

# Fire Evacuation Protocol

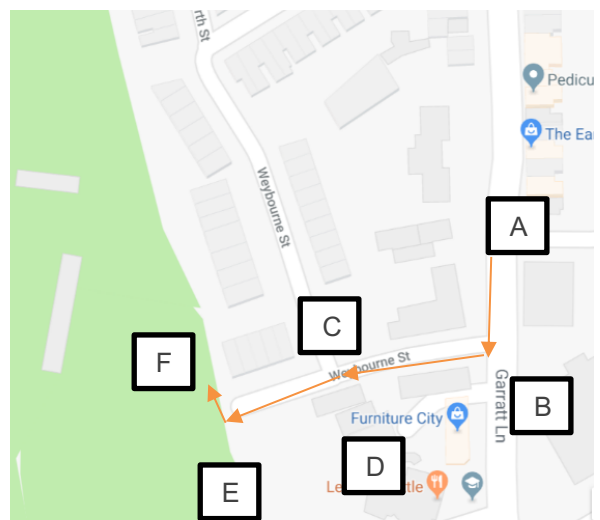
## Fire Evacuation protocol

When a fire alarm sounds:

- Staff and students need to quickly and carefully leave the classroom areas, leaving all belongings
- A member of staff will be assigned to collect the sign in/sign out book
- Staff and students will then leave each floor calmly and quietly, making their way onto the staircase, which will be co-ordinated by an ASP or Behaviour Analyst allowing students and staff to filter into the other people using the staircase
- When a fire bell sounds, the lift will go straight to ground floor. People on it can then exit. Under no circumstances should the lift be used to evacuate anyone (other than those that happen to be in it).
- Individual PEEPs will be employed to ensure any potential risks are mitigated
- Anyone in the basement will use the stairs to exit the building on the ground floor. In the event that there is any blockage, staff are to use the radios in the basement to contact a fire marshall and alert them to their whereabouts.
- If anyone is present in the sensory garden, they must exit using the path that runs down the side of the main Tram House building.
- If access to any of the stairwells is blocked, then staff are to use the radios in the basement to contact a fire marshall and alert them to their whereabouts.
- If anyone is in the building, they must use a walkie talkie to inform the fire marshall of the initials of who is in the building and where they are.
- If staff and pupils' warm clothes are on coat pegs by the classroom doors they can be taken whilst en-route and put on outside.

When leaving the building:

- Our muster point, is Garratt Park, shown on this map. Everyone must gather at this point.
- Staff and students are to leave the site from the right-hand gate from the student entrance, or if easier and quicker through the visitor entrance
- Everyone should then proceed to use the right-hand gate, not the double gates on the left.
- When leaving the building through the right-hand gate, pupils walk on the inside of the pavement with staff walking on the road-side.



- Staff and students will follow the guidelines on the map, moving between points A to E
- The approximate timings are: A-B: 20 seconds; B-C: 30 seconds; C-E: 40 seconds (D includes a road crossing); F is the muster point.
- At F, students are to line up in classes with their backs to the fence. Paper-based registers will be used to roll call each classes students and staff.
- Fire Wardens will undertake a roll call for all other staff and visitors

[NB. This is subject to change following test drills]

Last review: January 2024

Date of next review: January 2026

Review group: Full Governing Body