



# STEPHEN HAWKING SCHOOL

## Fire Evacuation & Emergency Procedure

### Brunton Place

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## **Introduction**

Following advice and support from the Local Authority and the London Fire Service, Stephen Hawking School installed an addressable fire alarm system. As a result, and given the very good fire protection barriers within the school, we are able to have a staged evacuation process that reduces the level of risk to the children.

This procedure formally reviewed every two years as part of the staff and governors review schedule.

In addition, amendments are made in the light of incidents and issues that arise during practices. These practice drills are held at least termly and at varying times and on varying days. Discussion takes place at either the whole school Staff Meeting prior to the practice, or the Health and Safety Committee, when various scenarios are considered and issues are then picked up at the meeting following the practice.

### **List of Fire wardens**

#### **Senior Management Team**

Executive Head\*  
Head of Upper School\*  
Head of Lower School\*  
Business Manager\*  
Senior Assistant Head  
Assistant Head (if non-class based)

#### **All Office Based Staff**

Home-School Liaison Officer  
IT & Media  
Receptionists  
Admin Officers  
Pupil Resource Officer  
Swimming Instructor

#### **Premises Team**

Premises Manager  
Senior Premises Assistant  
Premises Assistant

#### **After School Club & Holiday Scheme**

After School Managers  
Scheme Managers

\*Head is used to refer to Executive Head or in their absence Head of School, or in their absence the SBM or a member of the Senior Management Team. During the Holidays, the Scheme Manager replaces the Head.

# Fire Alarm Procedure: Three Levels of Response Summary

If the Fire Alarm sounds (initially an intermittent bell), there are three levels of response

<b>Level One</b>	Fire Alarm Sounds (intermittent bell)	Everyone stays where they are except for fire wardens who go directly to the main entrance. All staff prepare to evacuate the building.
<b>Level Two</b>	External Evacuation of building (continuous bell)	Everyone leaves the building via the nearest exit and moves to their designated assembly point at the front of the school.
<b>Level Three</b>	Evacuation of the site	Everyone is to evacuate to the place of Safety – Cayley Primary School

## Level One

### Fire Alarm Sounds (intermittent bell)

#### Immediate Action:

- On discovering a fire, raise the alarm by pressing the nearest call point
- all Fire Wardens need to go directly to the main entrance
- all classes should stop & start preparing the pupils in case of evacuation
- emergency fire gates should be open by premises team
- classes should close windows and doors if they have time
- premises staff ascertain the location and severity of the fire/hazard
- the head will send wardens to check all staff have stopped and are preparing the pupils
- if there is an actual fire, the Head will make a decision about the evacuation of the building by letting the fire alarm go to a continuous bell
- In the event of the fire alarm failure the megaphone kept at reception is to be used to give instructions.

#### Outcomes

**Either: The fire alarm will be turned off after the intermittent bell and everyone will remain where they are as all is safe**

- when this occurs a Fire warden in the main entrance will re-set the alarm.

**Or: The fire alarm will go to continuous bell (Level 2) and everyone will leave the building**

## Level Two

### External Evacuation (continuous bell)

#### Immediate Action:

The Head will lead to ensure:

- all staff and pupils are evacuated taking with them their Emergency Fire evacuation bags
- Fire wardens direct staff, visitors & pupils to evacuate the building via the nearest exit
- Fire wardens check that all areas of the school are vacated: rooms, hall, toilets, etc
- Fire wardens have account for all pupils via registers (paper or electronic);
- Fire wardens have accounted for all staff and visitors via electronic or manual signing in lists
- liaison with the fire service in person or on the phone

#### Outcome:

- continuous bell and full evacuation of the building to the assembly point or full evacuation to place of safety if deemed necessary
- admin staff to contact the Fire Brigade via 999

- home-School Liaison Officer to contact Transport Service to alert all buses of the situation & to keep open a line of communication

### Level Three

#### Full Evacuation of site

#### There will be a full evacuation of the site if:

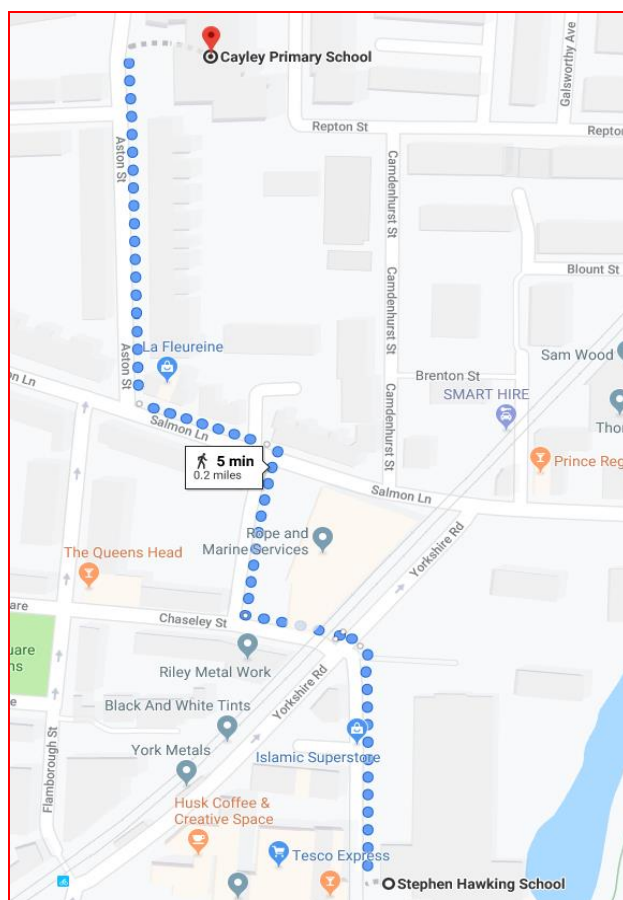
- the Fire Brigade's assessment of the situation is that it is unsafe for the site to remain occupied; or
- the Head makes a decision to evacuate the site before the arrival of the Fire Brigade.

#### The evacuation will be undertaken as follows:

- Fire wardens directed by the Head will ensure that the children and staff are safely evacuated from the site via the designated route or as advice by the Fire Brigade to the Place of Safety
- Admin staff with the support of the Home School Liaison Officer will use the school mobile phones, to contact families and advise them of the emergency
- Home School Liaison Officer will direct buses to the place of safety to ensure children are collected.
- Place of Safety

Cayley Primary School  
Aston St  
Stepney  
London  
E14 7NG

Tel: 020 7265 8061



#### Outcome:

Full evacuation to place of Safety: Cayley Primary School