



Rochdale Islamic Academy
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G I R L S ' S C H O O L

Fire Evacuation Procedure

Reviewed: July 2023

Next Review: July 2024

Approved by Board of Trustees: July 2023

FIRE EVACUATION PROCEDURE:

THE FIRE ASSEMBLY POINT IS THE FAR END OF THE REAR PLAYGROUND

PLEASE NOTE: ALL EMERGENCY EVACUATIONS OF THE BUILDING MUST FOLLOW THIS PROCEDURE E.G. FIRE, GAS LEAK, BOMB ALERT

1. On discovering the fire, ring the bell immediately. Inform the office where the fire has started, either in person or by using the phone.
2. All students should be lined up immediately.
3. Do not let students take coats or bags. Leave them where they are.
4. The teacher should ensure that all windows (if safe to do so) and doors in their classroom are shut, but not locked.
5. Staff/students with disabilities should follow the Personal Emergency Evacuation Plan (PEEP) – buddy system to be escorted out of the building – (fire folder)
6. All classrooms should be evacuated in an orderly manner and in silence, count heads before leaving the building.
7. The students should be escorted out of the building using the nearest Fire Exit.
8. Students must be lined up at the designated area. There are labels for each year group on the green fence.
9. Contact should be made with staff at the assembly point to notify them of which classes and personnel are assembled at the field.
10. In the event of a fire, designated staff will have the following responsibilities:
 - Sounding the alarm: *Trishna Rahman*
 - Toilets: *Shamshad Iqbal/ Trishna Rahman*
 - Classrooms: *Shamshad Iqbal/ Trishna Rahman*
 - Phoning the fire service: *Trishna Rahman*
 - Unlocking the gates to allow access: *Shamshad Iqbal*
 - Registers and visitor's book: *Trishna Rahman*
 - Timer: *Trishna Rahman*
 - Final sweep of the building: *Shamshad Iqbal and Trishna Rahman*
11. Class teachers will check the registers to discover if anyone is missing by checking the register when it is handed to them.
12. In the event of a missing person or thought to be still in the building, report immediately to SLT or a Fire Marshal. **DO NOT GO BACK IN THE BUILDING.**
13. In the event of a missing person or thought to still be in the building, the fire marshals will aim to locate their whereabouts from outside the building to inform the Fire and Rescue services.
14. If your Exit is blocked use the nearest alternative Fire Exit
15. The admin staff will call the Fire brigade if necessary and will also open the car park gates to allow the fire services access to the building. Admin staff will have keys to the car park gate.
16. Everyone should wait quietly until dismissed by the fire marshals.

Appendix A

PERSONAL EMERGENCY EVACUATION PLAN

Name: _____

Year/Form: _____

AWARENESS OF PROCEDURE

I am informed of a fire emergency requiring evacuation by:

- Existing alarm system
- Visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name: _____

Year/Form: _____

Name: _____

Year/Form: _____

METHOD OF ASSISTANCE:

EVACUATION PROCEDURE:

(A step-by-step account beginning from the first alarm)

Student Signature: _____

Fire Marshal Signature: _____

Date: _____