



Wagon Lane Site

Fire Evacuation Strategy

Effective April 2022

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1.0 Management of the Emergency

1.1 Assembly Manager Outside the Building

The Assembly Manager for Hazelbeck will be the Headteacher or Deputy Headteacher and for Beckfoot, the Headteacher or a Deputy Headteacher.

The Assembly Manager is in overall charge of the emergency outside the building and will determine the need to use the secondary fire assembly points. The Assembly Manager will communicate with the Emergency Team inside the building via walkie-talkie set to **Channel 8**.

The Assembly Managers will be responsible for co-ordinating the overall response to the emergency with Emergency Team leader who will be within the building.

1.2 Emergency Team Inside the Building

The Emergency Team Leader within the building will liaise within the building with Amey FM and the Fire Service.

The Emergency Team will all have access to walkie-talkies for communication and have different roles as follows:

Note: Second named person is only to act in the absence of the first named so as to limit the number of people in the building once the alarm has sounded.

Amey FM	Attend fire panel at Reception to locate fire then move towards the incident to establish its cause. Advise the Emergency Team Leader (KSD/EJW or MJ) when the alarm has been reset. For the avoidance of doubt, Amey FM will be responsible for approving the building safe to re-enter.
Emergency Team Leader Mark Jackson / Kirsty Dwyer/Emily Wintersgill	Attend fire panel in reception to co-ordinate response with Amey FM and the Fire service Co-ordinate the work of those evacuating students with Personal Evacuation Plans or wheelchair users. Advise Assembly Managers when it is safe to re-enter the building. (see Note 1 below) Co-ordinate evacuation plans with Hazelbeck Assembly Manager. Co-ordinate the use of Beckfoot staff to assist Hazelbeck as necessary and request the assistance of Hazelbeck staff if necessary.
Beckfoot PEP Evacuation Team Leader: Alex Denham/Darren Cooley	Attend Second Floor to co-ordinate evacuation of wheelchair users. Leave immediately if there are no wheelchair users to evacuate. The following staff trained to use Evac chairs will also attend the second floor and be directed by Alex Denham/Darren Cooley. Alex Denham Viv Macdonald Sue Moore (not Tuesdays) Mike Barnes

	<p>Helen Robinson Sam Hird - Hazelbeck is also trained.</p> <p>For the avoidance of doubt, Mark Jackson and Kirsty Dwyer (Emily Wintersgill) are the senior members of the Emergency Team in the building.</p>
<p>Hazelbeck PEP Evacuation Team Leader:</p> <p>Jo Dowson/Shelly Upton</p>	<p>Attend First Floor to co-ordinate evacuation of wheelchair users. Leave immediately if there are no wheelchair users to evacuate.</p> <p>For the avoidance of doubt, Mark Jackson and Kirsty Dwyer/Emily Wintersgill are the senior members of the Emergency Team in the building.</p>

This is the only group of people allowed to respond to problems within the building after the alarm has sounded.

Note 1. Bingley Fire Station (Andy Clayton, Fire Officer) has approved a system of re-entry into the school without the alarm being re-set on the following basis:

The alarm panel identifies a location for the fire activation device. Amey FM attend the location and confirm there is no fire in the vicinity of the activation device that has triggered the alarm.

It is understood that the alarm remains active and any further alerts from a fire activation device will set the alarm sounders off again.

Bingley Fire Station (Andy Clayton, Fire Officer) specifically require the alarm panel not to be re-set until they arrive at site.

2.0 General Procedures

All staff, students, contractors and visitors must evacuate according to the procedures below at all times UNLESS there has been a fire test message or false alarm message over the Tannoy system.

2.1 Beckfoot Evacuation

On hearing the fire alarm, everyone should leave the building and move towards the primary assembly point as described later in this document.

It should always be assumed that the sounding of the alarm is genuine, and that evacuation is necessary. Where practical, students should be told to take their coats with them to the assembly point. Bags and other belongings should be left in the classrooms.

2.2 Hazelbeck Evacuation

On hearing the fire alarm, everyone should leave the building and move towards the primary assembly point as described later in this document. If, for some reason the assembly Manager deems full evacuation inappropriate, staff will be advised by radio to move to a specified fire safety zone.

It should always be assumed that the sounding of the alarm is genuine, and that evacuation will be necessary. The building is designed with a series of fire protection zones and a sprinkler fire extinguishing system. If using the Specialist teaching rooms within Beckfoot, Hazelbeck staff and pupils should return to the Hazelbeck School accommodation if safe and appropriate to do so. There is therefore plenty of time to evacuate the building.

Those students with Personal Evacuation Plans will be assisted by staff with designated responsibility for those plans.

Hazelbeck students in Beckfoot areas of the school that are not accompanied by a Hazelbeck member of staff, should exit the school with Beckfoot students. Where possible they should be taken to a member of the Beckfoot Leadership Team at the Assembly Point. Contact will then be made with the Hazelbeck Assembly Manager by radio.

Hazelbeck students in Beckfoot accompanied by a Hazelbeck member of staff should evacuate with Beckfoot students and staff and make their way to the Hazelbeck Assembly Point. Alternatively, they may stay in one of the fire safe zones, prior to final evacuation. The Hazelbeck staff will have been trained to make the appropriate judgement.

In the event of one of the fire lifts being out of order, the above procedure will still apply using a horizontal evacuation. In the event of both lifts being out of action Evac chairs and RESCU mats will be moved over from Beckfoot.

Beckfoot staff will assist with the Hazelbeck evacuation if the need arises. This help will be co-ordinated by the Emergency Team leader inside the building and the Assembly Managers outside it.

2.3 Beckfoot Wheelchair Users

The building is designed with a series of fire protection zones and a sprinkler fire extinguishing system. There is therefore plenty of time to evacuate the building using Evac Chairs or by moving to take advantage of the fire safety lifts in Hazelbeck. In all cases you will have discussed the procedures for fire evacuation and where necessary a specific Personal Evacuation Plan (PEP) will have been completed. **Wheelchair users/students with physical disabilities will exit classrooms first.**

2.4 Fire Evacuation Plan for the Students with Physical Disabilities on the First and Second Floors

Beckfoot School is a designated school with extra provision for students with physical difficulties. Each year the numbers vary, generally there are between 4-10 students who use wheelchairs. In the event of the fire alarm sounding EVAC trained Teaching Assistants (see section 1.2) make their way to the stairs and await instructions from Alex Denham and Darren Cooley.

PEP Evacuation Team Leaders

Beckfoot - Alex Denham and Darren Cooley

Staff with Designated Responsibility for Personal Evacuation Plans (PEP)

- Teachers ensure that students who have a physical or medical difficulty or disability that means they usually use a lift, vacate their classroom **last**, to allow others to use stairwells first
- Teachers and/or TAs will direct them to the nearest safe zone outside each stairwell on the south or north side
- Teachers vacate the building with their class and go to the assembly point.
- TAs stay with the student(s) at the safe zone outside each stairwell and await instruction from Alex Denham or Darren Cooley
- AD and DC attend each stair well area on the top and middle floors
- Once checked, they use channel 8 on the radio to report who is present at the top and middle of each stair well to the Assembly Manager, stating for example: "This is Darren Cooley on the South stairwell, top floor. Present with me are staff: Sue Moore, Bev Crabtree and students: Billy Beck and Freddie Foot."
- The information above is added to the 'Fire Clear Zone Checklist' by the Assembly Manager.
- The Assembly Manager alerts tutors in order for the child to be registered.
- Once all students are accounted for the Assembly Manager will radio using channel 8 that AD and DC can leave the building and go to the assembly point.
- The TAs and students remain at the safe zone outside each stairwell during this fire drill.

2.5 Out-of- School Hours and Evenings

If the alarm sounds everyone should proceed to the Beckfoot primary Assembly point. The emergency will be managed by the first person present at the Assembly point from the following groups of people - a member of the Emergency Team, Amey FM or the most senior member of staff present.

Amey FM will be responsible for approving the building safe to re-enter.

2.6 Adverse Weather and Any Students At-Risk

On no account should anyone re-enter the buildings until the nature of the alarm has been ascertained and all accounted for. The Emergency Team Leader or the attending fire officer will make an early decision where possible on advice from Amey FM.

2.7 Exit Doors and Routes

The nearest exit from the building should be used in all cases and **all stairs** to be used for exit. This includes purpose-built emergency doors. All magnetic locks on exit route doors will release when the alarm is activated.

Open staircases can be used for evacuation if they are free from smoke. Enclosed staircases should be used if there is any doubt about smoke or safety.

There are two fire evacuation lifts in the East of the building nearest the Hazelbeck accommodation. These lifts have their own power supply and can be used unless the Fire Officer suggests they are not safe to use. In the event of one of the fire evacuation lifts being out of order, the current documented evacuation procedure will still apply using a horizontal evacuation. In the event of both lifts being out of action Evac chairs and RESCU mats will be moved over from Beckfoot.

2.8 For Information - Double Knock Alarm

The building is fitted with a double-knock alarm which only sounds in Reception. This allows Amey FM and designated school staff a limited time to investigate faulty alarm activations before the sounder is fully activated.

2.9 For Information - Sprinkler System

The building is fitted with a fire extinguishing sprinkler system. Please don't be alarmed if this is activated.

2.10 Secondary Alarm

In the unlikely event that the main fire alarm fails to sound in an emergency, the school bell will be sounded continuously.

2.11 Locked/Blocked Doors

Under no circumstances should staff or students be in areas where they cannot find an alternative direction of escape in the event of a fire or fire practice. The presence of combustible materials or obstructions near any emergency exit should be reported to Mark Jackson or the Amey Site Staff for immediate removal.

2.12 Staff Awareness

All staff should acquaint themselves with the positions of fire alarm buttons and fire exits in their area. A check of the alarm buttons and the immediate reporting of a broken alarm glass may aid the swift end to the fire practice or early apprehension of persons responsible for false alarms. A note of individuals acting suspiciously may also help. Whilst many members of staff have designated roles in the event of an alarm, it is up to everyone to be aware of general hazards and to report them to a member of the Emergency Team.

2.13 Attitudes to Alarms

Staff will not need reminding that fire could be extremely serious and it is therefore essential that the sounding of the alarm and subsequent action should be treated with due gravity. Students must be orderly and proceed quietly so that instructions can easily be heard. In the event of a real fire, it may be necessary to change directions and prevent hysteria.

3.0 Procedures at the Assembly Points and in the Building

3.1 Assembly Managers [Beckfoot and Hazelbeck]

The Assembly Manager (see section 1.1) is in overall charge of the response to the emergency outside the building and will be based where the main student assembly is held.

The Assembly Manager is in overall charge of reconciling the people present at the assembly point with those that should be present.

3.2 Amey FM

Amey FM are in overall charge of the response to the emergency inside the building.

3.3 The Emergency Team

The Emergency Team are designated school staff (see section 1.2) remaining within the building to complete the evacuation and co-ordinate the school response with Amey FM.

3.4 Staff with Designated Responsibility for Personal Evacuation Plans (PEPS) [Beckfoot and Hazelbeck]

See Section 2.2, 2.3 and 2.4. Some students with disabilities and wheelchair users may have specific evacuation plans that involve designated staff. These staff will know what their responsibilities are and will implement the plans accordingly. These staff are subject to the direction of the Emergency Team and must follow any instructions provided by them.

3.5 Visitors, Contractors, Catering Staff, and Other Adults [Beckfoot and Hazelbeck]

Beckfoot - Evacuate the building by the nearest exit and make your way to the Beckfoot assembly point and stand by the white canopy area where reception staff or the person you report to will take a register.

Hazelbeck – Report to Admin staff

3.6 Reception/Student Facilities Office & Administration Staff [Beckfoot and Hazelbeck]

Hazelbeck

Julie Bastow/Caroline Hibbert/ (or other Admin staff if absent) to take Student Registers to the Hazelbeck Assembly point and give them to the Assembly Manager.

Saika Shaheen/Vicky Ullah to collect Hazelbeck Staff Signing Out Book and Hazelbeck Going Out Register from Reception and take to Hazelbeck Assembly Point.

Julie Bastow/Caroline Hibbert (or other Admin staff) to reconcile returned registers/checklist and report absences or discrepancies to the Hazelbeck Assembly Manager.

Julie Bastow/Caroline Hibbert to have the Zone Sign Off sheets and be responsible for their completion.

Lifts:

Julie Rabeche and Kim Hawkins gets the lift keys, I get Number 1 for the lift in the corridor in the green area which goes to up the 6th form and Kim gets Number 2 for the lift which just outside our

doors on to Beckfoot. We put the keys in to the little red box at the side of the lifts and take the other key out and insert it in to the triangular key hole which is to the right side on the outside of the lift and turn it to number 1, we enter the lift, press 1 to go to the 1st floor, the doors remain close and we press open the doors arrow once to check for smoke, the doors don't stay open, so we press and hold the open doors arrow and they stay open so students can get in, we repeat this procedure until all the students are out of the building. When we are told it is safe to go back in we take the key out of the triangular hole, turn it back round and place it back in the red box, then hang the keys back up in Saika and Vicky's room.

Beckfoot

Reception/SFO to take the fire tutor group lists, walkie-talkie and to the Beckfoot assembly point.

Reception/SFO to take Inventory visitors record and any visitors waiting in Reception to the Beckfoot assembly point (white canopy).

Catherine Hemingway/Emily Wintersgill to take out the zone sign off sheets and are responsible for them been completed. Please ensure you sign off your zone ASAP as this can cause delays for re-entry to the building.

ITT Register to be taken by Jenny McUlrich (Kelly Heaton if Jenny absent) and Peri Music register to be taken by Caroline Lewis/Matt Stimpson. If absent to be designated to other spare Admin/Finance/HR/SFO/Reception Staff.

Commented [CB1]: To update

Leanne Jordan and Jill Clark to coordinate handing out and collating fire tutor group lists (or other Reception Staff if absent) with assistance from designated support staff. Lisa Briggs will take responsibility for checking visitors are present and any staff queries in the staff signing out book and part time/casual staff signing in book.

Leanne Jordan and Jill Clark (or other Reception Staff if absent) will stand in the middle of the Beckfoot student Fire Assembly Point and wear a Hi Vis Jacket marked "Hand completed Tutor Group Lists in here".

PACT will take responsibility for reconciling Beckfoot returned fire tutor group lists/checklist working with **all available support staff** and report absences or discrepancies to the Assembly Manager.

3.7 Hazelbeck Staff and Students

Students and staff supporting them should assemble in silence in Tutor Groups. Tutors will take registers and return them to Julie Bastow/Caroline Hibbert when complete.

3.8 Group Tutors [Beckfoot]

Students should form a single line in register order.

In the event of group tutor absence, the person taking the morning register must take charge at the practice.

Group tutors must take a register based on the tutor group list provided by the SFO/Reception/administration staff at the assembly point. This list should be used as an aide-memoir as it will not show actual attendance on the day. Only absent students need to be reported to the Head of Year.

Group Tutors must ensure that the students in their group remain silent. Defaulters will be reported to the Head of Year.

3.9 Head of Years [Beckfoot]

Once their roles in the building clearance procedure is complete (see section 4), supervise the year group assisted by support staff, seeking assistance from non-tutors in the event of a missing group tutor.

Assist other support staff to collect the completed registers and hand to the person in the Hi Vis Jacket in the middle of the Assembly Point.

Collect names of missing students and report these to the PACT staff located by the PE block area.

3.10 Non-Tutor Teachers [Beckfoot]

Assist tutors to maintain order and discipline by patrolling at the rear of the lines. Be available to deputise for a group tutor if necessary.

3.11 Teaching Assistants and other Support Staff[Beckfoot]

Teaching Assistants - Escort students to the assembly point and report to Mike Barnes (or Karen Maude/Angela Asquith in his absence) and then stay with the tutor group.

Other Support Staff – Report to SFO/Reception/administration staff at the assembly point and assist in distributing registers to tutors and returning completed registers.

3.12 Examinations [Beckfoot]

Students should be escorted from the examination room to the exam assembly venue directly opposite the Sports Centre Entrance

The Exams Officer assisted by non-teaching invigilators will supervise students there. Permission to continue the examination will be given by the Assembly Manager on advice from Amey FM via the Emergency Team.

4.0 Procedure for Clearing the Building

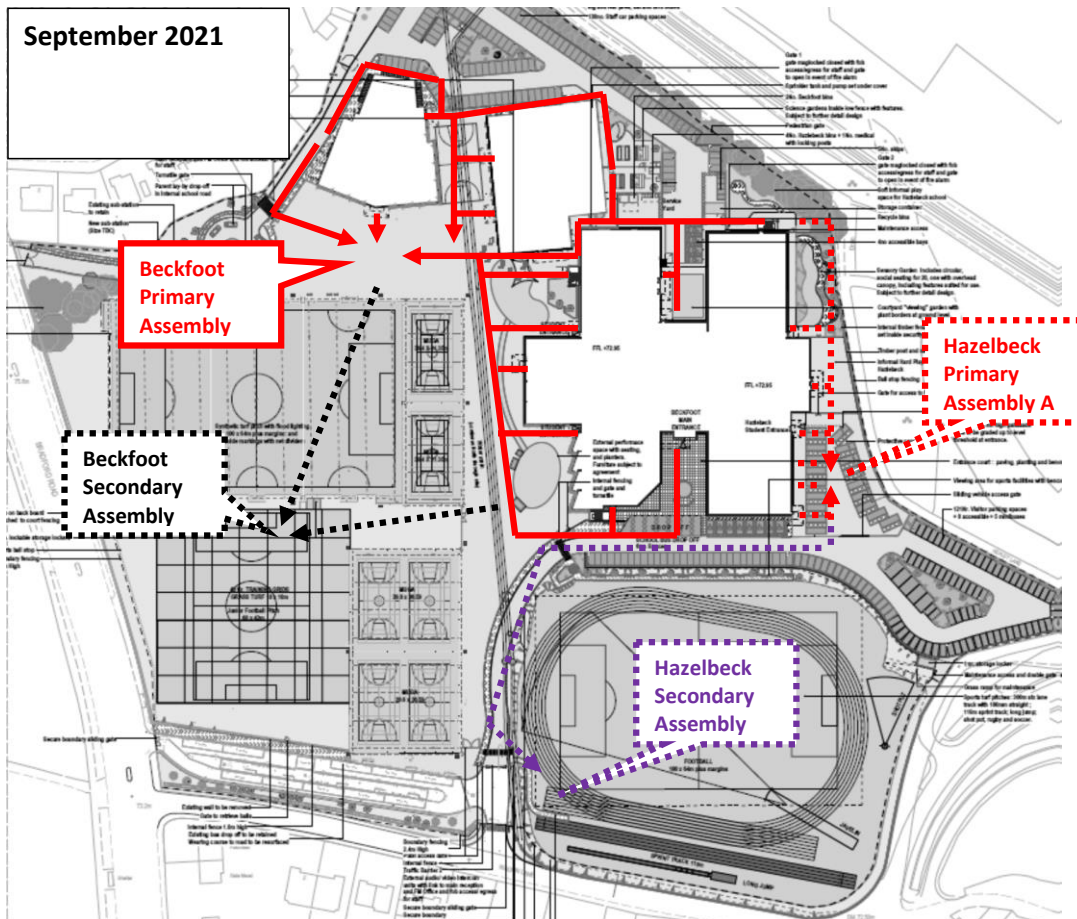
The aim of this procedure to confirm by visual check that the building is clear of staff, students and visitors. Please remember that if there is any direct danger from fire, staff should leave the building immediately and report that they are safe but have not been able to complete their assigned task. Remember, personal safety is paramount if there is any doubt, leave the building immediately. Staff to sing zones clear on leaving the building.

Some staff listed work part time hours or have flexible working patterns, so please make sure you familiarise yourself with the working patterns of others in your area.

4.1 Fire Clear Zones The following 'responsible people' will check each room in their zone to ensure it has been vacated and doors closed . When checked, the 'responsible person' signs the zone register, held by the reception staff, at the main student assembly point to confirm the zone is clear.		Signature	
BECKFOOT			
1. Technology Ground Floor	Gary Ferguson, John Newton,		
2 English/School Healthcarer Room	Jackie Drew, Jenny McUrich, Donna Outlaw		
3 SEN/LRC/Careers	Lynette Beck, Fiona Kelley, Zoe Duddle, Sarah Wilson, Laura Money, Linda Hayfield		
4 Business/Maths & Computing - Ground Floor	Matthew Dominik, Paul Conway, Phillip Elliot, Wiktor Kruczek		
5 Dining area, main toilets & Beckfoot Hall	Sarah Edwards, Saima Fazil, Kate Sanderson		
6 Technology 1 st Floor	Miranda Leach, Louise Powell, Monique Harris		
7 Staff areas (Meeting Rooms, Staff room, staff toilets) /Hazelbeck Mtg Room, WC13 toilet	Suman Bibi, Holly Sian		
8 Maths - 1 st Floor	Jayne Coates, Donna Murgatroyd , Sophie Mallinson Powell, Anna Douglas		
9 Science 1 st Floor, HR Room S6	Matthew Brook, Shirley Cooke, Mary Cuthbert, Michelle Roylance, Rebecca Mantle, (those present on the floor)		

4.1 Fire Clear Zones CONTINUED The following 'responsible people' will check each room in their zone to ensure it has been vacated and doors closed . When checked, the 'responsible person' signs the zone register, held by the reception staff, at the main student assembly point to confirm the zone is clear.		Signature
10 6 th Form	Glenn Wright, Jackie Smith, Lauren Bannon, Kayleigh Towers	
11 Admin/Finance CBM Office, Staff Toilet HK60.2 Trust Rooms, CEO Room, PA Room, Pupil Toilet HK60.3	Nicola Knaggs/Maxine Brotherton	
12 MFL	Laura Keller-Bradbury, Andrew White, Nicola Dobson,	
13 Humanities H1A-H10 (Year 9)	Junaid Khan, Jack Wheeler	
14 Science 2 nd Floor & Hums Rooms H11 – H13 (Year 10)	Rebecca Mantle, Michele Roylance, Matthew Brook, Shirley Cooke, Mary Cuthbert (Techs present on the floor)	
15 Creative Arts	Emily Kyle, Matt Stimpson, Talib Hussain, Sarah Clark, Caroline Lewis	
16 Sports Centre	Suzanne Lancashire, Dave Lawal, Saeeda Khan	
17 Reception/SFO/Small Meeting Room & Visitors Area	Lisa Briggs, Nicola Fox, Olivia Milnes and spare SFO/Reception Staff	
18. North Side – Stairwell Muster point	Alex Denham/Darren Cooley	<i>Names of students/ staff</i>
19. South Side - Stairwell Muster point	Alex Denham/Darren Cooley	<i>Names of students/ staff</i>

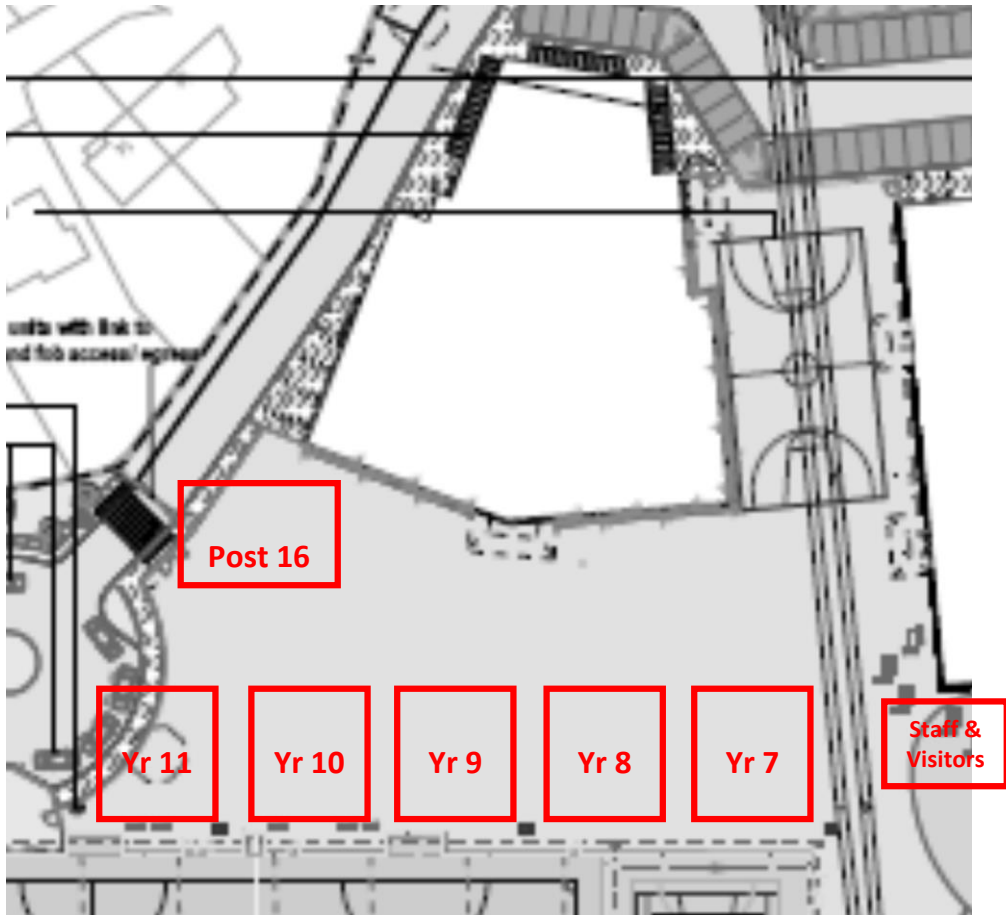
4.1 Fire Clear Zones CONTINUED The following 'responsible people' will check each room in their zone to ensure it has been vacated and doors closed. When checked, the 'responsible person' signs the zone register, held by the reception staff, at the main student assembly point to confirm the zone is clear.		Signature
HAZELBECK		
18 Hazelbeck Pool, Hall and Dining Areas	All staff supporting pupils in that area	
19 Hazelbeck Green Area (Downstairs)	Beth McPhail, Annice Avey, Nicola Gilmartin, Tracy Murphy, Karli Wilkinson, Naomi Simpson	
20 Hazelbeck Orange Area (KS4 Area - upstairs)	Jo Dowson, Loredana Fedorniak, Anthie Padden, Ruth Jones, Corrina Brooksbank, Emma Hanson, Chelsie Cauldwell	
21 Hazelbeck 6 th Form & Bronze (Upstairs)	Shelley Upton, Julia Whatford, Jo Harrison, Jonathan Waterworth, James Wilson	



5.0 Campus Primary and Secondary Assembly Points

- Beckfoot Final Exit Route →
- Beckfoot Exit Route if Safe →
- Beckfoot route to Secondary Assembly - - - - -▶
- Hazelbeck Final Exit Route - - - - -→
- Hazelbeck Exit Route if Safe - - - - -→
- Hazelbeck route to Secondary Assembly - - - - -▶
- Wheelchair Safety Zone WSZ
- Beckfoot Primary Assembly Point
- Beckfoot Secondary Assembly Point
- Hazelbeck Primary Assembly Point
- Hazelbeck Secondary Assembly Point

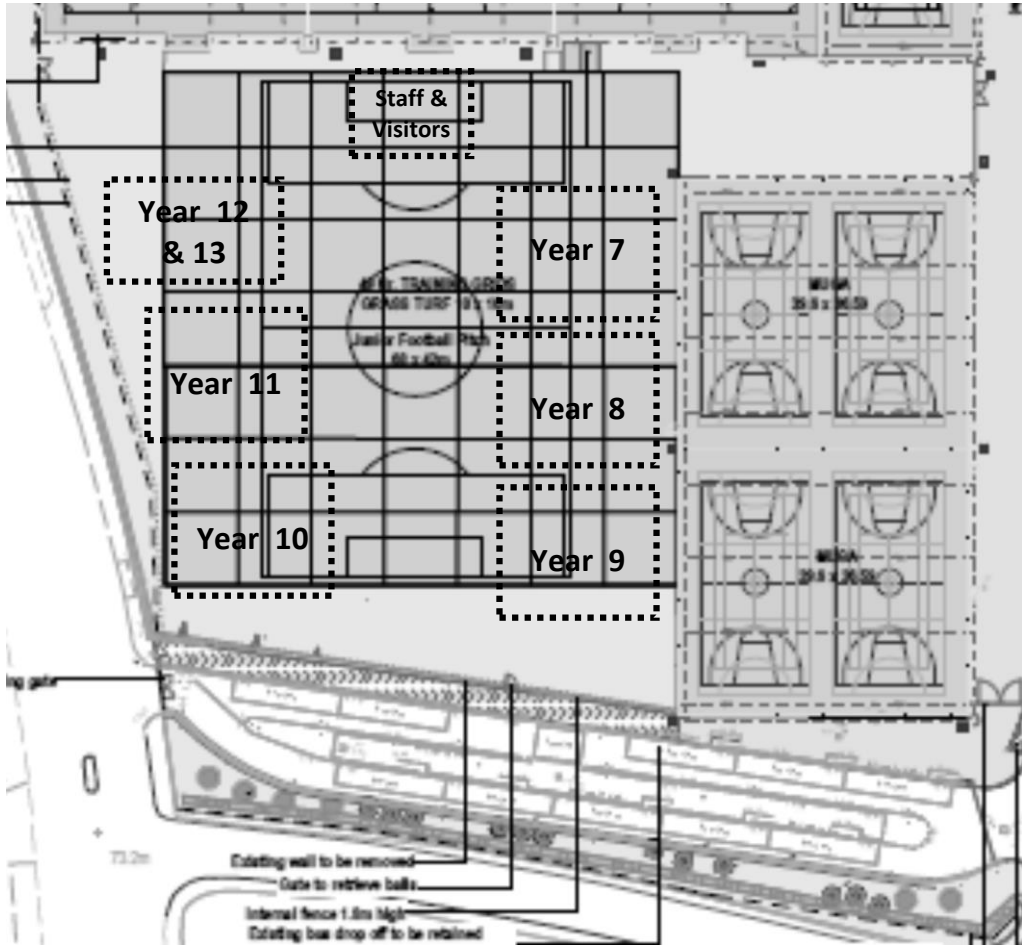
Note: Wheelchair Safety Zones include Evac Chairs and intercom communications



6.0 Beckfoot Primary Assembly Point

- Beckfoot Final Exit Route →
- Beckfoot Exit Route if Safe →
- Beckfoot route to Secondary Assembly ····→
- Hazelbeck Final Exit Route ····→
- Hazelbeck Exit Route if Safe ····→
- Hazelbeck route to Secondary Assembly ····→
- Wheelchair Safety Zone W S Z →
- Beckfoot Primary Assembly Point
- Beckfoot Secondary Assembly Point
- Hazelbeck Primary Assembly Point
- Hazelbeck Secondary Assembly Point

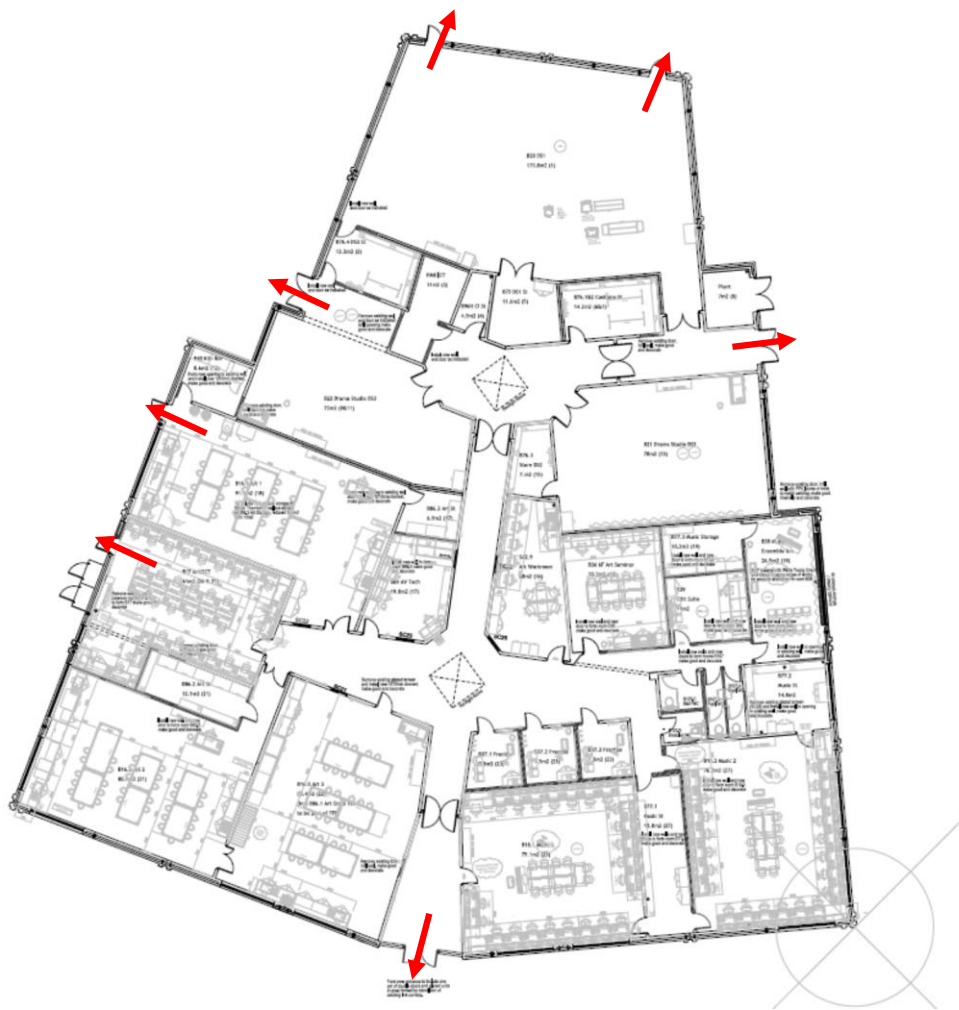
Note: Wheelchair Safety Zones include Evac Chairs and intercom communications



7.0 Beckfoot Secondary Assembly Point

- Beckfoot Final Exit Route →
- Beckfoot Exit Route if Safe →
- Beckfoot route to Secondary Assembly▶
- Hazelbeck Final Exit Route →
- Hazelbeck Exit Route if Safe →
- Hazelbeck route to Secondary Assembly▶
- Wheelchair Safety Zone **WSZ** ▶
- Beckfoot Primary Assembly Point □
- Beckfoot Secondary Assembly Point □
- Hazelbeck Primary Assembly Point □
- Hazelbeck Secondary Assembly Point □

Note: Wheelchair Safety Zones include Evac Chairs and intercom communications



8.0 Arts Centre Final Exit Routes

Beckfoot Final Exit Route



Beckfoot Exit Route if Safe



Beckfoot route to Secondary Assembly



Hazelbeck Final Exit Route



Hazelbeck Exit Route if Safe



Hazelbeck route to Secondary Assembly



Wheelchair Safety Zone



Beckfoot Primary Assembly Point



Beckfoot Secondary Assembly Point



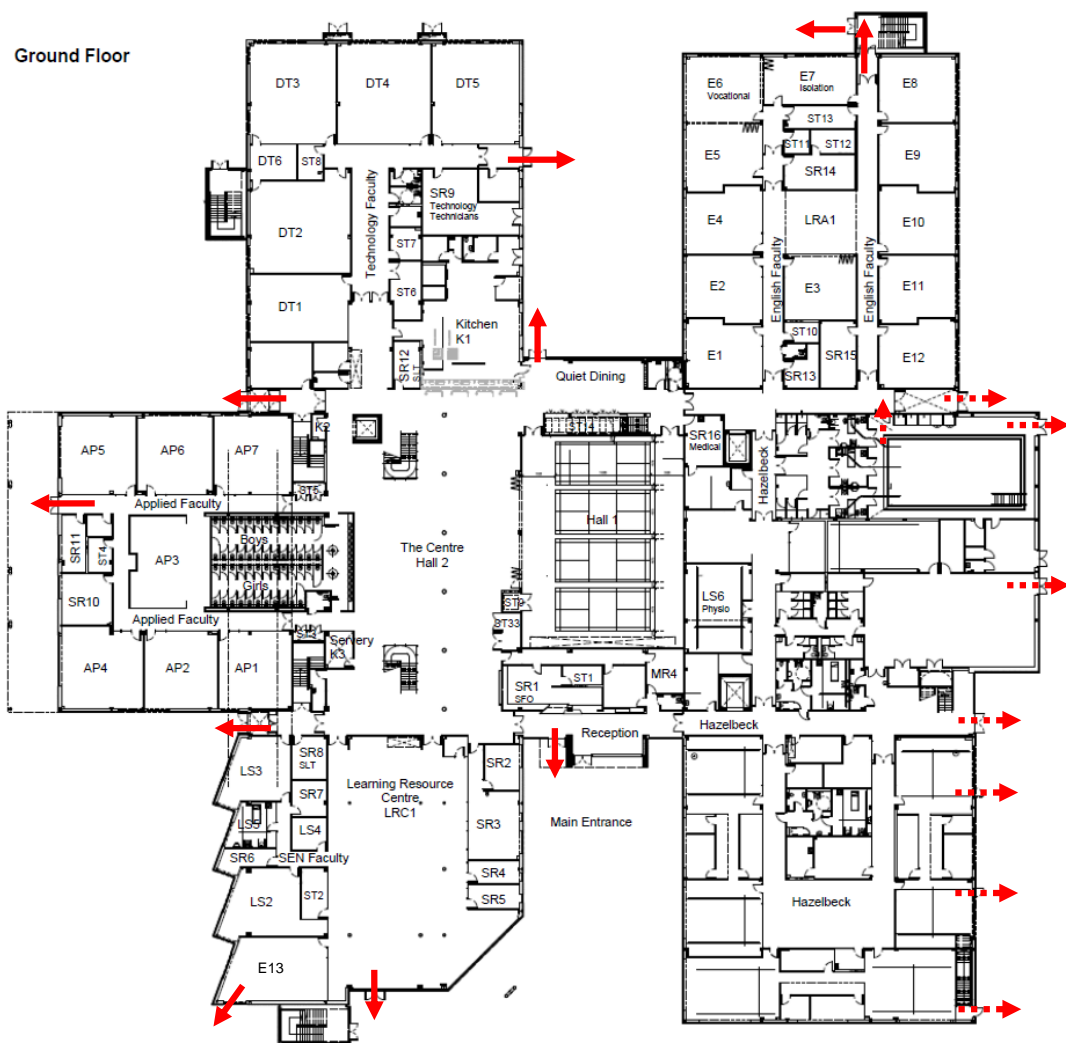
Hazelbeck Primary Assembly Point



Hazelbeck Secondary Assembly Point



Note: Wheelchair Safety Zones include Evac Chairs and intercom communications



9.0 Ground Floor Final Exit Routes

Beckfoot Final Exit Route



Hazelbeck Final Exit Route





First Floor



10.0 First Floor Final Exit Routes

Beckfoot Final Exit Route



Beckfoot Exit Route if Safe



Hazelbeck Final Exit Route



Hazelbeck Exit Route if Safe



Second Floor

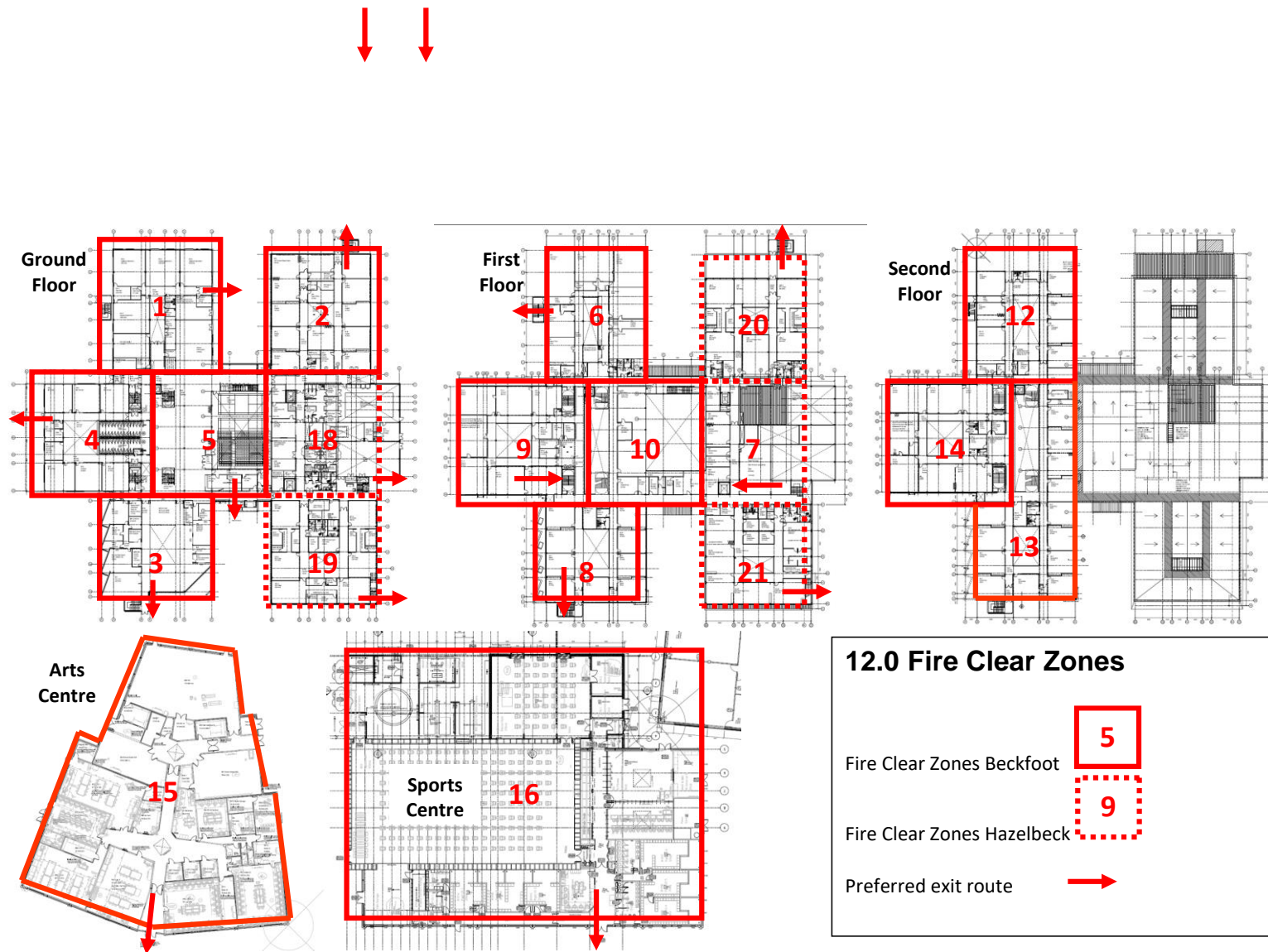
W S Z

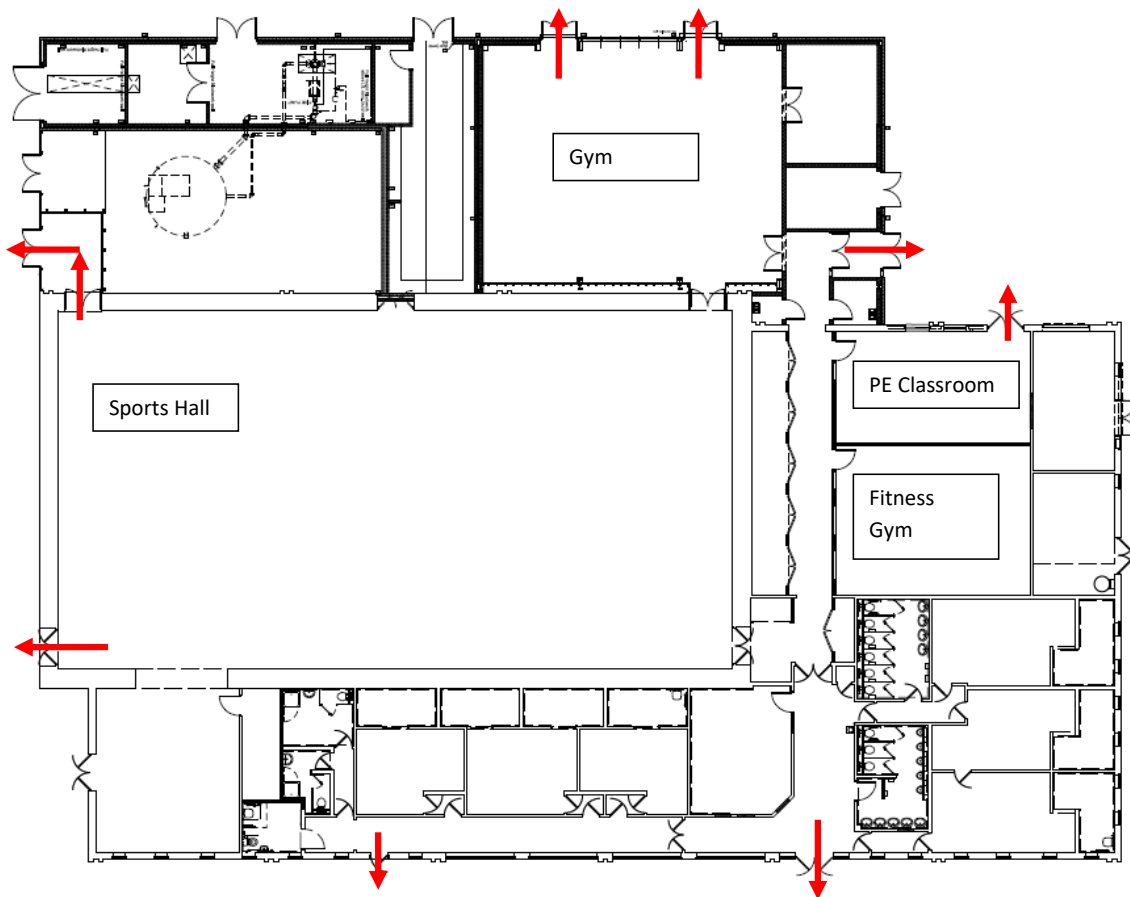
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W S Z

W S Z

Beckfoot Final Exit Route	
Beckfoot Exit Route if Safe	
Wheelchair Safety Zone	





13.0 Sports Centre Final Exit Routes

Beckfoot Final Exit Route

