

Evacuation Policy

Park Community School

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EVACUATION POLICY

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**This document applies during “normal” school hours, i.e. 0800 to 1700h term time.
Please see Appendix 3 for procedures outside of these hours.**

The fire alarm klaxon is used for all evacuations of the building. This may be activated automatically from heat or smoke detectors or manually from a call point.

When the alarm sounds the school MUST evacuate. Special rules apply if there is an external exam taking place, see Appendix 2.

The Fire Marshall team will manage the evacuation process. The Fire Marshalls are: Overall:

- Facility Manager and Site manager
- Business Manager
- Headteacher and Head of School
- Head's PA/HR Manager

Zone evacuation staff: (Zone allocations are in **Appendix 1**)

- Head Chef/Chef De Partie
- Media Technician
- Admin Office staff (as per rota in office)
- WSG staff (as available)
- Science Technicians

Student management staff:

- Assembly area (Head of School)
- Movement to assembly area (Deputy Head of School and Assistant Headteachers)
- MUGA (Deputy Community Manager)

Other specific roles

- Fire Refuge Intercom (IT staff)
- Runner (duty Site Assistant)
- Reception
- Nursery staff (Deputy Community Manager)

See Appendix 4 for actions if you discover a fire.

When the alarm sounds:

- ALL Marshalls grab Fire Marshall vest
- All class teachers take their classes to the assembly area on the Hard Courts (see route map). DO NOT take belongings. If time close windows, switch off lights. Close door behind you.
- All staff without specific Fire Marshall roles go to the Hard Court with their teaching group, and then supervise their Tutor group who will line up in the designated Year areas. OR if no Tutor group the area between the Hard Court and STEM block.
- Nursery staff take their children to the MUGA.

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- Dickinson Centre visitors and staff go to Assembly area in Visitor Car Park.
- Facilities Manager/Site Manager/Site Assistants/Business Manager go to the nearest Fire Control board to check reason for evacuation, one then goes to zone to investigate if safe to do so. Reports by radio to Facilities Manager/Site Manager/Business Manager if Fire Brigade to be called or stood down. Inform KSH if external examinations being held.
- Reception staff phone the Southern Monitoring on **0844 871 2223** option 1 ready to receive report as to whether alarm is for real fire or accidental activation.
- Attendance staff take folder of up-to-date tutor lists to the Hard Court to facilitate register checks alongside online records via ClassCharts which has lesson by lesson record of attendance for all children and accessible via mobile devices.
- Head's PA/HR Manager take the Zone Fire Marshall check sheet (See Appendix 1) to the Hard Court entrance.
- Zone Evacuation Marshalls exit via their zone, checking it is clear and report to Head's PA/HR Manager.
- IT department members (2 of) go to Intercom to check no-one using the fire refuge areas on the landings. If there is use of the refuge, one member reports this to Head's PA/HR Manager, the other stays in communication with the refuge person.
- Duty Site Assistant with radio (Channel 3) to respond as directed by the senior Fire Marshall team members.
- Student Management team supervise as follows:
 - Hard Courts – Assistant Headteachers
 - Under bridge – Site Team members
 - North Central – Assistant Headteachers
 - South Central – Assistant Headteachers
 - STEM block – Assistant Headteacher
- Medical Welfare team available between STEM and Hard Courts with First Aid pack should they be required.
- One receptionist to remain at desk, if safe to do so, to welcome/inform Fire Officer and hand over fire pack (to include a pass key to all areas).
- **Evacuation routes are in Appendix 5.**

SEN Teaching Assistants to take students downstairs in the evacuation chairs.

When cause of activation established:

If false alarm:

- Reception informs Southern Monitoring to stand down Fire Brigade.
- Facilities Manager/Site Manager/Business Manager communicate with Headteacher/Head of School via radio Channel 3 to inform when safe to re-enter buildings.
- Alarms re-set.
- Students return to classes after a check of register.

If real emergency:

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- The alarm activation notification is received by Southern Monitoring which activates the fire brigade attending immediately
- Students kept calm in Assembly area and registers checked for missing students
- Fire Emergency folder available for Fire Officer
- Fire Officer on arrival liaises with senior members of Fire Marshall Team for next actions, including reports from zone marshals.

At no time should staff put themselves at risk.

Document Control Table	
Associated Documents	
Date approved by Governors	January 2026
Date of Review	

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Appendix 1 - Zone Fire Marshalls

Area	Route	Personnel
Kitchen/Restaurant	From Restaurant through Kitchen exit back door, to assembly point via Car Park	Chefs AMO/RMO/AGT
Kruger (HT & KD7-9 offices, Staff Room and Conference Room)	KD7-9 offices, offices, Staff Room, Toilets, Conference Room, Headteacher's office and KPA. Then to Reception to collect Visitor and Staff Signing out books to take out to assembly point	Headteacher's PA/HR Manager CBU/CSW/DPT (or FFE in absence of both)
Café, Jau, Yellowstone (1 st floor)	Admin Office, upstairs to Café, across bridge through Jau and Yellowstone, down Yellowstone stairs, exit West doors to assembly point	Admin team 1
Sagamartha (2 nd floor)	Admin Office, Café, bridge, upstairs, Sagamartha, downstairs, exit North Central to assembly point	Admin Team 2
Cairngorms/Hau Long Bay (Ground floor)	Through Ha Long, through Cairngorms, exit West door to assembly point	WSG Team/Attendance Team members
Kruger (KTH, KDS, KLT)	Control Room, Gallery, stairs behind KLT, exit to south side and assembly area.	Media Technician BFO
Kruger (Dance, Music)	KMS, link corridor, KAS, K02 and 3, exit North exit, through car park to assembly area.	Media Technician BFO
Fuji	F01 through 4 and cutting rooms, computer zone	FHE based in Blue House
Galapagos	All labs, prep rooms, workrooms and upstairs toilets	Science Technicians NMA/CTO
Lift Door/Refuge Call Point	Monitor lift and call point	IT Team – CMD/PSE

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Appendix 2 - Evacuation during external examinations

If the examination is being held in ANY room other than KSH (Sports Hall) and KLT (Lecture Theatre) or if an internal examination, then follow the normal evacuation procedure. Instruct candidates that they may not communicate as this may invalidate the examination. Assemble separately from mentor groups.

Examinations in KSH/KLT

If any sign of fire:

- evacuate as normal

If no signs of fire:

- Instruct candidates to write where they have got to on scripts.
- Then to cease work and await further instruction
- Candidates to remain in silence until Fire Marshall informs as to evacuate (real fire) or remain (false alarm).
- If evacuate, the senior invigilator dismisses students calmly leaving all materials in the room and instructing candidates to remain silent so as not to invalidate the examination. Assemble in the Visitors' Car Park. Report sent to examination board.
- If remain, the senior invigilator takes note of time lost and adds to finish time and instructs candidates to resume writing. Report sent to examination board.

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Appendix 3 - Out of Hours Evacuation

- Building evacuates onto Assembly Point in visitors' car park.
- Duty Site Assistant to liaise with Fire Brigade supported by Community staff.
- Alarms cancelled and reset when informed safe to do so by Fire Brigade.

Appendix 4 – Action on discovering a fire or smoke



On Discovering a Fire or Smoke

- Activate the nearest Call Point;
- Do not place yourself at risk by attempting to deal with the situation for which you are not equipped. **Do not** tackle the fire;
- Move students out of danger;
- Walk calmly to the nearest exit;
- Escort students on route, keeping students together;
- Assemble on the hard courts

On hearing the Alarm

- Close windows or doors, leaving them unlocked;
- Leave personal belongings behind;
- WALK calmly to the nearest exit;
- Escort students on the route, keeping students together;
- Any pupil out on the corridors or out to break when the Fire Alarm sound MUST make their way to nearest exit straight away and make their way to **Assembly Point B (Tennis Courts)**;
- Assemble on the hard courts

Follow the Evacuation Route Plan Appendix 5, unless instructed otherwise by a marshal.

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Appendix 5 – Fire Evacuation Plan

GROUND FLOOR

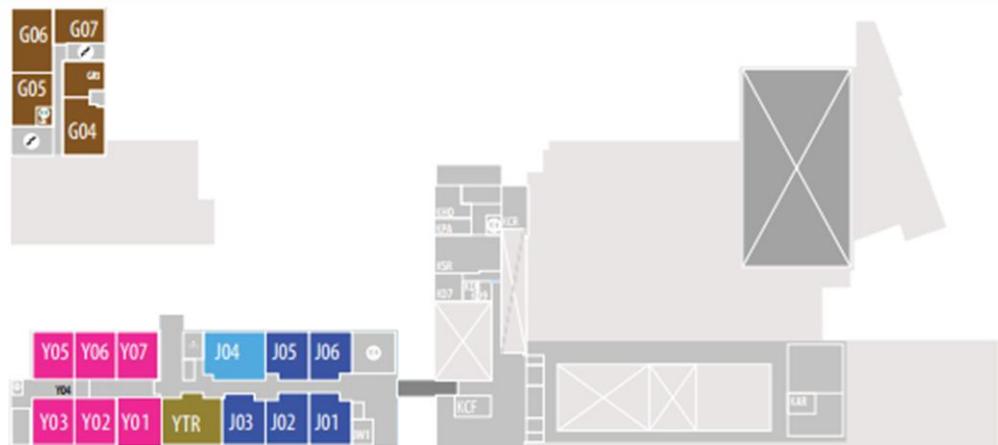
Department Key:

Science
Technology
House & WSG
English
SEN
PE
Languages
Maths
Performing Arts



FIRST FLOOR

Science
English
Computer Science
Humanities
Horticulture



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