

Fife Council Education Service
Emergency Evacuation Procedures

Queen Anne High School

August 2021

All staff must be familiar with these Emergency Evacuation procedures and with any specific aspects of the 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 closest to their normal place of work and the normal route to be used in the event of an emergency evacuation as well as an alternative route should the normal route be unusable.

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

This version of the procedures come into effect on August 16th 2021 and supersedes all previous versions.

Previous versions should be destroyed.

Key Principles

- When the alarm sounds everyone must leave the building by the nearest safe route.
- Staff should check rooms between their own room and the fire exit as they leave the building.
- Pupils, staff and visitors should remain calm in their designated Muster Points until given permission to return to the building.
- Everyone should return to the building via the designated entry door and follow the same rules of movement as apply at the start of the day.

There will be large signs in the windows opposite each Muster Point with the name of the year group.

If the alarm sounds before the start of the school day, during the morning interval or at lunchtime:

- Any staff, visitors and pupils inside the building should evacuate the building by the nearest safe route.
- Once outside staff should distribute themselves by the entry points to the school and ensure that no one enters the building.
- Pupils should move away from the school building but remain in the school grounds.
- Visitors should assemble at the front of the school.
- Once the bell sounds for the start of the day or the end of the interval or the end of lunchbreak pupils should assemble in the area designated for their year group and be supervised by teachers from the relevant faculty.

On Discovering a Fire

- Sound the alarm by breaking the glass at the nearest alarm point.
- Leave the building by the nearest safe route.
- Report to a Depute Rector.

Evacuating from the Building

Signs in the corridor, normally suspended from the ceiling, show the direction of the nearest fire exit.

- You should be prepared to find an alternative route if the normal route cannot be used.
- You may collect your coat or jacket as you leave the room, provided it does not impede the quick exit of the room.
- Leave bags and other personal belongings behind.
- You must not go to another room to collect any personal items.
- The last person out of the room should switch off lights and close, but not lock the door.
- You must not use any of the lifts.

If you are unable to evacuate the building, you should go to a stairwell. These are safety zones, designed to keep you safe from fire until you can be rescued by the emergency services.

Personal Emergency Evacuation Plans (PEEPs)

Some pupils may be unable to exit the building from the first or second floor due to mobility issues. These pupils will have a PEEP that states what should be done in the event of a fire. This will normally involve either waiting until the stairway is clear then making their way carefully down the stairs, or if that is not possible, waiting in the stairway with a member of staff until a member of the emergency services can rescue them.

Area Checks

- Members of staff should check each room they pass to ensure there is no one inside.
- Teachers should inform their PTC that they have carried out an area check and provide information about any personnel still inside the building as part of a PEEP.
- Once the complete area check information has been passed to the PTC, the PTC should report this to the relevant member of the office staff.

Muster Points

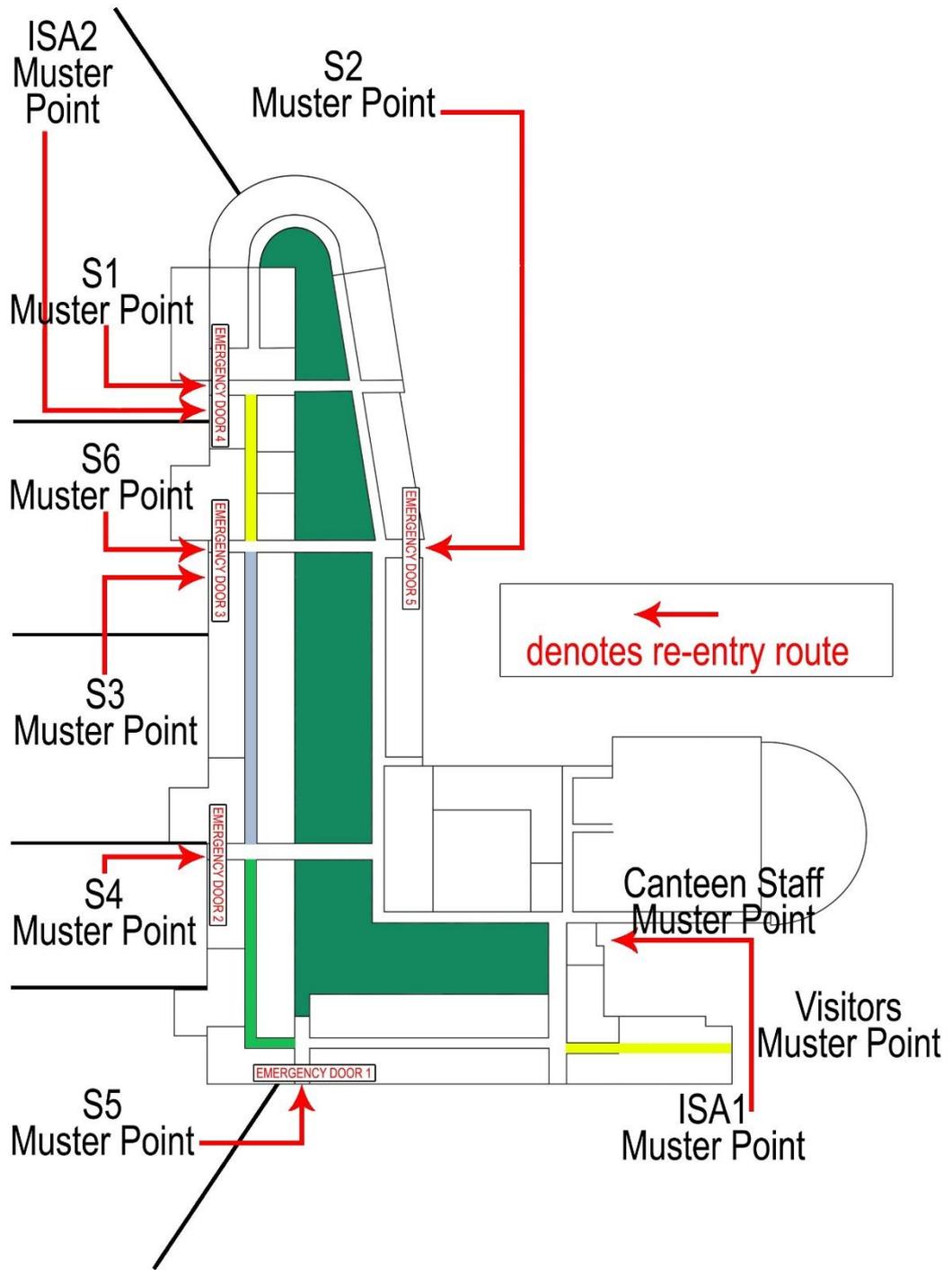
The entire space along the tarmac at the back and side (ISA 2 end) of the school will be used for Muster Points. A small space at the front of the school will be used for pupils who are with a member of staff from ISA 1 when the alarm sounds plus any visitors to the school.

The Muster Points are assigned on a year group basis.

| Pupils | Muster Point | Supervised by teachers from | Return Door |
|--------|---|---|------------------|
| ISA 1 | Front of school on tarmac near end nurture room. | Pupil Support and Guidance plus PSAs & J. Main | School Reception |
| ISA 2 | ISA 2 (Gap between tennis courts and Astro) | ISA 2 plus PSAs. | Emergency Door 4 |
| S1 | ISA 2 / PE Changing Rooms | Expressive Arts and Health & Wellbeing & S1 DHT | Emergency Door 4 |
| S2 | ISA 2 (Tennis Courts) | English and Modern Languages & S2 DHT | Emergency Door 5 |
| S3 | Tarmac opposite Mathematics corridor | Mathematics and IT & S3 DHT | Emergency Door 3 |
| S4 | Tarmac opposite Physics Corridor and Carnegie Crush | Science & S4 DHT | Emergency Door 2 |
| S5 | Tarmac opposite Abbey and Bruce Crushes | Social Studies & K. Robertson | Emergency Door 1 |
| S6 | Denmark Crush | CDT & S6 Year Head | Emergency Door 3 |

- The Rector and Business Manager will be located at the front of the school.
- Visitors will assemble at the front of the school near the Learning Hub.
- Catering, Active Schools and Community Use staff will assemble near picnic benches outside the Dining Hall.
- Technicians and office staff will assemble at the back of the school opposite the Erskine Crush.

Each year group has a designated Muster Point. The Muster Point will remain the same for the year group, with pupils moving to the next Muster Point when the timetable changes.



Returning to the Building

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

For a practice evacuation, the authorised person is Kerry Gibson.

For a real emergency, the authorised person is the Senior Fire Officer.

- Pauline Galloway will liaise with Kerry Gibson, the emergency services and SODEXO staff.
- Once permission to return has been given, Pauline Galloway will ask SODEXO staff to turn off the alarm and open the doors used for return to the building.
- Permission to return will be intimated to DHTs by radio who will then inform PTCs.
- Kerry Gibson will inform non-teaching staff that it is safe to return.
- Jonny Main will inform visitors, Active Schools staff, Catering Staff and Community Use staff that it is safe to return.
- Once PTCs have been informed that we are about to return to the building, they will send two members of staff to the designated door for return to hold the doors open and supervise pupils as they re-enter the building.
- Pupils must re-enter the building via the correct entry door.

| Pupils | Return Door |
|--------|------------------|
| ISA 1 | School Reception |
| ISA 2 | Emergency Door 4 |
| S1 | Emergency Door 4 |
| S2 | Emergency Door 5 |
| S3 | Emergency Door 3 |
| S4 | Emergency Door 2 |
| S5 | Emergency Door 1 |
| S6 | Emergency Door 3 |

- Once inside the building everyone should follow the rules of movement that apply at the start of the day.

Key Personnel

Business Manager (Pauline Galloway)

Liases with Kerry Gibson, the emergency services and SODEXO staff.

Administrative Coordinator (Kerry Gibson)

Liases with Pauline Galloway and Year Heads.

Coordinates the collection of information regarding Area Checks and PEEPs.

DHTs/Year Heads

Liaise with Kerry Gibson and PTCs.

Pass on information to key personnel.

Support faculties with the supervision of pupils.

Jonny Main

Ensures that visitors are in a safe area at the front of the school and inform them of the procedures when it safe to return to the building.

PTCs

Ensure all teachers in their faculty are deployed to supervise pupils.

Update office staff regarding Area Checks, including personnel still in the building.

Arrange for two staff to hold open doors for re-entry to the building when given permission to do so.

Supervise the return of staff and pupils to their departments.