inform the person attending the control panel via radio and evacuate the building at the nearest fire escape / exit door, (they can also activate another fire alarm call point which also sounds the alarm around the building informing everyone to evacuate immediately).
- If the alarm is not deactivated within three minutes, the fire alarm will sound around the building informing all persons that the building needs to evacuate immediately. The person attending the control panel should inform staff via radio if it is a false alarm.

Office Staff

The attendance officer should print the attendance registers daily by 9.30 am and display them in the office to be used in the event of an emergency evacuation

As soon as the fire alarm panel rings in the reception area a member of the office staff should prepare the fire evacuation report on InVentry, ready to print, if the fire is genuine while another member of staff attends the fire alarm control panel, liaising with the student support lead / Lead learning facilitator (as above)

If they are alone in the office, they should radio immediately for assistance at the fire alarm control panel

The member of the office staff remaining in the office should contact Knowsley Security Services to inform them that the alarm has been activated and update them on whether it is a false alarm or an actual emergency.

If a genuine fire is reported, the member of staff should inform Knowsley Security so that they can call the emergency services, print the evacuation list, open the gates at the front of school and evacuate the building by the nearest fire exit / exit door taking the emergency grab bag with them

The attendance officer should take the manual registers to the fire assembly point and pass them to the relevant staff

Site Manager

On hearing the call via radio from reception that the fire alarm control panel has been activated, the site manager should make their way immediately to the control panel and assist in guiding the student support lead / Lead learning facilitator to the point where the fire alarm was raised.

If the **ALL CLEAR** is given, the site manager should re-set the fire alarm control panel after the emergency call point has been re-set

If a fire is reported, the site manager should press the evacuation button on the fire alarm control panel and exit the front of the building and open the gates at the side of school (leading to Whitethorn Drive) to enable the emergency services to enter the premises.

The site manager should then open the gates at the front of school (on the main road) leading to the assembly point in the gated grassed area

5 Emergency evacuation procedure

A small fire may be tackled using a fire extinguisher, but only if the person discovering the fire is confident to do so, if they have been appropriately trained and their exit is clear. They must not put their own safety at risk.

On hearing the alarm ALL personnel will:

- Leave their location as quickly as possible by the nearest safe exit / fire escape. Do not stop to collect personal items or change clothing.
- Proceed to their Fire Assembly Point in the gated grassed area at the front of school, warning others on the way.
- If safe to do so, close doors and windows before proceeding to the Fire Assembly Point.
- Be directed by Senior Leadership Team and ensure they can be accounted for.
- Remain at the Fire Assembly Point until the '**All Clear**' has been given.

Chief fire Warden will:

- Liaise with the student support lead / Lead Learning facilitator or person responsible for investigating whether the fire was genuine to establish the extent and exact location of the fire
- Put radio on channel 5 to liaise with members of the Leadership Team

- Report any missing persons to the emergency services
- Co-ordinate matters for the duration of the emergency and liaise with the emergency services / Head teacher.

Office staff

In the event of a fire, office staff will take out

- School phone.
- Radio
- Pupil contact details
- Class registers
- InVentry evacuation list

They will also take out an emergency grab bag consisting of:

- High visibility jackets
- Torch
- First aid kit
- Foil blanket
- School map
- Emergency Plan
- Cosh Records
- Pen and paper
- Forms to record reports

The attendance officer should make their way to the fire evacuation point in the gated grassed area at the front of school and pass the registers to relevant members of staff.

The office staff should make their way to the visitor fire evacuation point on the open grassed areas at the front of school as quickly as possible and pass the items listed above to the Senior Leadership Team. They should then check whether visitors, cleaners and kitchen staff are accounted for, informing the Chief Fire Warden and remain with visitors awaiting further instruction from the Head teacher / Chief Fire Warden

Teaching Staff

All teaching staff have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building sensibly and calmly in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building calmly and sensibly and in single file via the nearest exit and make their way to the designated assembly point in the gated grassed area at the front of school.

If children are in reflection spaces / toilets, the Learning Facilitator will collect the child and leave via the nearest exit, joining their class at the fire assembly point.

If staff are leaving their classroom via their class exit doors, ensure they are closed after the last person leaves the room.

The staff member in charge of the class shall take a register to check whether any children are missing.

Any missing children or staff should be reported to the relevant member of Senior Leadership Team in charge of their section detailing:

- Name of missing person
- Time last seen and by whom

The staff member in charge of the class should then supervise the class and await further instructions from the member of the Senior Leadership Team.

Under no circumstances is anyone to re-enter the building until the all clear is given.

Senior Leadership Team

The main responsibility of Senior Leadership Team is to be a 'Last Person' check on the main escape routes out of the building.

A member of the Senior Leadership Team will make their way along the escape route ensuring the following:

- No-one goes back through the school
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection
- Doors are NOT to be opened unless people are seen or heard on the other side.
- Ensure fire doors are closed.
- They should not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.
- Upon leaving the building, the Senior Leadership Team will ensure the outside doors are closed, ensure everyone is safely accounted for (Liaising with teachers and the Chief Fire Warden) and report immediately to the Chief Fire Warden (via radio on Channel 5) that the route has been checked and whether anyone is missing / trapped.

- Prevent unauthorised access back into the building until the 'All Clear' has been given.

School Dog

The school dog should remain with a member of staff at all times. If the school dog is taken to classrooms, his lead should be taken with him at all times. In the event of the fire alarm sounding, the member of staff responsible for the school dog should put the lead on the dog and follow the normal evacuation procedures, leaving the school via their nearest exit and ensuring all pupils line up and leave the building in an orderly manner. Following registration, the member of staff should inform the relevant member of the Senior Management Team whether all pupils and staff have been accounted for, they should also inform them that they have the school dog. The member of the Senior Leadership Team can then inform the Chief Fire Warden whether everyone is accounted for, including the school dog.

FIRE DRILL DURING LUNCHTIME

- a) All staff and pupils must evacuate the building. However, pupils may be in different parts of the building and may not necessarily be with their class.
- b) Pupils and staff should leave the building by the shortest possible route, through the nearest fire exit / exit door and make their way to the assembly point in the gated grassed area at the front of school
- c) Staff on duty will be responsible for ensuring pupils / students evacuate the building safely, in an orderly manner via the nearest exit route and escort them to the assembly point
- d) Staff not on duty when the building is experiencing a fire drill must assist in the evacuation of pupils if they are in the school building. If they are in the staff room / outside cabin, they should move to the assembly point ready to help receive the incoming classes. Staff must not re-enter the building at any time.
- e) All staff and pupils must remain at the assembly point until attendances have been determined and the Head teacher / Chief Fire Warden tells them it is safe to re-enter the building.

6 Evacuation Exits and Assembly Points

Front of School

Head teacher	- via front door
Senior Leadership	- via front door

Reception	- via front door
Conference room	- via front door
Site Manger's room	- via front door
Student Support	- via front door
Computer room	- via fire exit next to the Art room
Assessment Base	- via fire exit next to the Art room
ICT Officer	- via fire exit next to the Art room
Photocopy room	- via fire exit next to the Art room
Staff Kitchen	- via fire exit next to the Art room

Primary

Teachers have key to exit door from classroom

Fire exit located at end of Primary corridor

Library	- teachers have key to exit door from classroom
Wellbeing Suite	- via fire exit next to playground
First floor	- via fire exit next to playground

Secondary

Food	- teacher has key to exit door from classroom
ICT	- teacher has key to exit door from classroom
Hair and Beauty	- teacher has key to exit door from classroom
Science	- teacher has key to exit door from classroom
Liberty	- along corridor to nearest fire exit (by art room)
Maths	- teacher has key to exit door from classroom
Tuition room	- along corridor to nearest fire exit (by art room)
Courage	- along corridor to nearest fire exit (by Endeavour)
Endeavour	- Teacher has key to exit door in classroom
Aspire	- Teacher has key to exit door in classroom
Medical Room	- along corridor to nearest fire exit (by Endeavour)
PE Classroom	- along corridor to nearest fire exit (by Endeavour)
Gym	- along corridor to nearest fire exit (in upper year's hub)
Therapy	- along corridor to nearest fire exit (by Endeavour)
Upper Years Hub	- Fire exit door in hub
DT	- via fire exit next to the DT room
Sports Hall	- via fire exit in sports hall
Art	- via fire exit next to the art room
English	- via fire exit next to the art room
Computer room	- via fire exit next to the art room
MPA	- via fire exit in Minerva Suite

Staff and pupils that have evacuated onto the car park at the front of school should make their way out of the gates at the front of school and follow the fence to the gates on the main road leading into the gated grassed area at the front of school.

Staff who evacuate into the playgrounds at the rear of the building should make their way to the gated grassed area at the front of school, accessed

through the gates at the top of the upper year's playground. Middle years should make their way to the upper year's playground and then onto the gated grassed area at the top of the upper year's playground. All padlocks use one standard key which has been allocated to staff. Staff should open the padlocks to access any gated areas.

Staff should encourage pupils to line up in their tutor groups to enable registers to be taken. Once registers have been taken the designated member of the Senior Leadership Team should liaise with teachers to confirm whether any persons are missing and inform the Chief Fire Warden of any missing persons or whether the building is 'All Clear and Accounted for'.

Cleaners and kitchen staff should exit the building via the nearest fire exit / exit door make their way out of the front gates to the open grassed area at the front of school outside the gates and inform the Chief fire Warden whether they are aware of anyone missing and where they were last seen.

7 Members of Staff with Responsibilities

Mrs Riley	Overall responsibility as Headteacher
Mrs Griffiths	Chief Fire Warden – responsible for the co-ordination of the evacuation, liaising with the emergency services, also responsible for ensuring policies are in place, risk assessments have been undertaken, equipment is adequately maintained and instructions are communicated to staff
Mr Fearon	Responsible for maintenance of equipment, fire risk assessment completed with all actions addressed, fire prevention and fire detection, attending the alarm panel and directing the student support lead / Lead Learning facilitator to the point of activation, opening the gates for the emergency services
Mr Devlin	Deputy Chief Fire Warden - Responsible for sweep of Upper years, Co-ordination of MPA assembly point, taking staff register in the absence of J Cleary, reporting any missing persons to the Chief Fire Warden
Miss Cleary	Responsible for sweep of Secondary, taking staff register and reporting any missing persons to the Chief Fire Warden
Miss Parle	Responsible for sweep of Primary, co-ordination of assembly point, Liaising with teachers and reporting any missing persons to the Chief Fire Warden

Mrs Tipton	Responsible for sweep of Secondary years, co-ordination of assembly point, Liaising with teachers and reporting any missing persons to the Chief Fire Warden
Mr Regan-Hammond	Responsible for liaising with person at fire alarm control panel, checking point of activation and reporting whether fire alarm is genuine or false alarm, co-ordination of pupil evacuation within school
Ms Wilton	Responsible for liaising with person at fire alarm control panel, checking point of activation and reporting whether fire alarm is genuine or false alarm, co-ordination of pupil evacuation within school
Mr P Jones	Open padlocks at the front of school, also Deputy providing cover for P Devlin / J Cleary at muster point
Mr O'Brien	Open padlocks at the rear of school, also Deputy providing cover for C Tipton / P Parle at muster point
Miss Hignett	Attendance officer responsible for producing hardcopy daily register, taking registers to staff in the event of an evacuation, running evacuation report on InVentry / contacting Knowsley Security Service in the absence of R Millsip. Responsible for attending alarm panel, liaising with student support lead and site manager, taking out mobile phone, radio, grab bag checking and remaining with visitors, cleaners and kitchen staff, reporting any missing persons to the chief fire warden
Miss Millsip	Responsible for running evacuation report on InVentry, calling for assistance via radio in the absence of P Hignett, liaising with Knowsley Security Service, opening main gate from reception, taking out evacuation report and pupil details, remaining with visitors, cleaners and kitchen staff, passing relevant details to chief fire warden

8 Location of Fire Extinguishers

Reception Entrance	Foam / CO2
Conference Room	CO2
Middle Year's Hub	Foam / CO2
Middle Year's Entrance Door	Water / CO2
Middle Year Playground Entrance	Door Foam / CO2
Wellbeing Kitchen	CO2 / Blanket
Staff Room	CO2 / Blanket
Food Studies Room	Foam / CO2 / Blanket
ICT Room	CO2
Hair and Beauty Room	CO2
Science Room	Foam / CO2 / Blanket
KS3 Playground Entrance	Water / CO2
DT Room	Water / CO2
Upper Year Entrance Door	Water / CO2
Staff Kitchen	CO2 / Blanket
Minerva Suite	CO2

EMERGENCY EVACUATION PROCEDURE



- ▶ In the event of an emergency (e.g. fire) the nearest emergency alarm call point must be activated by pressing firmly on the glass cover.



- ▶ If an real emergency has been declared, when it is safe to do so call Merseyside Fire & Rescue Service
- ▶ During out of hours the emergency services will be called by the monitoring station.



- ▶ Leave your location as quickly as possible by the nearest safe fire exit. Do not stop to collect personal items or change clothing.
- ▶ Proceed to the Fire Assembly Point, warning others on the way.
- ▶ If safe to do so, close all doors and windows before proceeding to the Fire Assembly Point.



- ▶ The Fire Assembly Point is located at the **front of building**.
- ▶ The assembly point can be safely accessed from all areas via the external walkways around the building.
- ▶ Remain at the Fire Assembly Point until the '**All Clear**' has been given.

GENERAL POINTS

- ▶ In the event of the alarm sounding during lunchtime or outside of normal operational hours then the single most important priority remains to evacuate the school safely.
- ▶ If there is any doubt as to whether to evacuate or not then an evacuation must take place.
- ▶ All adults are expected to contribute to the health and safety of staff, students and visitors. This includes active supervision of students throughout any possible emergency situation.

FIRE MARSHAL'S DUTIES

1. FIRE PRECAUTIONS

The Fire marshal and/or Deputy Fire Marshal shall oversee the routine precautions that are implemented within the building to ensure they are carried out satisfactorily, these include:-

a) Fire Alarm - Weekly Test

The fire alarm should be tested by the site manager from a different break-glass point each week on a rotational basis.

b) Emergency Lighting - 6 Monthly Test

A simulated mains failure should be carried out by the Site Manager to ensure the emergency lighting operates and to check if any bulbs require renewal.

c) Extinguishers Servicing - Annual

All extinguishers should be inspected by a competent person and the label on each extinguisher dated and signed by the person inspecting.

d) Automatic Detection - Annually

All automatic detector heads should be serviced to ensure they are operational.

The results of items a) to d) should be recorded in the log book.

- e) Routine Fire Procedure Notices should be displayed within the building.
- f) General Fire Signs should be displayed, e.g. "FIRE DOOR" "KEEP SHUT" etc.
- g) All escape routes should be kept free of any type of storage and final exit doors regularly inspected to ensure they can be opened easily. Exits *must* be available, for use, when the building is occupied.
- h) Any general maintenance defects, e.g. defective self-closing devices, ill-fitting doors etc. Should be reported in the normal manner.

2. FIRE EVACUATION

During a routine Fire Drill (the frequency of which will depend on the type and use of building, consult KMBC Corporate Health and Safety 443 3611 for advice) and in the event of an emergency evacuation the duties of the Fire Marshal or Deputy will be as follows:-

- a) On activation of the Fire Alarm or on hearing the Fire Alarm, check the annunciator panel, which should indicate the Fire Zone, proceed to the *Assembly Point* to receive information from the Floor/Area Marshals as to the situation regarding their particular area.
- b) Collate the information, noting any particular problems, the time taken for evacuation and the location or suspected location of the fire.
- c) In the event of an evacuation due to a fire, the Fire Marshal should liaise with the Fire Brigade, making them fully aware of any available information. Remember until the fire Brigade arrives you must take charge of the situation.

You will need to be fully conversant with:-

- a) The Procedure in Case of Fire
- b) The names of the appointed Floor Marshals
- c) The layout of the building, types and location of fire extinguishers.
- d) Any area where there is a particular hazard, for example storage of highly flammable liquids, liquid petroleum gas etc.

FLOOR-AREA MARSHAL DUTIES (Leadership Team)

1. FIRE EVACUATION

- a) The Floor/Area marshal shall inspect the area for which they are responsible to ensure that routine fire precautions are satisfactory.
- b) Any general maintenance defects, e.g. defective self-closing devices, ill-fitting doors, etc., should be reported in the normal manner.
- c) All escape routes should be kept free of any type of storage and final exit doors inspected to ensure they can be opened easily. Exits *must* be available, for use, when the building is occupied.
- d) Fire procedure Notices and Fire Signs should be displayed.
- e) Fire extinguishers should have been inspected within the previous 12 months and should be in position and ready for use.
- f) Ensure any flammables are properly stored in the appropriate cupboards etc.

Maintaining a Current Roll of Employees

- a) It is the responsibility of the Floor/Area Marshal to maintain a current roll of all employees working in the area for which he is responsible together with up to date registers for all pupils.

This should be kept in such a position as to be immediately available should the need arise to evacuate the building.

A copy of each roll of employees and pupils should be kept within the main reception or similar area of the building and be immediately available should it be required.

2. FIRE EVACUATION

During a routine Fire Drill and in the event of an emergency evacuation the duties of the Floor/Area Marshal will be as follows:-

- a) On hearing the Fire Alarm, immediately carry out a *full* check of the area, including toilets etc., for which you are responsible, to ensure that all pupils, employees and visitors, etc., have evacuated, you and your Deputy will be the last to leave ensuring all doors are closed behind you. Take your roll of students/employees/service users/contractors or visitors as applicable.
- b) Proceed to the Assembly Point and carry out a roll call.
- c) Report to the Fire marshal indicating:-
 - i. All present and correct; or
 - ii. The number of persons missing, together with their names if possible; and
 - iii. Other relevant information, e.g. location of fire etc.

You will need to be fully conversant with:-

- a) The Procedure in Case of Fire.
- b) The name of the appointed Fire Marshal and Deputy.
- c) The layout of the building, types and location of fire extinguishers, particularly for your area.
- d) Any area where there is a particular hazard, for example storage of highly flammable liquids, liquid petroleum gas etc.