



EMERGENCY EVACUATION PLAN

Commented [1]: Joint fire plan to be reviewed, this should be a separate document and stored in the fire pouch/box for easy access to the emergency services. JW to send Steve an example from previous school i worked on.

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Reviewed	January 2025 April 2026
Last Ratified by Governors	June 2026
Renewal Date	June 2027

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1. Summary

The Beechwood school project is to provide local education facilities for mainstream secondary education.

Beechwood and Arbourvale, whilst occupying the same building complex, are clearly identified as separate independent schools with their own separate entrances.

A fully integrated fire strategy for the whole school is required and should give consideration to ensure that a fire in the school complex causes the least disruption to those students most vulnerable to sudden changes to their environment likely to cause the onset of normally controlled medical conditions.

In preparing the fire strategy for the school the principal considerations have therefore been:

- The dependency of students with disabilities
- The identified fire hazards within the building
- The management of the risks associated with those identified hazards
- The availability of sufficient and adequately trained staff

Where disabled students are involved the immediate and total evacuation of the school in the event of fire may not be possible or indeed desirable therefore the guidance provided in Health Technical Memorandum 81 has been used in conjunction with Approved Document 'B' in developing the most appropriate fire strategy for this project.

2. Fire Strategy Development

Fire hazards considered are noted below.

3. Hazard Identification

Arson

Most school fires are very small and over half do not go beyond the room where the fire began. This might suggest that the possibility of a costly fire in a school is so remote that it can be considered an acceptable risk and that many fire safety measures are not justified in terms of time and resources. This would be wrong. Fire is indiscriminate. It can occur at a small rural school as readily as at a large, urban comprehensive. Any school is at risk but the odds can be reduced by taking precautions.

Over 60 percent of school fires are started deliberately. Each year in the order of 1300 schools suffer fires. Arson prevention is therefore an important part of a school's security strategy. Any package of measures has to include fire protection, deterring trespass on sites and the prevention of illegal entry into buildings.

Cooking

The kitchen(s) present their own hazards such as:

- Hot oil
- Misuse of electrical equipment and connections
- Poor maintenance such as lack of cleaning of fume extraction systems
- Careless use of kitchen materials such as oven gloves and tea towels
- Poorly trained kitchen operatives

Heating

Central heating system boilers

Electrical equipment

Smoking

The School will be a non smoking environment however clandestine use of cigarettes or vapes cannot be ruled out.

Liquefied Petroleum Gas and other gas cylinders

Providing gas supplies for laboratories and skills based activities.

Flammable liquids and chemicals

The storage of flammable liquids and chemicals for use in laboratories.

People especially at risk from fire

Arbour Vale students will be especially at risk from fire due to the nature of their disabilities and general lack of awareness associated with some of the disabilities.

Members of the public such as parents and those members of the community permitted to use the school fitness facilities outside school hours are also at risk from fire.

4. Means of escape strategy

An integrated means of escape strategy will involve the principal method of dealing with risks:

- Remove
- Reduce

Where risks cannot be removed appropriate measures will be put in place to reduce the likelihood of the hazard causing harm.

The whole school will be divided into a number of compartments. The precise layout of the buildings into compartments will be agreed with Building Control and the Fire Officer.

Active fire protection systems such as fire detection and warning systems for life protection and sprinkler systems will be incorporated into the building so that the

maximum time available for escape is available.

Detection is dependent on staff observation and the automatic alarm and detection systems.

Travel distances for means of escape purposes are within the limitations set out in Table 3 ADB Purpose Group 5b and the escape stairs have sufficient capacity to allow simultaneous evacuation from the first floor.

It is considered that Beechwood School will fully evacuate in the event of a fire.

The strategy requires that there will be sufficient and adequately trained staff in the school to provide assistance with any necessary evacuation in the event of fire.

5. Fire Alarm System

In a building designed for phased evacuation, automatic detection of fire is essential in order to initiate an orderly evacuation.

The School is provided with an addressable fire detection and alarm system installed to comply with BS 5839: Part 1: 2002, BS EN 54.

Other necessary shut down/start up provision can be provided as required.

The fire alarm system described in the Electrical Services Specification meets the requirements of this Means of Escape Strategy.

6. Sprinkler Protection

A sprinkler system is installed throughout the building in accordance with BS 5306: Part 2: 1990 to satisfy the requirements of Building Control.

7. Emergency Lighting

Emergency lighting is installed throughout to satisfy the requirements of BS 5266: Part 1: 1999 and BS 5266: Part 7: 1999.

8. Portable fire fighting equipment

Fire extinguishers are provided and installed to meet the requirements of BS 5306: Part 8: 2000.

9. Safety Signs

Fire exit and other fire safety signs are provided to meet the requirements of the Health and Safety (Safety signs and signals) Regulations 1996 and installed to ensure that exit signs are available to progress persons escaping towards the final exits

10. Emergency Evacuation Procedure

- Familiarise yourself with the 'break glass' point nearest to your immediate location.
- On discovery of an emergency – fire etc – (lift the cover if appropriate) push 'break glass' point
- On activation an alarm/siren will sound. The system panel will inform the Facilities Management Team of the location of the emergency and a member of the PFM team will investigate that area
- Once the glass has been broken the alarm will ring. Students and staff should follow the evacuation procedure below and leave the building
- On hearing the alarm all staff should "make safe" as far as possible any work in progress e.g. turn off gas taps in laboratories, and close windows, where it is safe and practical to do so, but avoid any risks of getting trapped. Staff should instruct students to walk quickly and quietly in single file to the nearest Emergency Exit. This is indicated by the directions on the wall of the classroom you have just left and the signs, which show you the safest route out of the building. This may not always be the safest route depending on the location of the fire and the Teacher will take a lead on the situation. Close the door of the room as you leave. Regain the front of the students' line and lead them out to the Assembly Point.

Please note: When there is an evacuation in force the fire doors around the building will close automatically allowing evacuating people through them. All other doors should be closed by staff as they leave that particular area.

On **NO** account should any unauthorised person re-enter the building.

Students should assemble in tutor groups on the tarmac behind the teaching wings as follows:

- Years 7, 8 and 9 should assemble behind Blue Wing
- Years 10 and 11 behind Purple Wing
- Years 12 and 13 towards the tennis courts
- Achievement Centre staff should assemble with their students between Years 8 and 9 behind Blue Wing
- School visitors to assemble behind Purple Wing (Visitor Assembly point sign)
- Out of hours letting visitors to assemble in the top car park (see lettings Policy)

Once staff have registered their presence with HR staff they should stand to the back of the rows of students.

- For students with a physical disability, the Achievement Centres have been briefed on emergency evacuation procedures and will make their way to the back of the Wing by the staircase where they will be met by a designated member of staff who will stay with them until they are carried downstairs by a member of the Pinnacle staff
- The area directly behind Green Wing by the green gates should be kept clear for fire brigade access
- First Aiders should pick up their nearest available First Aid kit and take this with them. Student Services staff and LHI should take the Emergency Grab Bags with them
- Attendant officers will print out class lists which will be issued to the Directors of Studies when they are outside the building with a list of students present to be checked off by tutors. Reception staff will collect the staff biometric print outs from

the designated printers (in their area) and, when outside the building, give it to the School Executive & Operation's Manager, or her named assistant from Student Services, to check staff presence

- In the event of printers being unable to generate lists, paper copies will be in grab bags. These will be updated termly
- Form Tutors should collect the lists of students present from DOS (Director of studies) when they are outside the building. These staff will notify tutors of any students that were late or that there is a discrepancy
- Directors of Studies should ensure that each Form in their year group has been registered and should report any absentees immediately to the appropriate Assistant Headteacher
- The names of any missing students/staff will be conveyed to the Headteacher or their representative by the appropriate Deputy Headteacher/Assistant Headteacher
- Staff not directly responsible for students at the time of the alarm should move to the assembly point by the exit routes indicated. All staff not attached to a tutor group/year group should assist in supervising students in their lines
- PE staff who are teaching groups in the PE area or on the field should accompany their groups to the assembly area via the pathway along the front of the building (by the car park) entering the tarmac via the green gate located at the end of the green wing to the left-hand side. They should not re-enter the building to get to the assembly point
- Teaching Assistants should stay with the tutor group to which they are supporting at alarm. Once their presence has been noted, they are to assist Directors of Studies and Form Tutors with the management of students
- Other support staff should make their presence known to KCR/JKU. Once their presence has been noted, they will be directed to attach themselves to a group to assist the Directors of Studies and Form tutors with the management of students
- HR staff will be assisted by attendant officers and staff from reception and will check the presence of all consultants and staff
- PDE (Pinnacle) to check the presence of all their staff and convey this to the Headteacher and their representative
- Any missing Students/Staff will be reported to the Fire Brigade on arrival at site by the Headteacher/Assistant Headteacher.

Conference Centre Visitors

Visitors to the Conference Centre should stay calm and await instructions from a member of staff or a designated warden. If the alarm is genuine, delegates should:

- Remain calm, quietly and calmly following the designated warden to the nearest emergency exit indicated by the directions on the wall of the Conference Room
- Once outside, walk around the car park to the open green gates situated in the top car park
- Head through the gates and toward the assembly point for registration
- Await further instructions.

Receptions will collect the visitor's book upon exiting the building and will check off visitors against this record once outside the building. This will include all those visitors using the Conference Centre.

Swimmers

In the event of a fire students are evacuated wrapped in towels and exposure blankets which are readily available poolside. If safe to do so, students will be asked to put their shoes on first before evacuating.

Out of Hours visitors see Hirer's Policy.

Examinations' Staff

- Evacuate the examination room in accordance with the instructions above
- Ensure that all question papers and scripts are left in the examination room (but see * below). The Lead staff member should take with them the attendance registers for the examination so that students can be checked for their attendance when outside the building
- Students should be evacuated and accompanied by the Lead staff member with responsibility for that examination and assembled outside the building. Students should not join their tutor groups and should be registered separately in conjunction with the Examination Attendance Register. The Lead staff member and invigilators should ensure that candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion
- After the candidates have returned to the examination room and before the examination is resumed, staff should make a note of the time and duration of the interruption so that a report can be compiled and sent to the Examination Board. It is important to note that staff must not, however, write on any of the student scripts with this information
- Allow the candidates the full working time prescribed for the examination
- In the event of there being only a small number of candidates, consideration should be given to the possibility of taking the candidates, with question paper and scripts, to another place in order to complete the examination
- The Lead staff member should make a full report of the incident and of the action taken for direct submission to the Examining Body.

PFM:

- Ensure PFM visitors and contractors evacuate the building and stand in the west play area, if safe to do so
- Locate the emergency from the fire panel
- Obtain assurance from the school's senior duty manager that all personnel have been evacuated and accounted for
- Handle liaison with emergency services and provide information on the location of the incident, any persons unaccounted for and the location of solvent areas
- Contact alarm monitoring station as necessary
- Provide feedback to the school's senior duty manager.

School Senior Leadership Team

- The most senior member of staff on site is responsible for the coordination of the Fire Wardens and evacuation process.

- Fire Wardens should sweep their areas for any remaining students and staff as they move themselves out of the building.
- Any persons unaccounted for to be reported to PFM immediately in order that the emergency services can be notified.
- The most senior member of staff will await the 'all clear' signal from the emergency services/FM before the instruction is made for students and staff to re-enter the building.
- Under **NO** circumstances should personnel or vehicles be allowed to leave the site until the 'all clear' signal has been issued by the attending Fire Officer in charge.

Once the 'all clear' signal has been given staff and students can re-enter the building.

Floor Fire Plans

The floor plans shown on the following pages are displayed at suitable locations throughout the school. The floor plans show:

- Location and type of fire fighting equipment
- Emergency escape routes
- Fire exits
- Places of safe refuge

Additional information can be found on other floor plans that are not on general display in the school. Information includes:

- Fire Zones
- Utility isolation Locations
- Hazardous Substances

Assembly points and safe refuge

Assembly Point Location		Likely users	
Playground - Primary		All students/staff/visitors	
School Field - Secondary		All students/staff/visitors	
Places of safe refuge			
Building	Floor	Room / Location	Likely users
Top of stairwell in each wing		1.Crescent balcony plant room door 2.ALC door	Bill Pretty
Evac points with chairs			Simon Justice Rebecca Stephenson Viktoria Nagy

Fire and Emergency Risk Assessment

Pinnacle Fire Risk Assessment is undertaken annually by an external auditor.

School Fire Assessment held with school.

Hazardous substances

Hazardous substances are located at the indicated places throughout the school. The list is not restricted to substances classified under the COSHH regulations.

The school will provide Pinnacle with a register of hazardous substances located in these areas.

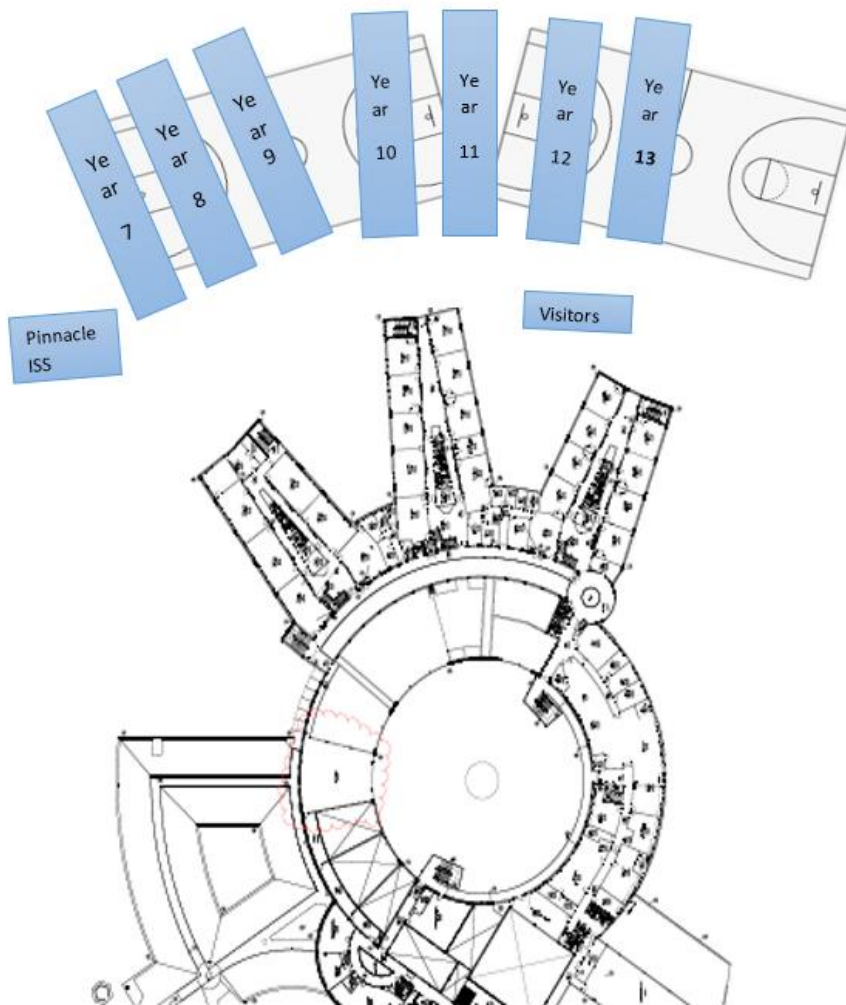
Substance	Responsible
See register	Science Prep Room
See register	Design and Technology
See register	Art Department
See PFM register	Cleaning Cupboards
See PFM register	Pinnacle Site Office

Contractor call out list

The following contractors are on the School Emergency Callout List. Call out in the event of an emergency must be authorised by either the Headteacher or the Pinnacle FM Manager.

Contractor	Area	Tel No.
For any contractor please call the 24/7 helpdesk	All	0800 587 8799

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FIRE WARDEN list with area of responsibility

Green Wing	K.Ratcliffe KRA	(T Holness THO)
Purple Wing	F.Levy FLY	(C De Souza CDS)
Blue Wing	J.Sandu JSU	(P.Ilkova PKR) (M.Elbardy MEL)
Sixth Form Area including conference rooms	M.Milner MMI	(S.Curl SCL)
Food Tech / Hospitality and Catering	S.Curtis SAC K.Ward KWA (4-6.30pm)	(I.Rehal IRE)
Swimming Pool & PE	J.Cain JCA	(R. Johnson RJH)
ALC and Headteacher's Office / Meeting Room	L.Hicks LHI	(D.Jonska DJO)
SEND Dept	V. Nagy VNA	(F.Ashraf FAS)
Office Pod	N. Afraoui NAF	(S. Crump SCR)
Crescent (Drama, Hall, Dance Studio and ICT)	M.Gaffin MGA I Dimmock IDI	(D.Dadak DDA)

(Reserves in brackets)

Additional precautions

Fire doors must never be wedged open. All extinguishers, sprinklers and detectors are inspected and maintained by PFM, via specialist subcontractors.

Alarm systems are inspected and maintained by PFM, via a specialist subcontractor.

A full evacuation procedure will take place every year and in particular Year 7 students in the Autumn term of their arrival will have a fire evacuation practice; details of which would normally be kept to the school senior management team and PFM staff to ensure the evacuation is as real as possible.

These are usually timetabled to cause the least disruption as possible. These evacuations will be recorded in the fire activation log book held in the FM office.

A feedback meeting is to be held shortly after, including key members of the school staff and PFM to ensure any issues arising are addressed.