



Fife Council Education Service

Fire Evacuation Procedures

Queen Anne High School

June 2016

All staff *must* be familiar with the school fire evacuation procedures in general and with any specific aspects of fire prevention and control in Standard Circulars which may apply to individual areas such as Science, CDT and Home Economics.

All members of staff *must* be familiar with the location of the alarm point nearest to their normal place of work.

All fire alarms *must* be regarded as “real fires” by staff.

## Discovery of Fire and Sounding the Alarm

If you suspect fire, investigate immediately.

If you confirm a fire has started, break the glass at the nearest alarm point and leave the building by the nearest safe exit.

*The safety of all persons in the building is of paramount importance.*

This version of the procedures come into effect on June 15<sup>th</sup> 2016 and supersedes all previous versions. Previous versions should be destroyed.

## Emergency Evacuation Procedures

### General Principles

The principal aim of an emergency evacuation is to get everyone out of the building quickly and safely.

During a fire alarm the lifts must not be used.

Do not spend time collecting any of your personal belongings from another area.

If you are unable to get out of the building safely, stairwells are the safest place in the building. Stairwells are designated as places of temporary safety by the emergency services.

Members of staff must ensure that all doors leading on to stairwells are closed once the area they were in when the alarm sounded has been evacuated.

Everyone must report to the appropriate Assembly Area once outside the building and remain calm.

No one is allowed to re-enter the building until given the instruction to do so by an authorised person.

### What to Do on Discovering a Fire

If you suspect there may be a fire, do not ignore it. Break the glass at the nearest alarm point then follow the evacuation procedures outlined in this policy. Do not attempt to deal with the fire yourself.

If you set off the alarm between 8:30 am and 4:00 pm, report to the Evacuation Coordinator as soon as you get out of the building, otherwise report to the Senior Fire Officer. (Ask any member of the emergency services to direct you to the officer).

### What to do when the Fire Alarm Sounds

The alarm is a loud and continuous siren.

You should leave the building immediately by the nearest safe route.

Signs with a white running figure with a green background show the direction to follow. Note that some signs may have a green figure on a white background.



Staff should supervise pupils during the evacuation, when outside and on return to the building.

## Emergency Evacuation Procedures

### As soon as the alarm sounds

1. Open the door and from the doorway see whether the normal evacuation route can be used.
2. If you have pupils with you, instruct them to evacuate the teaching area in an orderly manner and direct them along the corridor towards the nearest safe exit. Be prepared to find an alternative route out of the building.
3. Do not allow pupils time to collect their belongings and do not go and get your own.
4. Pupils with limited mobility or a Personal Emergency Evacuation Plan (PEEP) should remain with the teacher in the teaching area until the corridor is clear.
5. Close the door behind you but do not lock it.
6. If you are the last member of staff in the corridor, carry out an Area Check before you leave that area. (See Appendix B on page 9)
7. Assist in evacuating the pupils in an orderly manner.
8. Pupils with a PEEP who are not on the ground floor should remain in a stairwell until the PEEP can be implemented. Pupils who have a PEEP and are on the ground floor should evacuate the building.
9. Once outside the building, staff should direct pupils to their Assembly Areas.

### Evacuation Coordinator (See Appendix C)

If safe to do so, prior to exiting the building the Evacuation Coordinator should take a mobile phone to communicate with the Emergency Services Liaison Officer.

### Emergency Services Liaison Officer (ESLO) (See Appendix C)

If safe to do so, prior to exiting the building the Emergency Service Liaison Officer should take a mobile phone to communicate with the Evacuation Coordinator.

### DHT Assistants (See Appendix C)

If safe to do so, prior to exiting the building the DHT Assistants should collect

1. An Area Checklist;
2. The list of pupils with a PEEP.

### Staff with a Responsibility for implementing a PEEP

Staff with a PEEP responsibility should carry out the procedures in the PEEP. These procedures are specific to individual pupils.

### Visitors

1. Follow the instructions from members of staff to evacuate the building.
2. Report to the Visitor Assembly Area (between Emergency Doors 2 and 3).

### Special Arrangements for Pupils and Staff in ISA2

When the alarm sounds pupils and staff should evacuate to the circular corridor which is a designated place of safety unless the fire is in the department, in which case staff and pupils will evacuate the building and assemble in their designated area outside.

## Emergency Evacuation Procedures

### What to do at the Assembly Areas

#### Staff who have carried out an Area Check

Staff who have carried out an Area Check should report to the link person from the office for that area as soon as possible before assuming any other duty. All staff should know who the link person is as well as their deputy and substitute deputy. They should also know where they will be standing.

#### Office Link Personnel

Office link personnel should record the results of the area checks for their area and report the results to the Evacuation Coordinator.

#### DHTs

DHTs should help staff supervise the pupils and relay instructions about returning to the building.

#### PTs Subject and Guidance

PTs Subject and Guidance should provide general supervision for the year group specified (see appendix C).

#### Teachers including PTs

Teachers should supervise pupils in their assembly areas. Teachers without a registration class should supervise pupils in classes that do not have their Registration Teacher in attendance.

#### Pupils

Pupils should remain in their designated assembly area and on their best behaviour. They should follow the instructions of staff.

#### Other Staff and Visitors

Other staff and visitors should remain in their designated areas and await further instructions from authorised personnel.

#### DHT with Responsibility for Emergency Evacuations

The DHT with responsibility for emergency evacuations should liaise with the Evacuation Coordinator, other DHTs and the Principal Teachers of Guidance.

#### Evacuation Coordinator

The Evacuation Coordinator will

1. Inform the ESLO of the results of the area check, including any areas that were not checked.
2. Update the PEEP checklist in conjunction with the ESLO.
3. For practice evacuations only, in conjunction with the DHT who has responsibility for emergency evacuations, decide when the alarm should be switched off and doors opened for the return of staff and pupils and inform the ESLO of this decision.

#### Emergency Services Liaison Officer

The Emergency Services Liaison Officer will

1. Liaise with the emergency services.
2. Liaise with the Evacuation Coordinator and update the PEEP Checklist and Area Checklist.
3. Instruct SODEXO staff to switch off the alarm and open the Emergency Doors when given authorisation. (Authorisation comes from the Evacuation Coordinator in the case of a practise evacuation and from the Senior Fire Officer in the case of a real emergency.)

## Emergency Evacuation Procedures

### Return to the School Building

**No one should enter the building until authorised.** For a practice emergency evacuation the initial authorisation will come from the Evacuation Coordinator. In the event of a real emergency authorisation can only come from the Senior Fire Officer.

#### Evacuation Coordinator

The Evacuation Coordinator will

1. Contact the Emergency Services Liaison Officer who will inform SODEXO that the alarm should be turned off and the emergency doors opened to allow people back into the building.
2. Instruct the staff helping pupils with a PEEP to return to the building with the pupils.
3. Instruct the non-teaching staff and visitors to return to the building.

#### Emergency Services Liaison Officer

Once authorisation has been received, the Emergency Services Liaison Officer will inform SODEXO that the alarm should be turned off and the emergency doors opened to allow people back into the building.

Once the alarm has been switched off, the ESLO will inform any personnel at the front of the building that it is safe to return.

#### DHT with Responsibility for Emergency Evacuations

The DHT with Responsibility for Emergency Evacuations will inform the other DHTs that a return to the building is imminent.

#### DHTs

DHTs will

1. Instruct the PTs who have been helping supervise pupils to return go to their designated Emergency doorway to assist with the return of the pupils.
2. Instruct any staff helping pupils with a PEEP to enter the building with those pupils.
3. Instruct the teachers supervising the pupils to return to the building with the pupils they have been supervising.

#### PTs

PTs will go to their designated Emergency doorways (See Appendix C) when instructed by a DHT. If there are more PTs at the doorway than are required, the surplus PTs will proceed to their departments, **following the same rules of movement as pupils**, where they will then supervise the return of pupils to their department. Should there be insufficient PTs at the doors, pupils will be co-opted to hold a door open.

## Emergency Evacuation Procedures

### Return to the School Building

#### Teachers

Teachers will wait until they receive an instruction from a DHT (or PT deputising for the DHT) to return to the building with the pupils in the register class. Teachers will supervise the entry of the pupils in the class. Once inside the building, teachers will make their way to their own rooms, **following the same rules of movement** as pupils and supervising pupils in their vicinity as they go.

Pupils queuing outside the room should be instructed to enter in an orderly manner.

Teachers should update the attendance in SEEMiS once their timetabled class has returned to the room.

#### Other Staff

Other staff will return to the school building when instructed by the Evacuation Coordinator. Once inside the building, **staff will follow the same rules of movement as pupils.**

#### Visitors

Visitors should re-enter the school building **via the front doors** and report to Reception.

#### Pupils

Pupils will return to the building via the appropriate emergency door. They must walk smartly and keep within their registration group. Pupils within a year group will be instructed to return in registration group order.

Pupils will use the following doors to return to the building.

- S1 will return via Emergency Door 1
- S2 will return via Emergency Door 5
- S3 will return via Emergency Door 4
- S4 will return via Emergency Door 5
- S5 will return via Emergency Door 3
- S6 will return via Emergency Door 2

S4 pupils will follow S2 pupils into the building.

Once inside the building the normal rules of movement will apply. All stairways will be “Up” stairways at this time.

Should pupils arrive at their classroom before their teacher, they should line up outside the classroom in single file and wait until the teacher instructs them to enter the room.

## Appendix A: Assembly Areas

### Pupils

Register Class	Area	Assembly Point	Register Class	Area	Assembly Point
1A1	1	55	2A1	2	23
1B2	1	56	2B2	2	24
1C3	1	57	2C3	2	25
1A4	1	58	2A4	2	26
1C5	1	59	2A5	2	27
1A6	1	60	2B6	2	28
1B7	1	61	2C7	2	29
1C8	1	62	2A8	2	30
1A9	1	63	2C9	2	31
1B10	1	64	2C10	2	32
Register Class	Area	Assembly Point	Register Class	Area	Assembly Point
3A1	2	1	4A1	2	12
3B2	2	2	4B2	2	13
3C3	2	3	4C3	2	14
3A4	2	4	4A4	2	15
3B5	2	5	4C5	2	16
3A6	2	6	4B6	2	17
3A7	2	7	4A7	2	18
3B8	2	8	4B8	2	19
3A9	2	9	4C9	2	20
3B10	2	10	4A10	2	21
Register Class	Area	Assembly Point	Register Class	Area	Assembly Point
5A1	1	18	6A1	1	29
5B2	1	19	6A2	1	30
5A3	1	20	6C3	1	31
5A4	1	21	6B4	1	32
5C5	1	22	6A5	1	33
5C6	1	23	6B6	1	34
5C7	1	24	Supp1	1	67
5B8	1	25	1A11 & 2A11	2	11

### Evacuation Coordinator

The Evacuation Coordinator will stand in front of the pupils opposite Emergency Door 4.

### ESLO

The ESLO should stand at the front of the building in a position to liaise with the emergency services as soon as they arrive.

## Emergency Evacuation Procedures

### Appendix A: Assembly Areas

#### DHT with Responsibility for Emergency Evacuations

The DHT with responsibility for emergency evacuations should stand next to the Evacuation Coordinator, between the pupils and Erskine Crush.

#### DHTs

DHTs should initially stand beside the Evacuation Coordinator until the Area Checklist has been updated then they should go to the area where pupils in their year group have assembled.

#### Teaching Staff

Teachers supervising a register class will stand in front of the class. Other teachers, with the exception of Guidance Teachers will distribute themselves amongst the classes to assist in the supervision of pupils.

#### All Other Staff and Visitors

All other staff and visitors should assemble in front of the pupils between Emergency Door 3 and Emergency Door 2.



### Appendix B: Area Check

The main purpose of an area check is to ensure that there is no one in the area that is being checked.

An area is defined as the space enclosed by fire doors on one level of the building. Note that these areas are generally smaller than the areas in previous versions of this document. See Appendix D for details of each area.

The last member of staff in the corridor should carry out a check to ensure that no one has been left in the area. Generally this will be the member of staff in the room furthest from the nearest exit, but there will be occasions when the room furthest away in the area is not being used when the alarm goes off. (See the Appendix D: Area Checklist)

Before opening any door, you should check the surface of the door and the door handle to ensure that neither are hot. A visual check for smoke seeping around the door should also be made. **If there is a suspicion of fire inside, the door should not be opened** but you should shout, "Is anyone in there?" and listen for a response before moving on.

Once outside, any person who has carried out an area check **must** report the outcome to the link DHT (or their deputy) for that area without delay.

Safety is paramount. Staff **must not enter** an area to carry out a check.

## Appendix C: Designated Personnel

<b>Role</b>	<b>Main Person</b>	<b>Deputy</b>	<b>Substitute Deputy</b>
Evacuation Coordinator	Kerry Gibson	Denise Ewing	Rector
Emergency Services Liaison Officer	Business Manager	Rector	Denise Ewing
DHT with responsibility for emergency evacuations	Ken Robertson	Douglas Sinclair	S4/5 DHT

The Deputy will take over the responsibilities of the role in the first column if the main person is not present at the scene.

The Substitute Deputy will take over the responsibilities of the role in the first column if the main person and the Deputy are not present at the scene.

### Clerical Staff Area Checklist

<b>Area</b>	<b>Person to report to</b>
Biology, Chemistry, Physics, Modern Languages	Lindsey McMillan
Music, Drama, Art, Home Economics, Physical Education, Assembly Hall	Laura Telfer
English, Pupil Support	Jane Morgan
ISA2, RMPS, Geography, History, Modern Studies	Isla Kelso
CDT, Computing, Business, Mathematics	Elaine Ward

The clerical staff should bring the appropriate checklists, stand beside the Evacuation Coordinator and record the results of the area checks. They should then report the results of the checks to the Evacuation Coordinator. If the person is absent, another member of the clerical team should take over the responsibility. If there are insufficient members of the clerical team available, a Subject PT will be asked to assume the responsibilities.

## Appendix C: Designated Personnel

PT Pupil Supervision / Emergency Door Supervision					
S1 Pupils & Doorway 1	S2 Pupils & Doorway 5	S3 Pupils & Doorway 4	S4 Pupils & Doorway 5	S5 Pupils & Doorway 3	S6 Pupils & Doorway 2
PT Pupil Support (MD)	PTG Bruce (KB)	PTG Abbey (CF)	PTG Carnegie (CM)	PT Geography	PT Physics
PT CDT	PTG Bruce (JM)	PTG Abbey (FC)	PTG Carnegie (YL/RC)	PT Maths (CW)	PT Chemistry
PT Home Economics	PT English (AM)	PTG Abbey (GD)	PT PE	PT History	PT Biology
PT RE	PT English (CM)	PT Modern Languages	PT Drama	PT Modern Studies	PT Maths (KS)
	PT Music	PT Business Education	PT Computing	PT Art (EA)	
		PT Art (DS)			

Note that deputising for a DHT (or their deputy) takes precedence over pupil / door supervision.

DHTs will identify two PTs from their “year group” to supervise the doors. The remaining PTs will continue to supervise pupils for the year group allocated to them.

PTs for Doorway 1 who are not supervising the return via Doorway 1 will guide pupils past the Abbey Crush and towards Doorway 1.

## Appendix D: Area Checklist

<b>Date</b>		<b>Time Alarm Sounded</b>	
<b>Time checks completed</b>		<b>Time pupils returned to the building</b>	

- (1) The last member of staff out of this room should carry out the area check.
- (2) The last member of staff out of this room should carry out the area check if they cannot see anyone coming out of the room identified above.
- (3) The last member of staff out of this room should carry out the area check if they cannot see anyone coming out of either of the rooms identified above.

And so on as required.

### **Status Codes**

Tick – Checked

Cross – Not checked

<b>Ground Floor Administration</b>	<b>Status</b>	<b>Ground Floor Administration</b>	<b>Status</b>
(1) Back office		(2) Main school office	
(3) Foyer		First aid room	
Staff pigeon hole room			

<b>First Floor Administration</b>	<b>Status</b>	<b>First Floor Administration</b>	<b>Status</b>
(1) Business Manager's Office		(2) Admin Staff Office	
(3) Rector's Office		Disabled Toilet	
Rector's Store		Conference Room	
Rector's Toilet		Kitchen in the Conference Room	
Rector's Corridor		Central Stairwell	

<b>Library Area</b>	<b>Status</b>	<b>Library Area</b>	<b>Status</b>
(1) Library		(2) Hub	
(3) Old Confucius Room		(4) Tracking Room	
Stairwell in Learning Hub corridor		Secure Room	
Toilets in Learning Hub corridor		Secure Office	
Toilets by Home Economics stairwell			

<b>Dining Hall</b>	<b>Status</b>	<b>Dining Hall</b>	<b>Status</b>
(1) Kitchen		(2) Kitchen office	
(3) Dining room (coffee bar)		Kitchen store	
Changing Room		Staff toilets	

Appendix D: Area Checklist

Pupil Support Area (ISA1)	Status	Pupil Support Area (ISA1)	Status
(1) Interview Room 3		(2) Guidance Office	
(3) Multipurpose Room		(4) Careers Office (SDS)	
(5) Pupil Support Rooms 1 to 4		PT Pupil Support Office	
Janitors' Office		Interview Room 2	
Medical Rooms 1 and 2		Toilets	
Shower room		Changing room	

CDT Corridor East	Status	CDT Corridor East	Status
(1) Tech 8		(2) Tech 9	
(3) Tech 3		(4) Tech 4	
CDT Base			

CDT Corridor West	Status	CDT Corridor West	Status
(1) Tech 2		(2) Tech 1	
(3) Tech 7		(4) Tech 6	
(5) Tech 5		Preparation Room	
Duke of Edinburgh Store		Disabled toilet at foot of stairwell	

Physics Corridor South	Status	Physics Corridor South	Status
(1) Physics 5		(2) Physics 4	
(3) Physics 3		Disabled Toilet	
Staff toilets		Abbey Crush	
Offices in Abbey Crush		Toilets in the Abbey Crush	

Physics Corridor North	Status	Physics Corridor North	Status
(1) Physics 1		(2) Physics 2	
(3) <i>Staff from Physics 3 to check</i>		Disabled Toilet	
Bruce Crush		Offices in Bruce Crush	
Toilets in the Bruce Crush			

Maths Corridor South	Status	Maths Corridor South	Status
(1) Maths 9		(2) Maths 5	
(3) Maths 10		(4) Maths Base	
(5) Maths 11		(6) Maths 12	
Disabled toilet between Maths and Physics		Carnegie Crush	
Offices in Carnegie Crush		Toilets in the Carnegie Crush	

## Appendix D: Area Checklist

Maths Corridor North	Status	Maths Corridor North	Status
(1) Maths 4		(2) Maths 8	
(3) Maths 3		(4) Maths 7	
(5) Maths 6		Maths 2 & 1	
Maths Tutorial		Maths Store	

Computing / Business Corridor	Status	Computing / Business Corridor	Status
(1) Computing 2		(2) Computing 3	
(3) ICT 3		(4) Computing / Business Education Base	
(5) Business Room 1		Denmark Crush	
Toilets in the Denmark Crush		Offices in Denmark Crush	

Erskine Crush	Status	Erskine Crush	Status
(1) <i>Checked by staff from Business Room 1</i>		(2) Offices in the Erskine Crush	
(3) <i>Checked by staff in Computing 3</i>		Erskine Crush	
Toilets in the Erskine Crush		Changing Rooms	

Integrated Support Area 2	Status	Integrated Support Area 2	Status
(1) ISA 2 Classroom 1		(2) ISA 2 Staff Base	
(3) ISA 2 Classroom 2		ISA 2 Classrooms 3 and 4	
ISA 2 Store			

English Corridor North	Status	English Corridor North	Status
(1) English Room 12		(2) English Room 11	
(3) English Room 10			

English Corridor North Central	Status	English Corridor North Central	Status
(1) English Room 8		(2) English Room 9	
Corridor between English and Erskine Crush			

English Corridor Central	Status	English Corridor Central	Status
(1) English Room 7		(2) English Room 6	
Corridor between English and Maths / Computing			

English Corridor South Central	Status	English Corridor South Central	Status
(1) English Room 2		(2) English Room 3	
(3) English Room 4		(4) English Room 5	

## Appendix D: Area Checklist

English Corridor South	Status	English Corridor South	Status
(1) English Room 1		(2) English Tutorial Room	
(3) English Base		English Store	

Drama and Assembly Hall	Status	Drama and Assembly Hall	Status
(1) Drama 2		(2) Drama 1	
(3) Drama Base		Assembly Hall	
Assembly Hall Changing rooms		Corridor between English and Maths / Physics	

Physical Education Ground Floor East	Status	Physical Education Ground Floor East	Status
(1) PE Office		(2) Community Use Office	
Changing Rooms 5 & 8		Toilets in Dining Hall corridor	

Physical Education Ground Floor West	Status	Physical Education Ground Floor West	Status
(1) Sports Hall		(2) Dance Studio	
(3) Small Games Hall		PE Base	
Changing Rooms 6 & 7			

Home Economics Corridor	Status	Home Economics Corridor	Status
(1) Home Economics Base		(2) Home Economics Tutorial	
(3) Home Economics 2		(4) Home Economics 3	
(5) Home Economics 4		Home Economics Stores	
Stairwell			

Religious Education Corridor	Status	Religious Education Corridor	Status
(1) RE Room 3		(2) Home Economics 1	
(3) ICT Room 2		(4) RE Room 2	
Drama Room 4		RE Base	
RE Room 1		Stairwell	

Chemistry Corridor South	Status	Chemistry Corridor South	Status
(1) Chemistry 2		(2) Chemistry 3	
(3) Chemistry 6		(4) Chemistry Tutorial	
AV Room (John Mason's room)		Toilet	
Technicians' Room		Chemistry Store	

Appendix D: Area Checklist

Chemistry Corridor North	Status	Chemistry Corridor South	Status
(1) Chemistry 5		(2) Chemistry 4	
(3) Chemistry 1		Drama 3	
Physics Tutorial		Toilet between Chemistry and Geography	

Social Subjects Corridor South	Status	Social Subjects Corridor South	Status
(1) Modern Studies Base		(2) Modern Studies Tutorial	
(3) SS 7		(4) SS 9	
(5) SS 8		SS 10 to 12	
Geography Base		Geography Tutorial	

Social Subjects Corridor North	Status	Social Subjects Corridor North	Status
(1) SS 6		(2) SS 5	
(3) SS 3		SS 4, 2, 1	
History Base		History Tutorial	
Store Cupboard		Art Base	
Stairwell			

Art Corridor South	Status	Art Corridor South	Status
(1) Art 2		(2) Art 1	
(3) ICT Room 1		Toilets beside stairwell	

Art Corridor Central	Status	Art Corridor Central	Status
(1) Art 3		(2) Gallery	
(3) Art Jewellery		(4) Art 4	

Art Corridor North	Status	Art Corridor North	Status
(1) Art 6		(2) Art 5	
(3) Art IT Room		Clay Room	
Toilet between Art Corridors North and Central		Stairwell	

Languages Corridor North	Status	Languages Corridor North	Status
(1) Languages 9		(2) Confucius Room	
Walkway between Languages and Art			



## Appendix D: Area Checklist

Languages Corridor North Central	Status	Languages Corridor North Central	Status
(1) Languages 8		(2) Languages 7	
(3) Languages Tutorial		Walkway between Languages and Art	

Languages Corridor South Central	Status	Languages Corridor South Central	Status
(1) Languages 3		(2) Languages 4	
(3) Languages 5		(4) Languages 6	

Languages Corridor South	Status	Languages Corridor South	Status
(1) Languages 2		(2) PE 01	
(3) Languages Base		German Store	
French Store			

Music Corridor North	Status	Music Corridor North	Status
(1) Music 1		(2) Music 2	
(3) Music 3			

Music Corridor Central	Status	Music Corridor Central	Status
(1) Music 5		(2) Instrumental Cupboard	
(3) Fitness Suite		(4) Music 4	
(5) PE 3		(6) Music Base	

Music Corridor South	Status	Music Corridor South	Status
(1) Organ Room		(2) Rehearsal Room 2	
(3) Rehearsal Room 3		(4) Rehearsal Room 1	
(5) Rehearsal Room 4		(6) Recording Studio	
Walkway between Languages and SS/Chemistry			

Biology Corridor South	Status	Biology Corridor South	Status
(1) Biology 3		(2) Biology Tutorial	
(3) Biology 6		(4) Technicians' Room	
(5) Micro Biology		(6) Biology Base	
Biology Store		Disabled Toilet	
Stairwell			

Biology Corridor North	Status	Biology Corridor North	Status
(1) Biology 5		(2) Biology 4	
(3) Biology 2		(4) Biology 1	
Disabled Toilet		Stairwell	

Internal Courtyards	Status
(1) Courtyard	

