

Fire Evacuation Protocol - Park House School

When a fire alarm sounds:

- Staff and students to quickly and carefully leave the classroom areas, leaving all belongings
- The receptionist (or a nominated person) will be assigned to collect the sign in/sign out book from where they are stored in reception
- Staff and students will then leave each floor calmly and quietly, making their way onto the staircase, which will be co-ordinated in order to allow students and staff to filter into the other people using the staircase
- When a fire bell sounds. 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 nearest door to exit the building on this floor. In the event that there is any blockage of both of these doors, staff are to use stairs leading to the ground floor.
- If any stair access is blocked, then staff are to use a walkie talkie to inform the Lead Fire Warden or if no walkie talkie is to hand then to call out for help.

When leaving the building:

- Our muster (fire evacuation) point, is PH Playground
- Staff and students are to leave the site from the assigned fire exits from the student entrance (reception area) or fire exits situated in the basement or if on the first floor via the fire escape by Indigo Classes.
- Students and staff in the playground area will leave and wait at muster points
- If muster point is not available pupils will go across to Spencer Park. When leaving the building through the appropriate gates, pupils walk on the inside of the pavement with staff walking road-side. Pupils and staff to cross at the zebra crossing. Zebra crossing to be marshalled by spare staff who aren't 1:1 supporting pupils.
- The approximate timings should be between 2-3 minutes to exit the building and muster in playground, 6-6:40 to muster point in Spencer Park.
- At Spencer Park students are to line up in classes between the double row of trees. Paper-based printouts will be used to roll call each classes students and staff.
- The receptionist (or nominated person) will undertake a roll call for all other staff and visitors.

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

Last Review: January 2020

Next review: January 2022

Review group: Full Governing Body