



Fire Evacuation Procedures

James Gillespie's High School, Fire Evacuation Procedures

Warrender Park Road Campus .

There is a separate Fire Evacuation Procedure for Darroch Campus which can be found here: Health & Safety (sharepoint.com)¹

These procedures have been updated July 2024

¹<https://cityofedinburgheducation.sharepoint.com/:u:/r/sites/JAM/staff-zone/school-information/SitePages/Health-%26-Safety.aspx?csf=1&web=1&e=5YGnkH>

Purpose and Scope



Purpose

- To facilitate the safe evacuation of personnel from school buildings in the event of a fire.

Scope

- All buildings on the James Gillespie's High School, Warrender Park Road Campus (there is a separate Evacuation Procedure for Darroch Campus)
- All personnel including, but not limited to, students, staff, visitors and contractors.
- These procedures cover the general evacuation of all buildings on the site however there may be additional procedures required for any high risk areas. These will be detailed in the risk assessment for activities taking place in these areas - for example, science labs, kitchens or the swimming pool etc. If you are unsure please speak to your Line Manager or Curriculum Leader.

Important Information



- Fire Action notices are displayed throughout the building. All staff should familiarise themselves with this information and ensure they know their appropriate fire evacuation route. This is particularly important for staff who regularly work in different areas / classrooms.

- Each building has a separate alarm however some are linked. If the alarm is activated in:
 - Malala Building, it is only Malala Building that will evacuate.
 - Bruntsfield House, this will also activate the alarm in Malala – both buildings will evacuate.
 - Spark Building, this will also activate the alarm in the Wigham Building – both buildings will evacuate. An alarm will also sound in the reception in Malala to alert the Receptionist that these buildings are being evacuated.
 - Liddell Building, it is only the Liddell Building that will evacuate. An alarm will sound in the reception in Malala to alert the Receptionist that this building is being evacuated.
 - Wigham Building, it is only Wigham Building that will evacuate. **This alarm is not linked to the main reception – staff MUST inform reception / office that this building is being evacuated.**
- The Fire alarm system is no longer linked to the Fire Service - Emergency Services **will not attend unless a 999 call is made** (following investigation and confirmation of a fire). These procedures have been updated to accommodate this.
- All visitors to the school will be made aware of the Fire Evacuation Procedures when they arrive.
- Lets - It is the responsibility of the Let organiser to ensure they / the users are aware of the Fire Evacuation Procedures
- Contractors - will be made aware of the Fire Evacuation Procedures when they arrive on site. They are responsible for ensuring that they know their nearest fire evacuation route
- These procedures should be followed during break / Lunch time - All building users should evacuate by their nearest evacuation route, as indicated by the blue Fire Action notices and green Fire Evacuation signage. Staff should report to the assembly points and assist with the supervision of pupils.
- All staff should complete the mandatory fire awareness training:

When you hear the fire alarm....



All staff should ensure they know their responsibilities in the event of a fire alarm activation. Specific details are below...

Fire Wardens - All members of Senior Leadership Team (SLT)



Reception will use the radio to say "Priority {building (eg. Spark or Liddell etc)} SLT switch to channel 5" They will say this 3 times.

Upon hearing "priority {building}" on the radio, SLT will switch their radios to channel 5 and report to the assembly point which will be at the main entrance of the building being evacuated. See pictures bellow.

Lead Fire Warden (Business Manager or Head Teacher) will issue SLT with high vis vests and a radio (if they don't already have one).

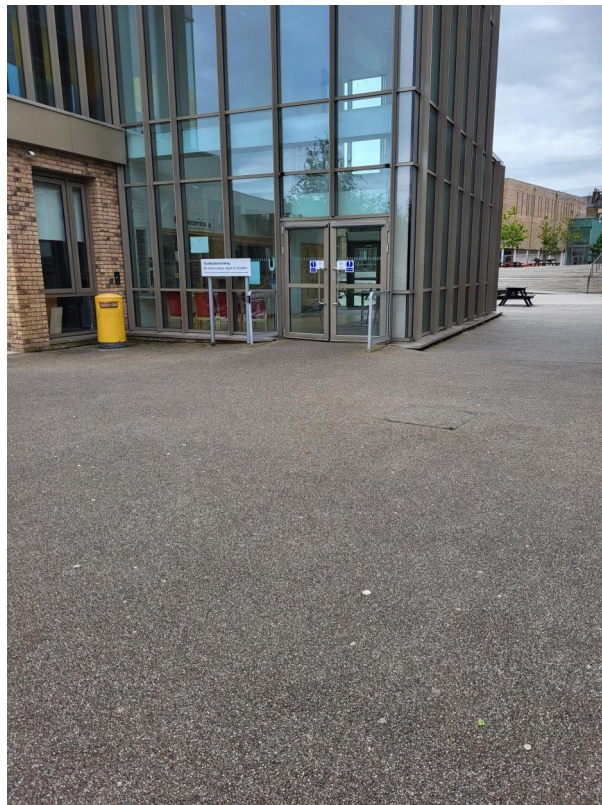
The Lead Fire warden will co-ordinate the response.

1. *Identify a member of SLT to accompany the Facilities Technician (FT) to investigate:*
 - a. Where a fire is discovered the FT/SLT will radio "FIRE, FIRE, FIRE" and immediately evacuate (they should only use fire extinguishers if trained and if it's deemed safe to do so)
 - b. When receptionist hears "FIRE, FIRE, FIRE" on the radio they will immediately dial 999.

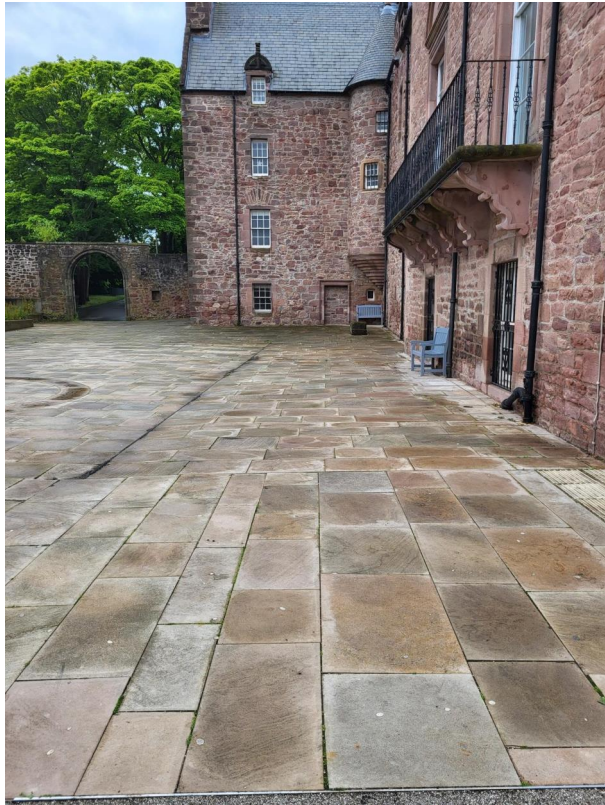
- c. Lead Fire warden will send a member of staff to ensure receptionist has received the message and that the call has been made to emergency services.
- d. Lead Fire warden will liaise with fire service once on site.
- e. If, after investigations, FT/SLT have found no evidence of fire they should radio “NO ACTION” and evacuate the building returning to the meeting point to await further instructions.
- f. Lead Fire Warden will confirm with FT/SLT (face to face) that there is no fire and instruct FT to switch off the alarm (the alarm must continue to sound during the investigation – under no circumstances should it be silenced.)
- g. FT will confirm that alarm system is back on-line.
- h. Lead Fire Warden will instruct all re-entry to the building.

2. *Lead fire warden will instruct SLT/Others to*

- a. Attend muster points to assist with pupil supervision
- b. Attend other buildings (to stop movement of people at timetable change/lunch time)



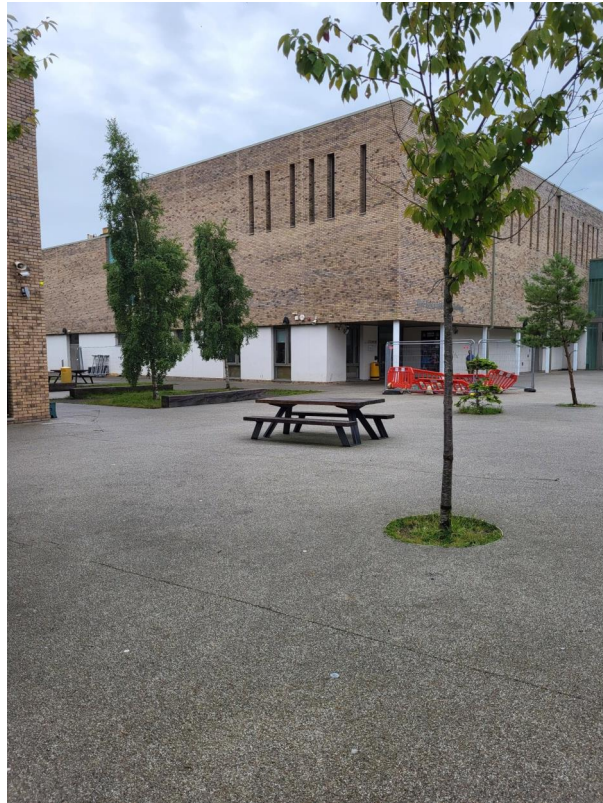
1 - Assembly Point - Malala Building



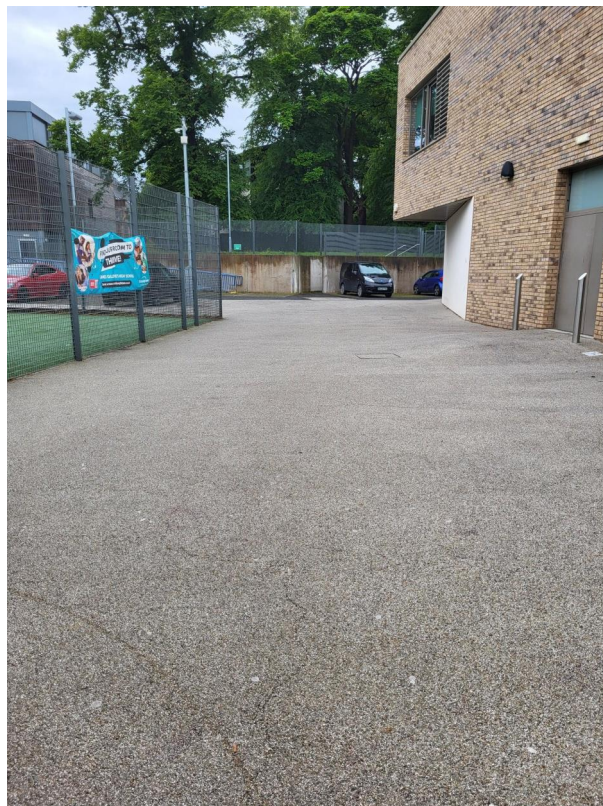
2 - Assembly Point - Bruntsfield house



3 - Assembly Point - Spark Building



4 - Assembly Point - Liddell Building



5 - Assembly point - Wigham Building

Receptionist



Upon hearing the fire alarm, Receptionist will establish what building is being evacuated (by looking at the lights on the wall in reception)

Wigham Building - receptionist / Office will be notified by a member of staff that the alarm is sounding in the Wigham Building

Receptionist will radio "Priority {building} SLT switch to channel 5" – 3 times

Reception will then switch to channel 5 and radio "priority {building}" - three times (to alert the FTs)

Receptionist will:

- wait in reception with a radio (unless Malala Building is being evacuated – in this case receptionist will go to the PE Staff Base in the Liddell Building with a radio and the emergency script)
- listen for confirmation on radio. If they hear "FIRE FIRE FIRE" they should immediately call 999 and relay the emergency script
- Another member of staff will be sent to reception (or PE staff base) to confirm that the message was received and that the fire service has been called.
- If the message they hear on the radio is "NO ACTION" they do not need to take any further action. They should remain at reception (or in the PE staff base) until they hear the message that the building is safe to re-enter.

Facilities Technicians (FTs)



- Upon hearing the fire alarm or hearing the message “priority {building} on the radio, they should head immediately to the main assembly point which will be at the main entrance of the building being evacuated. (see pictures in Fire Warden section above) **They should not enter the building until the Lead Fire Warden has instructed them to do so.**
- The Lead Fire Warden will assign a Depute Head Teacher (DHT) to accompany the FT to the fire panel
- Using the radio, FT will inform the Lead Fire Warden of the location of the activation. FT and DHT will then go to the location to investigate. If a fire is discovered the FT/DHT will radio “FIRE, FIRE, FIRE” and immediately evacuate (they should only use fire extinguishers if trained and if it’s deemed safe to do so)
- FT and DHT will return to the assembly point and await further instructions
- If, after investigations, FT and DHT have found no evidence of fire, they should radio “NO ACTION” and evacuate the building returning to the meeting point
- Lead Fire warden will confirm with FT and DHT that there is no fire and instruct FT to switch off the alarm (the alarm must continue to sound during the investigation – under no circumstances should it be silenced until Lead Fire Warden gives the instruction.)
- Lead Fire Warden will instruct FT to re-set the alarms
- FT will confirm that the alarm is back on-line.
- Lead Fire Warden will instruct alarm to be silenced and instruct re-entry to the building.

Office Staff



- If the alarm is activated in the Malala Building, all staff must evacuate. The Receptionist will go to the PE staff base in Liddell building. The office team will report to the assembly point to assist the Lead Fire Warden
- If the alarm is activated in any other building, all members of the office team (apart from the receptionist and 1 other person) should go to the main assembly point which will be at the main entrance of the building being evacuated (see pictures in the Fire Warden section above)
- A member of the team should take the 'grab bag' with them and give this to the Lead Fire Warden.
- Office team should await further instruction. They may be asked to:
 - Go to reception to confirm that the fire service has been called (in the event that fire has been discovered)
 - Go to the entrances of the other buildings to ensure that pupils and staff remain in them until the all clear has been given.
 - Go to muster points to assist Fire Wardens
 - Assist with re-entry once the all clear has been given

Teachers

- collect the register folder (red folder located in every teaching area) and direct students to the nearest fire exit as indicated by the blue Fire Action notice on the wall near the door of each teaching area. Inform students where their muster point is located.
- Ensure all students have evacuated the teaching area and, if it is safe to do so, close all doors and windows before leaving. Make a quick visual check of all teaching areas, toilets and communal areas passed on the way to muster points to ensure nobody remains in the building. Ensure adjacent classes unsupervised at the time of the alarm are also evacuated.
- Escort your class and any unsupervised classes to the muster point and remain with them at all times to maintain order. Take the register, noting the names of any missing students.

- If staff do not have a class at the time of the evacuation, assist other staff in the area to maintain control.
- On being given the all-clear signal, escort classes back to the teaching area.
- If the evacuation is prolonged beyond period changeover or at the start of break or lunch, staff remain with their class at the muster point until the all-clear signal is given, and then return to class to collect belongings.

Curriculum Leaders



Upon hearing the fire alarm, **if you do not have a class** you are requested to support the Fire Wardens. You should report to the main assembly point which will be at the main doors of the building being evacuated (See above photos in Fire Warden Section). The Lead Fire Warden will issue you with a high vis vest and a radio. You will then be given instructions on what to do next which could include:

- Going to reception to confirm that the fire service has been called (in the event that fire has been discovered)
- Going to the entrances of the other buildings to ensure that pupils and staff remain in them until all clear has been given.
- Going to muster points to supervise pupils.
- Assisting with re-entry once the all clear has been given

If you have a class at the time of the evacuation you should follow the instructions for 'Teachers' above.

All other staff, partners, contractors and visitors



Upon hearing the fire alarm, follow the instructions on the blue Fire Action Notice, proceed to the nearest exit and report to the designated muster point.

All staff are encouraged to familiarise themselves with the blue Fire Action Notice's in their area of work and should be aware of their nearest evacuation route and muster point.

Alarm sounding in another building...



If you become aware that an alarm is sounding in another building you should remain in your current building, even if this is over break, lunch or period changeover.

Pupils should remain in their class with their teacher even if this is over break, lunch or period changeover.

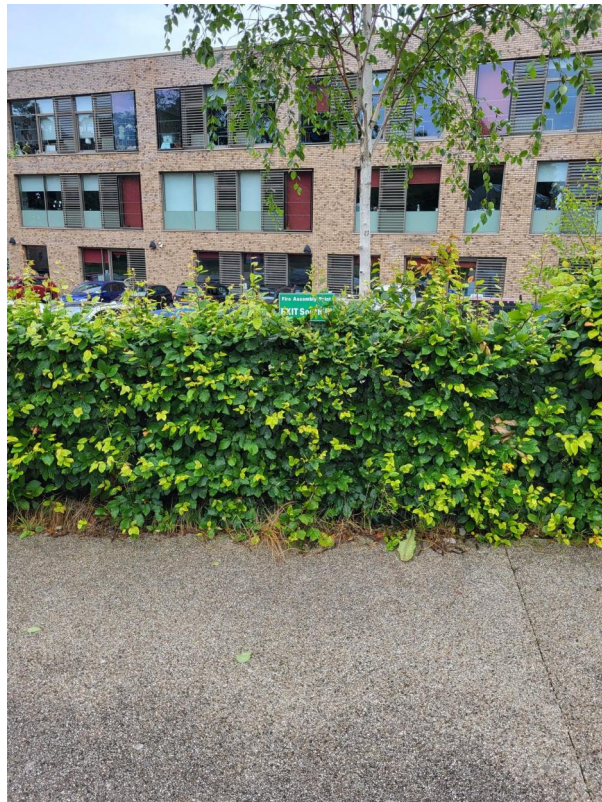
Fire wardens will alert you that an alarm is sounding in another building and that you must remain where you are. Fire wardens will also inform you when the all clear has been given.

You must remain in your current building until you've been informed that the all clear has been given.

Muster Points - Malala Building



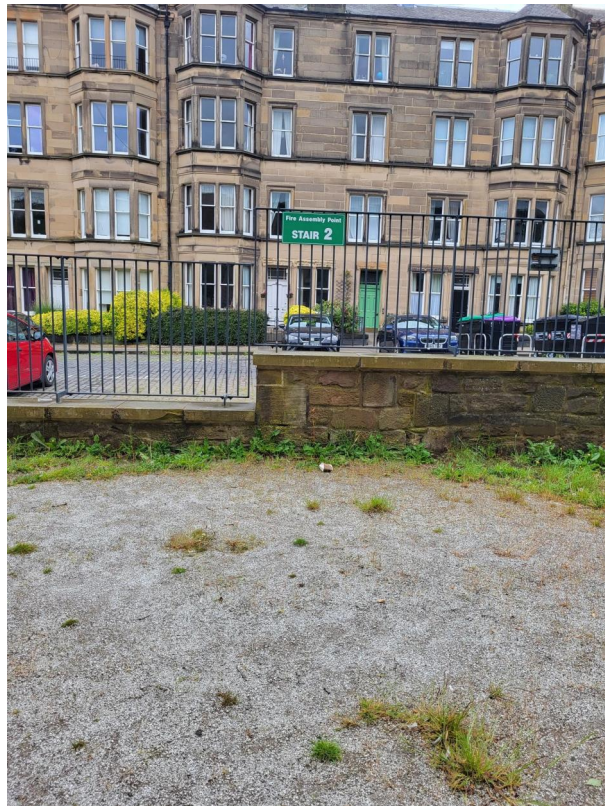
6 - Exit North B



7 - Exit South



8 - Exit North A



9 - Stair 2



10 - Pupil Hub

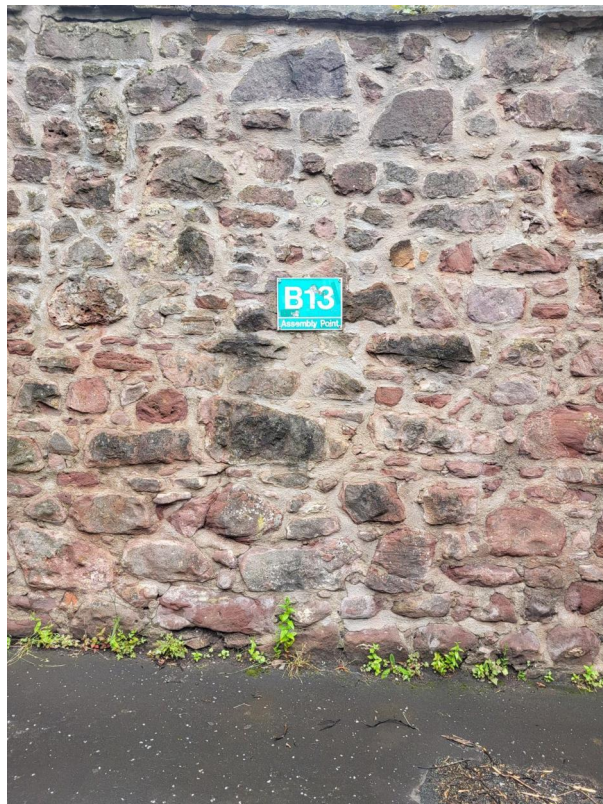


11 - Stair 4



12 - Exit South A

Muster Point - Bruntsfield House



13 - B13 (Through the archway)

Muster Points - Liddell Building



14 - Changing 3



15 - Changing 4



16 - PE Classroom



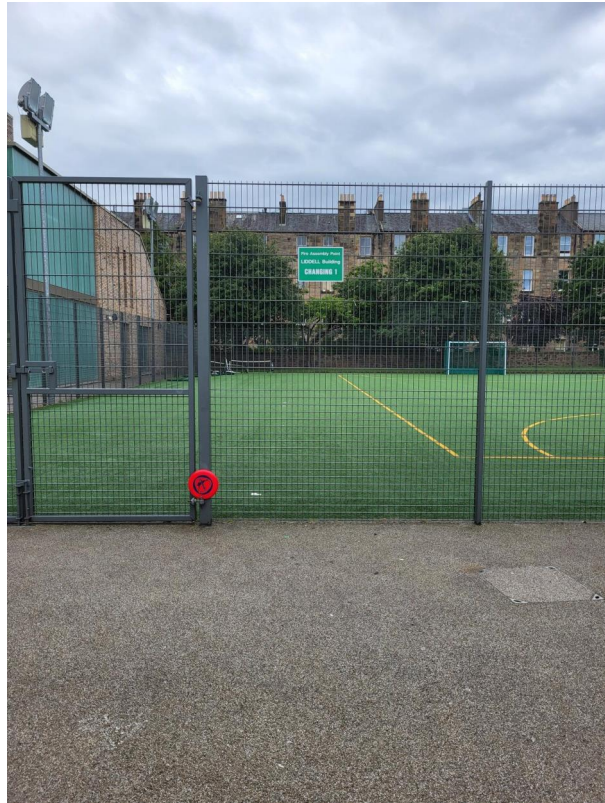
17 - Gymnasium



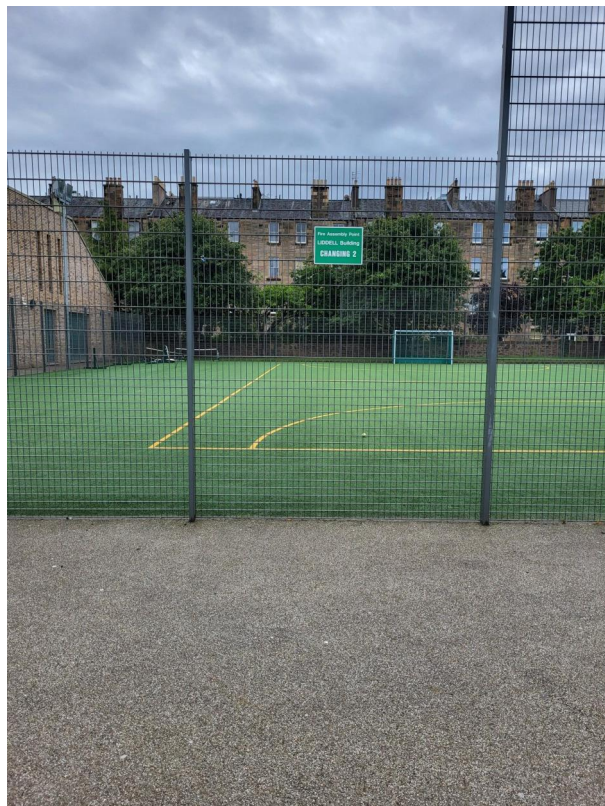
18 - Dance Studio



19 - Fitness suite



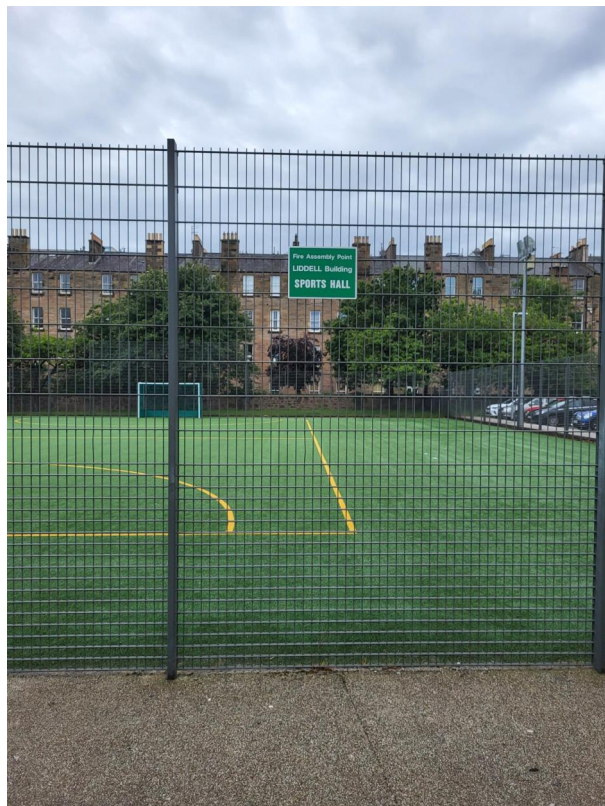
20 - Changing 1



21 - Changing 2



22 - Pool



23 - Sports Hall

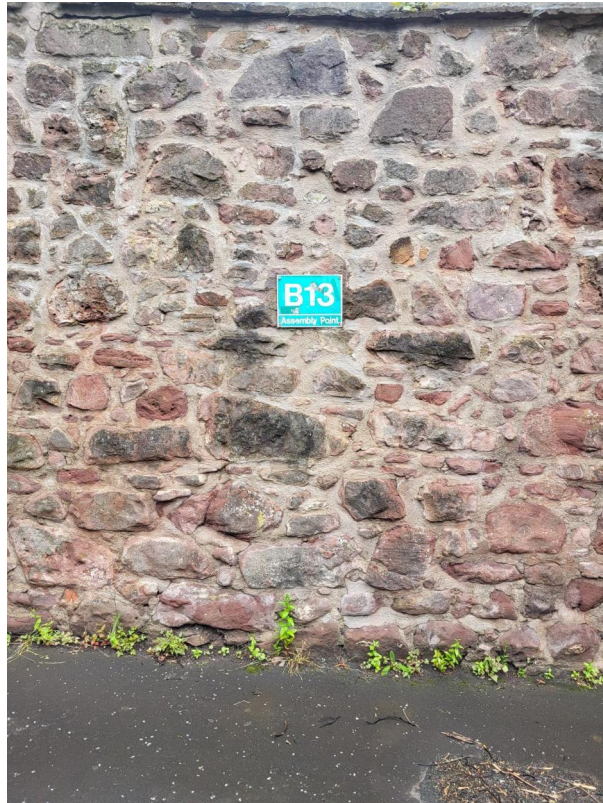
Muster Points - Spark Building



24 - Stair 1



25 - Kitchen



26 - B13 (Through the archway)

Muster Point - Wigham Building



27 - Astroturf fence