



Fire Evacuation Procedure			
Name of Premises	Our Lady of Good Help Catholic primary School		
Location	South drive, Wavertree, Liverpool, L15 8JL		
Business Unit	Education		
Procedure Reference	FEP		
Named Responsibility	Mark McQuiston (Headteacher)		
Procedure Date	October 2023	Review Date:	October 2024

In the event of a fire or other emergency, everyone should be familiar with the actions they must take and how to evacuate the building safely.

The basic 5 steps sequence of evacuation:

1. Raise the alarm
2. Contact the Fire Service
3. Evacuate all persons from the building
4. Convene at the Assembly Point
5. Account for all persons

On Discovery of Fire:

- Raise the alarm at the nearest fire alarm call point, to activate full evacuation.
- The alarm is activated by carrying out the following action: **Press nearest Emergency Alarm Point.**
- Contact: **Merseyside Fire Service (999)** and describe the area and extent of the fire.

The fire should only be tackled with an extinguisher if it is safe to do so. Hand-held fire extinguishers, appropriate to the risks, are provided throughout the premises. All members of staff should make themselves aware of extinguisher locations, however it is emphasised that these appliances are provided for fighting small outbreaks only (which can be tackled safely). Each member of staff must be instructed in the correct operation of extinguishers.

On Hearing the Alarm:

The sound of the alarm for these premises is: **A continuous siren.**

- Unless previously informed of testing or maintenance, evacuation by all within the premises must take place on the sounding of the alarm.
- Turn off any electrical equipment and close windows and doors, if safe to do so.
- Evacuate the building via the nearest available fire exit and go straight to the designated assembly point. Close all doors behind you.

All employees have a responsibility to make themselves aware of alternative escape routes from their working area.

Fire exit routes for the premises are located at:

- **Each classroom external door**
- **Rear of School Hall**
- **Rear of School Kitchen**
- **Main Entrance (School Office)**
- **Corridor by Sensory Room/Cleaners Room**

All building occupants must proceed to the evacuation assembly point, where class teachers should conduct roll checks and inform the Designated Assembly Marshal whether all occupants have been accounted for.

The Evacuation Assembly Point is located at: **The rear of the school playground**

All Fire Marshals to aid the escape of all persons from the premises.

Any absentees reported.

During the evacuation:

- **Do not take any risks.**
- **Do not re-enter the building until instructed to do so.**

The Building Plan (Fire Control) details the locations of fire protection controls, including fire exits, extinguishers, fire doors, and alarm call points.

Contacting the Fire Service:

Designated responsibility to contact and liaise with the Emergency Services during working hours:

- Name and Position: **Mark McQuiston, Headteacher**

Deputy to the designated person to contact and liaise with the Emergency Services:

- Name/Position: **Sarah Olushonde, Assistant Headteacher**

In the event of a Gas Leak:

- Report to: **Local Authority – 0151 236 2635** and follow the fire evacuation procedure.
-
- Turn off any gas equipment, if safe to do so.

Person responsible for reporting the leak and closing gas mains shut off valve:

- Name/Position: **Mark McQuiston, Headteacher/Duncan Clark, Caretaker**

National gas leak helpline: 0800 111 999

Personal Evacuation Plans (PEPs):

Reference all teams with PEP's in place:

N/A

Fire Marshals (including nominated Assembly Marshal and Chief Marshal):

Main/general responsibilities:

- Aid escape from premises to an area of safety.
- Prevent people from re-entering the building during evacuation.
- 'Sweep' the building for location of the fire and persons trapped within.
- Report to the Assembly Marshal at the Assembly Point.

Chief Fire Marshal:

- Co-ordinate and receive information from and all Fire Marshals.
- Assist attending Emergency Services, ensuring access routes are unobstructed.
- Permit re-entry to the premises once authorisation received from the senior attending fire officer.

Nominated Fire Marshals and specific nominated responsibilities (including the Assembly Marshal):

1. Name/Position: **Mark McQuiston, Headteacher/Sarah Olushonde, Assistant Headteacher**

Specific nominated responsibilities:

- **All pupils, staff & visitors**
- **To ensure full evacuation has taken place**

2. Name/Position: **Duncan Clark, Caretaker**

Specific nominated responsibilities:

- **To ensure all designated areas are fully evacuated**

3. Name/Position: **Lynn Hopwood, Office & Facilities Manager**

Specific nominated responsibilities:

- **To ensure all designated areas are fully evacuated**

Visitors:

- All visitors must follow the premises signing in/out procedure.
- Hosts are responsible for ensuring that visitors follow the evacuation procedure; evacuating the building via the nearest available fire exit and reporting to the designated assembly point.