

FIRE EVACUATION POLICY

Version Control		
Date	Version	Comments
March 2024	1.0	Completed draft sent for feedback

Title: Fire Evacuation Policy

Procedure Code: IO4.4

Source: Armadillo Safety Systems

Document Owner: UST Operations Manager

Review & Update By: UST Operations Manager

Approval Committee: FGB

Date Approved: April 2026

Date of Publication: April 2026

Date of Next Review: April 2027

Required on Website: No

Version Control		
Date	Version	Comments
March 2024	1.0	Completed draft sent for feedback

0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
7/3/22	Title page	New title page added
	0.	Section 0. <i>Document Control</i> added
	1.	Section 1 changed to 1. <i>Definition</i> , with subsequent section sequencing following suit on numbering.
	App. 6	Redundant map of primary school was left undeleted by mistake in previous policy – now removed.
Sep 2022	App. 2	Updated fire marshal list and Assembly Map in Secondary School
Sep 2022	App. 6	Updated Primary School Fire Evacuation plan as per March 2022
Feb 2023		Updated named staff
Feb 2023	Sec 10	Updated PEEP instructions
Feb 2023	App. 2	Updated fire marshal list in Secondary School
Feb 2023	App. 3	SRC evacuation map revised, due to building works
Feb 2023	App. 4	Updated fire marshal list and allocated areas
Feb 2023	App. 5	New Evacuation Chair trained staff list
March 2024	all	Replaced references to Spie with UST Building Compliance Manager and references to Armadillo Safety Solutions with Juniper Ventures
March 2024	14	Inserted new Fire and Emergency Evacuation Procedure and Secondary School Fire Marshal locations updated
March 2025	14	Updated fire marshals
March 2025	Appendix 2	Updated St Paul's Way Secondary School Fire and Evacuation instructions
March 2025	Appendix 4	Updated Fire Marshals and Locations
March 2025	Appendix 5	Updated Evacuation Chair Trained Staff
March 2025	Approval Signature	Removed previous Executives headteacher name and signature. Updated name of new executive headteacher, signature needs to be added.
April 2026	Appendix 2	Updated St Paul's Way Secondary School Fire and Evacuation instructions with the updated list of Fire Marshals, map for 3 rd floor has been updated to direct to the closest fire exit
April 2026	Appendix 3	Updated the fire evacuation plan to indicate two different fire exit routes. Added the SFC fire evacuation route
April 2026	Appendix 4	Updated the list of fire marshals
April 2026	Appendix 6	Updated St Paul's Way Primary School Fire and Evacuation instructions with the updated list of Fire Marshals and map detailing Fire Assembly/Evacuation Points on Masjid Lane
April 2026	Appendix 7	Updated list of Personal Emergency Evacuation Plans (PEEPs)

Version Control		
Date	Version	Comments
March 2024	1.0	Completed draft sent for feedback

Contents

0. Document Control	2
1. Definitions	5
2. Scope	6
3. Policy Aims and Ethos.....	6
4. Links to Legislation and Guidance Documents.....	6
5. Roles and Responsibilities	7
6. Fire Risk Assessment	7
7. Fire Log and Liaison with Emergency Services	7
8. Fire Checks by Employees	7
9. Maintenance of Fire Systems	8
10. Fire Evacuation Procedure/Emergency Plan	8
11. Personal Emergency Evacuation Plans (PEEPs)	9
12. Fire Evacuation Practice and Fire Training	9
13. Hazardous Work by Employees and Contractors	10
14. Fire and Emergency Evacuation Procedure.....	10
FIRE AND EMERGENCY EVACUATION PROCEDURE.....	11
St Paul's Way Secondary School.....	11
15. Post Incident Review	15
Appendix 1: Fire Safety Arrangements	15
Appendix 2: St Paul's Way Secondary School Fire and Evacuation Instructions	19
Appendix 3: Science Research Centre and Sixth Form Campus Fire Evacuation Plan	25
Appendix 4: Fire Marshals and Locations.....	26
Appendix 5: Evacuation Chair Trained Staff	28
Appendix 6: SPWP Fire Evacuation Procedures 2025 - 26 – Version 5	29
Approval Signature	36

1. Definitions

“Trust” refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

“School” refers to St Paul’s Way, including both primary and secondary schools and all buildings thereof.

“Staff” refers to any individual who is employed by the Trust or who operates on the Trust’s behalf, e.g. Trustees and Governors.

“Pupil” includes any incoming or current pupil at St Paul’s Way. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term “student” or “child” with no change of definition.

“Executive Headteacher” is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values.

“Headteacher” is the individual in charge of the primary school.

2. Scope

This policy applies to all staff.

3. Policy Aims and Ethos

It is School policy to ensure that all reasonable steps are taken to:

- Prevent fires from starting in the first place by having good standards of housekeeping
- Provide and maintain appropriate detection and warning systems
- Ensure that all employees and visitors to our site are made aware of the fire procedures
- Carry out regular inspections and fire drills
- Carry out, record and regularly review the Fire Risk Assessment.

Duties of All Staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully by complying with any fire procedures that may be introduced to protect the safety and well-being of our students, staff and visitors.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs.

This Policy forms part of all employees’ conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

4. Links to Legislation and Guidance Documents

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

5. Roles and Responsibilities

The Executive Headteacher/Head of School has overall responsibility for fire safety and will act as Chief Fire Marshal at the Secondary School in the event of a fire evacuation. This means that he/she is responsible for making sure the building is empty, via the Fire Marshals, and confirming the roll call of students, staff and visitors. If the Executive Headteacher is absent the next most senior member of the SLT team will fulfil this role.

The Head of School of the Primary School will act as the Chief Fire Marshal at that site and fulfil the same function.

6. Fire Risk Assessment

The Facilities Manager will ensure that a responsible person is appointed and that the appointment is recorded in writing. The responsible person's duties will include the following:

- Commissioning a Fire Risk Assessment
- Regular review of the Fire Risk Assessment (annually)
- Produce a Fire Safety Plan
- Provide fire training for Fire Marshals and employees
- Provide and maintaining clear escape routes and exits
- Ensuring correct use of fire doors
- Providing adequate emergency signage
- Periodic practice of fire evacuations
- Provision, testing and maintenance of emergency lighting
- Provision, testing and maintenance of the fire alarm system
- Provision, testing and maintenance of fire-fighting appliances.

7. Fire Log and Liaison with Emergency Services

The Facilities Manager will ensure that a Fire Log is provided to enable information on fire drills, training, and maintenance of fire systems etc., to be easily recorded and retrieved.

He/she will also ensure that liaison with the fire brigade is arranged, where necessary, regarding access to the site or specific fire safety provisions.

8. Fire Checks by Employees

The Facilities Manager will ensure the following checks are carried out in common areas and retained areas:

Each Day:

Prior to opening, all fire escape routes are maintained and are free from obstructions.

- Goods and equipment are not stored in fire escape corridors
- Final exit doors are not obstructed on either side. Where necessary the external side of exit doors will be marked by bollards, yellow hatched paint and signage to prevent parking
- Fire doors are kept closed at all times and are not held open by fire extinguishers etc.
- Fire exit doors, smoke detectors, heat sensors and emergency lighting are operating properly and free from obvious damage
- Smoke and heat detectors are never covered during maintenance work, unless necessary to prevent false alarms

- Firefighting equipment is wall mounted, or otherwise readily available, as designated in the Fire Certificate
- Call points are clearly marked and not obstructed
- Sources of smoke and heat hazards are identified and removed, i.e. clothing over LPG fires, highly flammable substances near sources of combustion.

Weekly:

Alarms are tested in-house on a weekly basis by activating from different call points and are clearly heard in all parts of the premises, including remote plant rooms. These checks will be recorded in the Fire Log.

- Emergency generator functioning
- Fire Action Notices and fire directional signs are complete and not obstructed
- Sprinkler alarm gong tested (where necessary).

Monthly:

- Emergency lighting test
- Fire hose functioning.

Where the Fire Risk Assessment identifies joint responsibility for fire safety, the Facilities Manager will liaise with other occupiers, tenants etc., to check that they are complying with the Fire Regulations (i.e. the Science Research Centre and the Primary School). The frequency of these checks will depend on the occupier's past performance in this area.

9. Maintenance of Fire Systems

The Facilities Manager will ensure that all parts of the fire system are regularly maintained.

He/she will ensure that the following maintenance is carried out by approved contractors; deficiencies noted and the action taken will be marked in the Fire Log.

- Fire alarms are tested at the frequency specified in the Fire Risk Assessment
- Emergency lighting is tested every six months, where necessary
- Six monthly sprinkler installation tests
- Smoke/heat detector head test every quarter or unless otherwise specified
- Annual checks of all fire-fighting equipment, including fire extinguishers, hose reels, detectors and generators.

10. Fire Evacuation Procedure/Emergency Plan

The Facilities Manager will ensure that a written fire evacuation procedure is provided. This procedure will identify:

- The action to take in the event of fire
- The fire escape routes
- The final assembly points
- Floor Plans showing the location of fire-fighting equipment
- Who is responsible for co-ordinating fire evacuations - this must be a trained authorised employee
- Training and area allocation of Fire Marshals.

The Executive Headteacher/Head of School will ensure that this written procedure is brought to the attention of all students, employees, contractors and visitors.

11. Personal Emergency Evacuation Plans (PEEPs)

In the event of an emergency, all persons must safely evacuate the building, including persons who may be less able bodied include wheelchair users, partially sighted, blind, or any other person who has restricted mobility.

Where any less able-bodied person requires assistance during an evacuation, a nominated assistant shall be appointed. On hearing the fire alarm, the nominated assistant will, if situated on the ground floor, evacuate the building with the person by the nearest available exit and proceed to the assembly point. Should the less able-bodied person be on floor 1 or above, there are refuge areas located in protected stairwells that offer a minimum of one hour protection. The less-able-bodied person and their assistant will go to the nearest refuge area and await further instruction from the Chief Fire Marshal.

In the event of a false alarm being confirmed, the people in the refuge area will remain there, awaiting the all clear to be able to return to the building. In event of a confirmed fire, arrangements will be made to assist the person to evacuate the building using an evacuation chair with trained personnel.

Fire marshals' responsibilities include checking all refuge areas and reporting the presence of any people to the Chief Fire Marshal so that they can be accounted for in the roll call as being in safety.

12. Fire Evacuation Practice and Fire Training

The Facilities Manager will ensure that the fire evacuation procedure is practised three times a year (i.e. once a trimester) and that:

- Any shortcomings in the procedure or in the way the building is vacated are identified and remedied
- A record of the fire drill is marked in the Fire Log along with any remedial action.

Fire Training

The Facilities Manager will also ensure that persons with responsibilities during a fire evacuation e.g. Fire Marshals and Chief Fire Marshal receive adequate training and that it is regularly refreshed (two yearly).

Also, that all students and employees occupying the building on a regular basis receive basic training in fire safety and the specific fire precautions for the premises.

13. Hazardous Work by Employees and Contractors

The Facilities Manager will ensure that works by employees and approved contractors do not affect the fire integrity of the site or create an additional risk. In particular:

- Where possible maintenance work is carried out outside normal trading hours in public areas
- Fire doors are not obstructed
- Fire extinguishers are not removed or relocated
- Equipment or substances which would create a specific fire hazard are not brought onto the site without prior approval
- Hot works involving the use of a naked flame, e.g. welding, brazing, etc. are subject to a Permit to Work, which is issued by Spie when required
- All combustible waste materials are removed
- Employees and contractors are aware of the emergency procedure.

14. Fire and Emergency Evacuation Procedure

FIRE AND EMERGENCY EVACUATION PROCEDURE ST PAUL'S WAY SECONDARY SCHOOL

This Fire and Emergency Evacuation Procedure has been produced to inform staff of their responsibilities in the event of an emergency evacuation.

Staff must ensure they are fully conversant with the procedure and comply with it.

Responsible People		
Lead Fire Marshal	Headteacher - Firdusi Uddin	
Fire Marshals	Trained Fire Marshals:	
	Jan Davis Ashiya Khatun Stephanie Bachu Ibtisam El-Khawagga Magdalena Plewa-Ould Mo Alomgir Ahmed Sylvia Rozina Fardous Shah Hussain Jabon Begum Barrington Bailey Michael Wordley Abdul Kasham Tim Tokley Shabna Begum Shaju Ahmed Denise Holland Armin Sarker Mellisa Carroll Sonia Marquis Grace Butler Djellza Zeka	Sumaya Khan Natasha Peter Zakria Ilyas Sandra Livesey Amy Lloyd Rosie Staley Camilo Valencia Husna Khanom Masud Rana Abdul Kasham Alema Begum Ruzina Begum Helal Uzzamman Leonora Brasha Stefan Jeffrey Matt Thrift John Weaver Darren Harris Wesley Blake Mick Dobinson

1. DISCOVERY OF FIRE

In the event of discovering a fire, or suspicion of a fire, you should sound the alarm by breaking and activating the nearest '**FIRE ALARM MANUAL CALL POINT**'.

Fire alarm manual call points are located adjacent to all fire exits on each floor.

2. ACTION UPON HEARING THE FIRE ALARM

On hearing the fire alarm, all staff will **IMMEDIATELY** begin their duties as detailed below. Staff are requested to take responsibility for any visitors they may have with them in the building at the time the alarm sounds.

The school is served by fire escape routes on each floor. These are clearly indicated by green exit signs. Staff must familiarise themselves with the fire exit routes around the building. Plans on each floor show the evacuation routes. When the fire alarm sounds, trained Fire Marshals will ensure that all floor areas are evacuated promptly and that everyone is directed to the nearest fire exit route.

On hearing the fire alarm sound, the Lead Fire Marshal will be in overall charge of the evacuation. In their absence, a designated Fire Marshal will take charge of the evacuation.

3. FIRE ASSEMBLY POINT

The designated assembly point is: **IN THE PLAYGROUND**

Students and staff should remain together at the assembly point. No person must re-enter the building until instructed to do so by either the Fire Brigade Officer or the Lead Fire Marshal, whichever is applicable at the time. If the fire is a danger to staff and students and the assembly point becomes unsafe, the Lead Fire Marshal or the Fire Brigade Officer will direct everyone to an alternative place of safety.

4. ROLES AND RESPONSIBILITIES

1.1. Lead Fire Marshal/Deputy

- The Lead Fire Marshal is the most senior member of staff whose duty is to oversee the fire evacuation and take on responsibility of the overall situation alongside the Facilities Manager.
- The Lead Fire Marshal will take information from the Fire Marshals and Premises staff and wait for the fire brigade to complete a hand-over update of fire/alarm activation and ensure that their role as the 'responsible person' under the RRFSO 2005 legislation is fulfilled – this means that they have assurance that everyone has safely evacuated from the building and has been accounted for.

On hearing the fire alarm the Lead Fire Marshal will;

- be in overall charge of the evacuation
- assume control and receive reports from Fire Marshals/staff regarding the evacuation of the building
- deploy Fire Marshals/staff (where necessary) to prevent persons from re-entering the building including any reports of individuals who have been assisted to a refuge point
- act as the main point of liaison with the Fire Brigade and inform them of:
 - Any persons thought to be missing and where in the building they are thought to be
 - Locations of any disabled persons that have been taken to refuges within the building
 - Any dangerous materials directly involved in the fire, e.g. highly flammable gas cylinders, etc.
- work together with the Fire Marshals and Premises staff and will ensure that there are sufficient trained fire support staff to ensure a safe evacuation in the event of fire
- ensure that a deputy or deputies are trained and available to cover any absence

2.1. Fire Marshals

On hearing the fire alarm Fire Marshals will;

- check their designated area to ensure that everyone (including visitors) vacate the premises immediately, closing fire doors behind them where possible
- satisfy themselves that their area is clear and leave the building by the nearest available escape route
- report directly to the Lead Fire Marshal that their area is clear and whether any disabled staff or visitors have been taken to a refuge

If a Fire Marshal sees smoke penetrating from underneath a closed door or the external face of the door or handle is hot to touch, the door should not be opened. The Fire Marshals should move everyone away from the area and ensure they are directed or escorted to the nearest fire escape route.

Fire Marshals must not take unnecessary risks. If it is safe to do so, small fires such as items smouldering in waste paper bin, can be extinguished by using the nearest appropriate fire extinguisher. If there is any doubt about the size, origin or materials or substances involved in the fire then the Fire Marshals should NOT attempt to tackle it (IF IN DOUBT GET OUT!).

3.1. First Aiders

First Aid staff should make themselves known to Lead Fire Marshal at the assembly point.

4.1. Leadership Responsibilities

- The Lead Fire Marshal must ensure;
- Adequate cover of Fire Marshals taking into account staff rota, annual leave, sickness and different times of the day and year such as holidays/term time
- Staff are informed and aware of the names and locations of the appointed Fire Marshals and that they must act on their instructions in the event of a fire or evacuation
- Staff are familiar with the location of fire escape staircases and aware of alternative routes for leaving the building in the event of fire
- New staff (including agency staff, contractors, consultants etc.) are inducted to the site with specific reference to Fire Safety arrangements and evacuation processes as soon as they commence work
- Staff are informed of the location that a copy of this fire evacuation procedure is available to them and the locations of copies
- Personal Emergency Evacuation Plans (PEEP) are produced for disabled or temporarily disabled staff and students in the school

5.1. General Responsibilities of All Staff

- It is the responsibility of all staff to:
- Know what to do in the case of a fire
- Know the nearest means of escape
- Know and be aware of the location of fire alarm points and extinguishers
- Know the location of the Fire Assembly Point

Staff must note the following points:

- NEVER use the lift in the event of an evacuation

- NEVER obstruct or misuse fire extinguishers
- NEVER obstruct a fire exit or escape route
- NEVER wedge open a fire door (these are designed to stop the spread of fire, heat or smoke in the event of a fire and are clearly signed Fire Door – Keep Shut)
- NEVER store clothing, paper or any other combustible materials near a source of heat or ignition
- NEVER cover electrical equipment or allow it to become overheated
- ALWAYS report any defects in fire doors or equipment immediately to the premises team or your line manager

5. PERSONAL EMERGENCY EVACUATION PLANS

School staff, students or visitors who may have difficulty evacuating the building because of a permanent or temporary disability should have a personal emergency evacuation plan (PEEP) in place to ensure they can escape safely.

Where a person(s) has been nominated to support the evacuation of an individual (as per PEEP), relevant training should be provided e.g. use of evacuation chairs.

6. FIRE DRILLS

A Fire Drill will be conducted three times a year.

A register of all Fire Drills with comments etc. must be kept. Shortly following the drill, a de-brief meeting of Lead Fire Marshal and Fire Marshals will be held to analyse the conduct of the Fire Drill and discuss any problems encountered.

7. FIRST DAY FIRE INDUCTIONS

All new staff must be shown the positions of fire exit doors/routes etc., the Manual Call Points, and be given Fire Drill instructions. It will be the responsibility of the Lead Fire Marshal to ensure that this is carried out.

15. Post Incident Review

A post incident review will be carried out in the following circumstances:

- An actual fire incident
- Near miss
- A practice fire drill where issues were revealed

The review will be convened by the Facilities Manager with the Fire Officer, Fire Marshals and any other interested parties in attendance.

The review will endeavour to uncover root causes and will implement a remedial action plan.

Appendix 1: Fire Safety Arrangements

This section of the Policy sets out the way in which we will comply with our duties under the **Regulatory Reform (Fire Safety) Order 2005** and should be read in conjunction with our fire record book and fire procedures referred to below.

We have appointed the following persons to assist us in fulfilling our obligations:

Fire safety issue	Task	Person/s responsible
Responsible person	See separate document Responsible Person Role and Authorisation	Stuart McGregor of Juniper Ventures
Fire marshal/s	See Appendix 3: Fire Marshals and Locations	Facilities Manager
Person in charge	See separate document Person in Charge Checklist	Executive Headteacher / Head of School
Fire procedure	Ensuring that an up-to-date Evacuation Procedure is documented and available for staff	Facilities Manager
	Ensuring that fire procedures for the receptionist are clearly displayed	Facilities Manager
	Ensuring that there's a means of checking visitors have left the building (e.g. register, visitor badges)	Business Support & Admin Manager
	Co-ordinating with other organisations which share the premises	Facilities Manager
	Ensuring that a Special Evacuation Risk Assessment is completed for any student or member of staff needing assistance or special arrangements to aid evacuation	Director of Learning (Additional Educational Needs)
Fire safety risk assessment	Writing a fire safety risk assessment	Juniper Ventures
	Implementing recommendations	Facilities Manager
	Checking that recommendations have been implemented	Juniper Ventures

Fire safety issue	Task	Person/s responsible
	Arranging for an annual review	Juniper Ventures
Emergency contacts list	Keeping an up-to-date Emergency Contacts List and ensuring it is readily available at reception	Facilities Manager
Out of hours response to alarm	Ensuring that the Out of Hours Emergency Procedure is kept up to date with appropriate persons allocated to respond to out of hours call outs, e.g. in event of an alarm	Facilities Manager
Smoking	Ensuring compliance with smoke free legislation, i.e. signage and no smoking rules	Facilities Manager
Fire officer visit	Completing details of any visit by the fire authority using the Fire Safety Officer Inspection document	Facilities Manager
Fire alarm	Arranging servicing of alarm by competent contractor	UST Building Compliance Manager
	Weekly test by operating a different call point each time, pre-warning staff of the test, checking alarm audibility and completing the Fire Alarm System Check Sheet	UST Building Compliance Manager
	Completing a Fire Evacuation Record for any unplanned fire drills	Facilities Manager
Emergency lighting	Arranging annual electrical test and inspection of emergency lighting	UST Building Compliance Manager
	Monthly activation test and annual discharge test of emergency lighting and completing Emergency Lighting Check Sheet	UST Building Compliance Manager
Electrical systems and equipment	Arranging inspection and test of the electrical installation and completing the Electrical Equipment Check Sheet to meet regulatory requirements	UST Building Compliance Manager
	Arranging portable appliance testing to a schedule and completing the Electrical Equipment Check Sheet	UST Building Compliance Manager
Lightning protection	Arranging annual inspection of lightning protection	UST Building Compliance Manager
Gas boiler/equipment	Arranging annual service of gas-fired equipment	UST Building Compliance Manager
Fire extinguishers	Arranging for annual servicing of extinguishers	UST Building Compliance Manager

Fire safety issue	Task	Person/s responsible
	Carrying out fire-fighting equipment inspections and recording on the Fire-Fighting Equipment Check Sheet in the fire record book	UST Building Compliance Manager
Sprinklers	Completing the Sprinkler Checklist and ensuring that day-to-day maintenance inspection and testing responsibilities are allocated and fulfilled	UST Building Compliance Manager
	Sprinkler maintenance	UST Building Compliance Manager
	Weekly sprinkler checks	UST Building Compliance Manager
Fire signage	Ensuring that fire action notices are displayed with details completed of the assembly point and procedure for calling the Fire and Rescue Service	Facilities Manager
	Ensuring all signs are displayed as necessary to identify fire-related equipment etc.	Facilities Manager
Monitoring	Undertaking checks of escape routes and completing the Escape Route Check Sheet	Juniper Ventures
	Undertaking annual review using the Fire Safety Compliance Audit	Juniper Ventures
Staff training and drills	Conducting a once a trimester fire drill and recording details on the Fire Drill Observation Sheet	Facilities Manager
	Ensuring that all new starters receive fire safety instruction, all staff receive annual refresher training and completing the Fire Training and Instruction Record Sheet	Facilities Manager
	Ensuring that fire marshals are trained in their role and completing the Fire Training and Instruction Record Sheet	Facilities Manager
Contractors	Ensuring that contractors working on gas and electrical systems are suitably qualified	UST Building Compliance Manager
	Completing a Construction/Refurbishment Fire Safety Checklist when such works are taking place	UST Building Compliance Manager
	Ensuring that where contractors need to conduct hot works a Hot Work Permit is completed.	UST Building Compliance Manager
Policy	Annual review of Fire Safety Policy	Facilities Manager
Fire advice	Fire advice to be provided	Juniper Ventures

Appendix 2: St Paul's Way Secondary School Fire and Evacuation Instructions



St Paul's Way
Aspiration • Integrity • Community
PART OF UNIVERSITY SCHOOLS TRUST

St Pauls Way Trust School Fire and Evacuation Instructions

Ground Floor - Fire immediate actions

If you discover a fire;

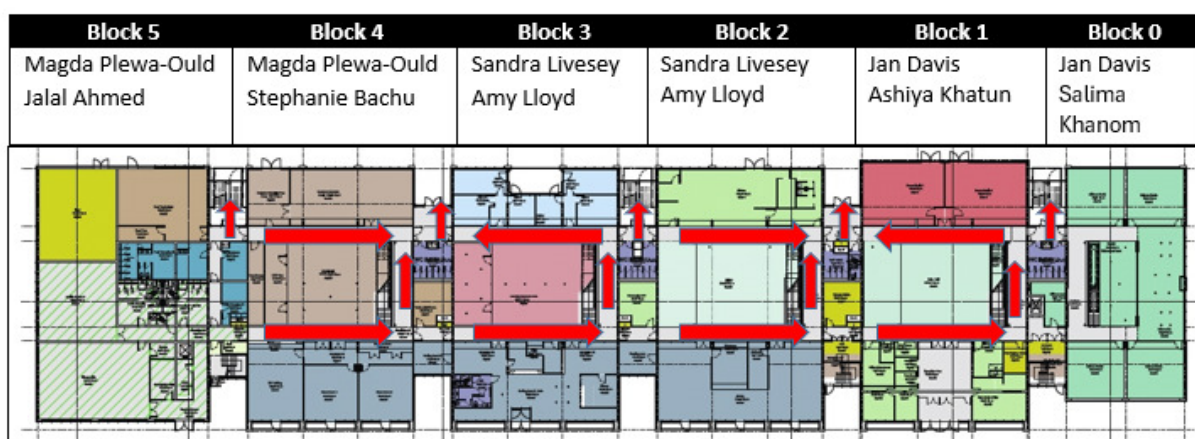
1. Raise the alarm.
2. Leave the Building immediately.
3. Proceed calmly and quietly to your assembly point by your nominated route.
4. DO NOT STOP to collect personal belongings.
5. DO NOT re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST;

1. Leave the building immediately.
2. Proceed calmly and quietly to your assembly point by your nominated route.
3. DO NOT STOP to collect personal belongings.
4. DO NOT re-enter the building until told to do so.
5. DO NOT try to use the lifts

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.

Fire Marshall Area Allocations – Ground Floor



Use the Nearest fire escape to exit the building and make your way to your designated assembly point.

Do not attempt to use the lift during a fire alarm.



St Pauls Way Trust School Fire and Evacuation Instructions

First Floor - Fire immediate actions

If you discover a fire;

1. Raise the alarm.
2. Leave the Building immediately.
3. Proceed calmly and quietly to your assembly point by your nominated route.
4. DO NOT STOP to collect personal belongings.
5. DO NOT re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST:

1. Leave the building immediately.
2. Proceed calmly and quietly to your assembly point by your nominated route.
3. DO NOT STOP to collect personal belongings.
4. DO NOT re-enter the building until told to do so.
5. DO NOT try to use the lifts

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.

Fire Marshall Area Allocations – 1st Floor

Block 5	Block 4	Block 3	Block 2	Block 1	Block 0
Jahed Hussain Jabon Begum Hena Begum	Jahed Hussain Jabon Begum Hena Begum	Kawtar El Ouraini Mo Alomgir Ahmed Sylvia Rozina Fardus	Kawtar El Ouraini Mo Alomgir Ahmed Sylvia Rozina Fardus	Michael Wordley Mo Alomgir Ahmed Sylvia Rozina Fardus	Jan Davis Salima Khanom

Use the Nearest FIRE EXIT to exit the sports hall and make your way to your designated assembly point.

Do not attempt to use the lift during a fire alarm.

St Pauls Way Trust School Fire and Evacuation Instructions

Second Floor - Fire immediate actions

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.

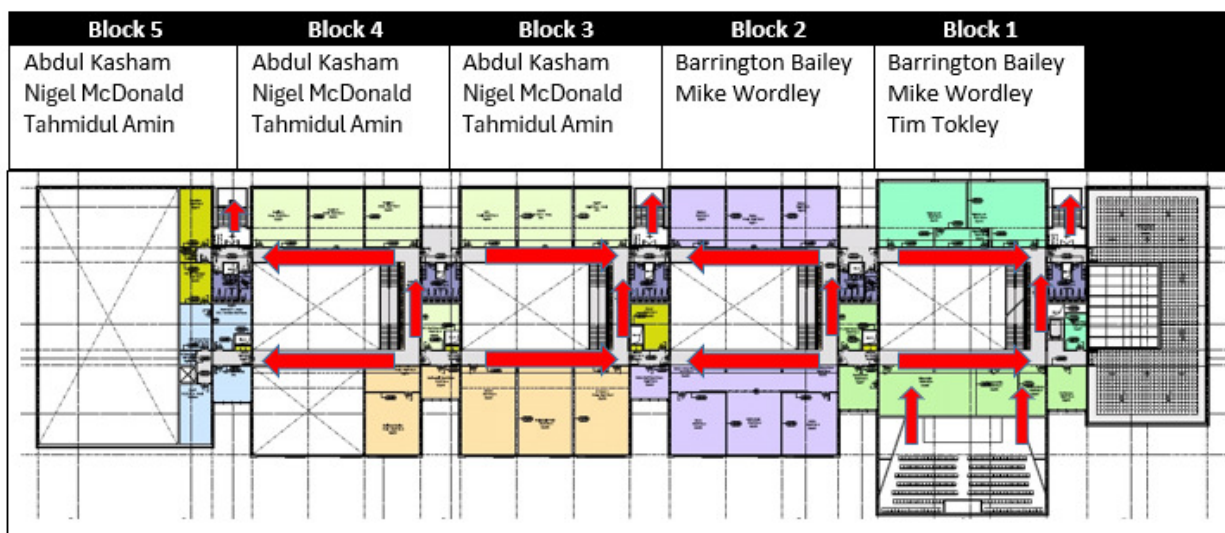
If you discover a fire;

1. Raise the alarm.
2. Leave the Building immediately.
3. Proceed calmly and quietly to your assembly point by your nominated route.
4. DO NOT STOP to collect personal belongings.
5. DO NOT re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST:

1. Leave the building immediately.
2. Proceed calmly and quietly to your assembly point by your nominated route.
3. DO NOT STOP to collect personal belongings.
4. DO NOT re-enter the building until told to do so.
5. DO NOT try to use the lifts

Fire Marshall Area Allocations – 2nd Floor



Use the nearest external fire escape at the end of the landing and make your way to the assembly point.

Do not attempt to use the lift during a fire alarm.



St Paul's Way
Aspiration • Integrity • Community
PART OF UNIVERSITY SCHOOLS TRUST

St Pauls Way Trust School Fire and Evacuation Instructions

Third Floor - Fire immediate actions

IT IS IMPORTANT TO NOTE THAT USE OF THE RADIO SYSTEM SHOULD BE RESTRICTED TO THE SLT UNLESS THERE IS A PROBLEM AFFECTING THE EVACUATION.

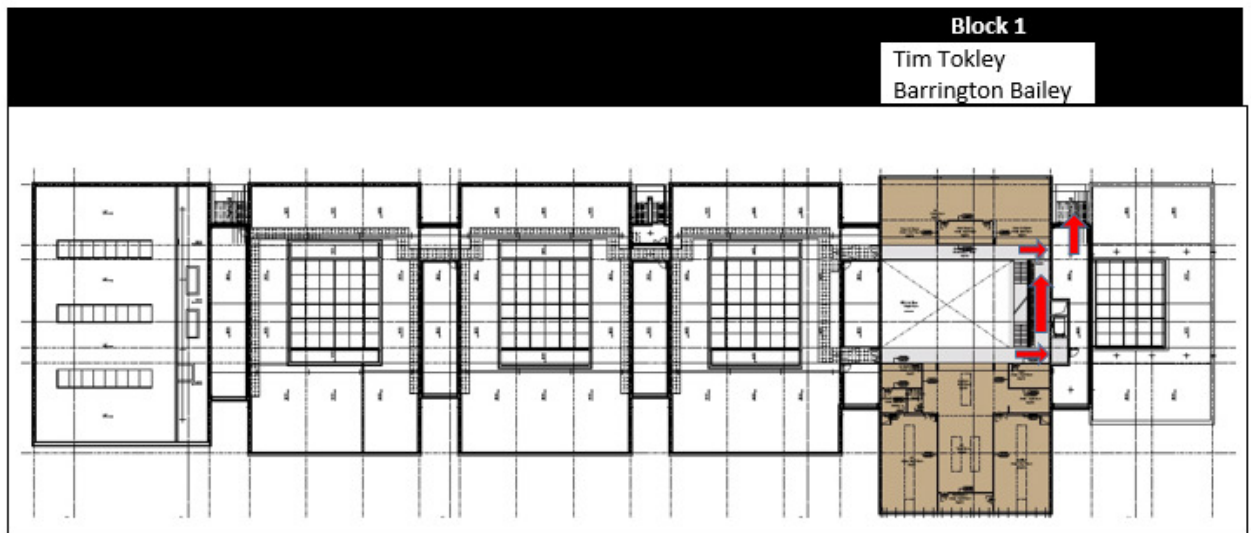
If you discover a fire:

1. Raise the alarm.
2. Leave the Building immediately.
3. Proceed calmly and quietly to your assembly point by your nominated route.
4. **DO NOT STOP** to collect personal belongings.
5. **DO NOT** re-enter the building until told to do so.

WARNING OF A FIRE IS GIVEN BY THE CONTINUOUS SOUNDING OF THE ALARM, IF YOU HEAR THE FIRE ALARM YOU MUST:

1. Leave the building immediately.
2. Proceed calmly and quietly to your assembly point by your nominated route.
3. **DO NOT STOP** to collect personal belongings.
4. **DO NOT** re-enter the building until told to do so.
5. **DO NOT** try to use the lifts

Fire Marshall Area Allocations – 3rd Floor



Use the FIRE EXIT staircase to exit the Third Floor then use the external fire escape to proceed to the Assembly area.

Do not attempt to use the lift during a fire alarm.

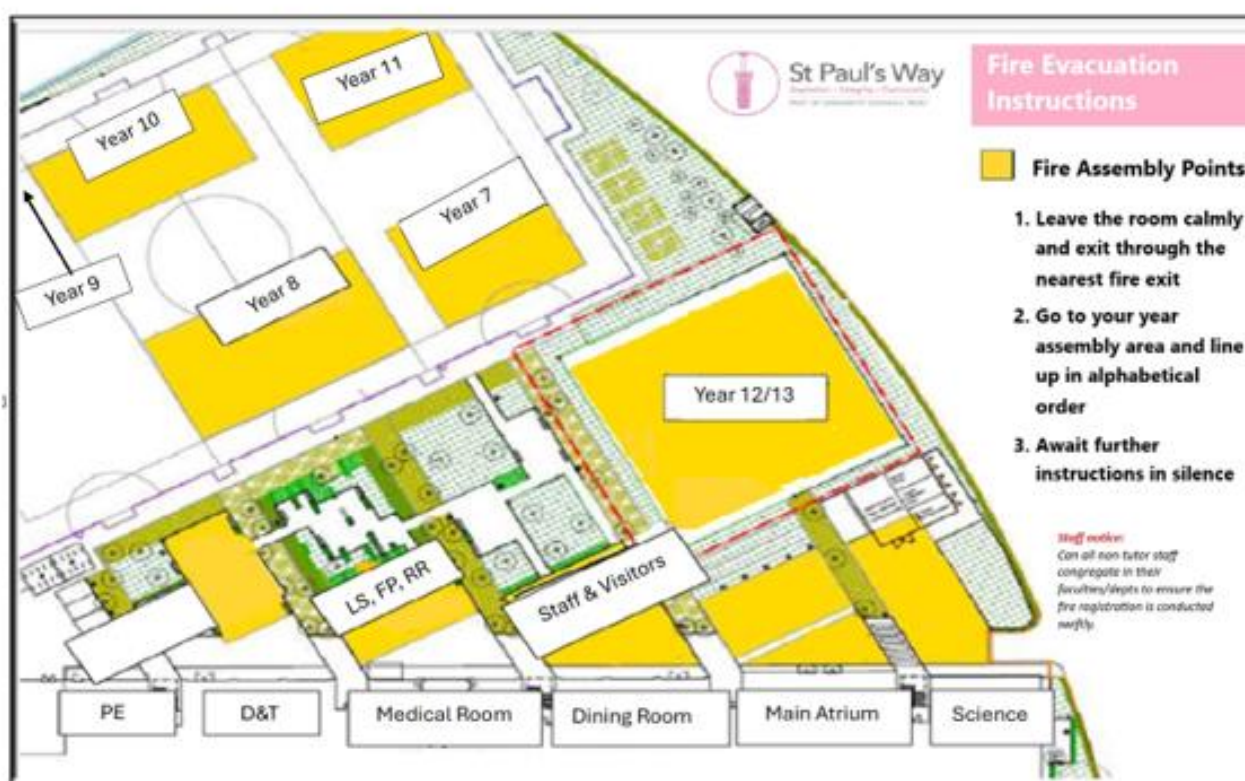
Fire Evacuation - Assembly.

Students to line up in tutor groups in alphabetical order and in silence. Tutors will collect registers from the Admin lead and then check registers. Once complete they will inform their Head of Year who will in turn inform the relevant Senior Leader

KS3: Elizabeth Cooke KS4: Matt Williams KS5: Lucy Sharpe

If one of these staff members are missing from school the remaining one will cover the whole group.

Once complete the Emergency (Fire) coordinator will authorise the return to the School after discussion with a Fire officer.

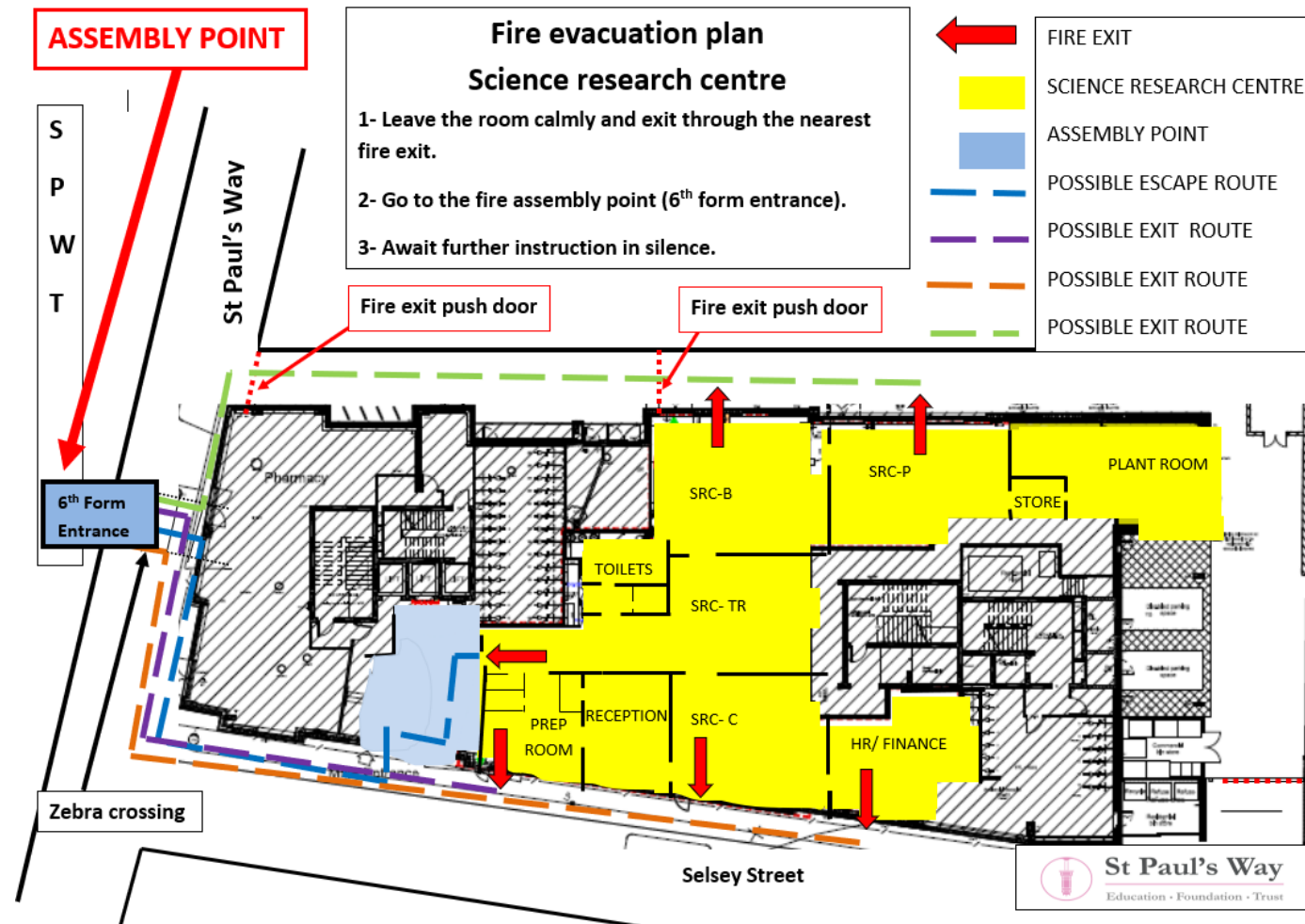


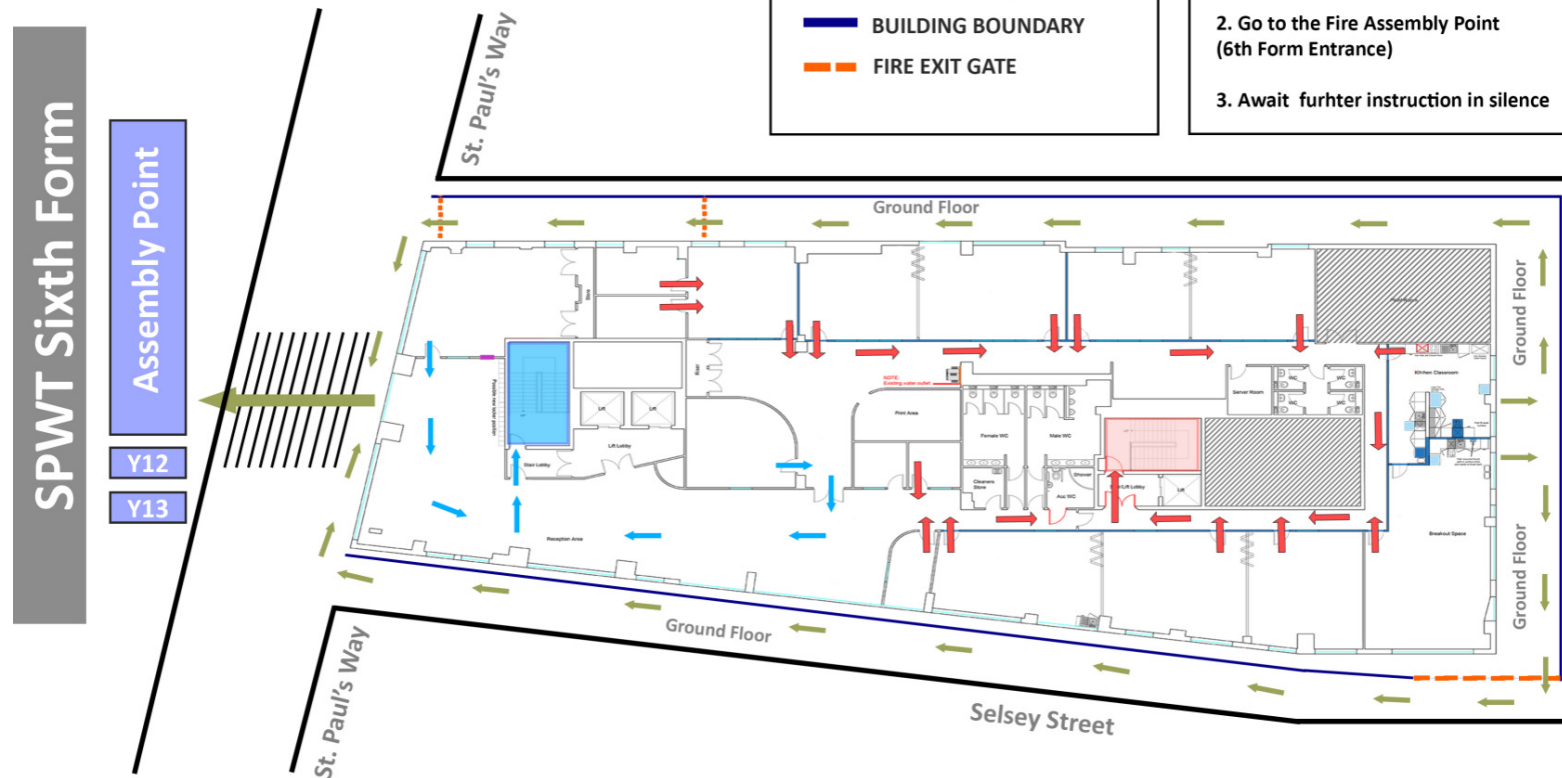
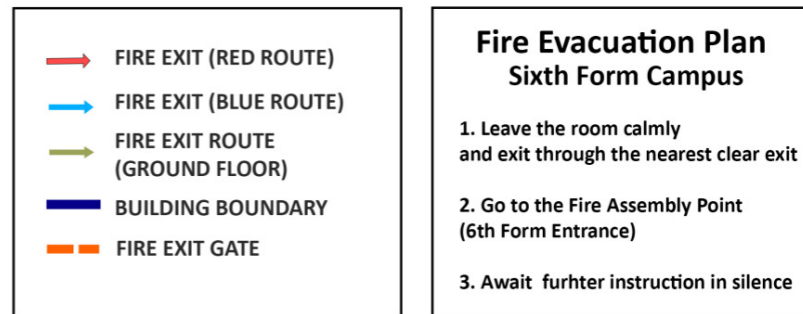
Staff notice:

Can all non-tutor staff congregate in their faculties/depts to ensure that the fire registration can be conducted swiftly.

Appendix 3: Science Research Centre and Sixth Form Campus Fire Evacuation Plan

Science Research Centre





Appendix 4: Fire Marshals and Locations

Secondary School Fire Marshals and Locations

Main School

Floor	Block 5	Block 4	Block 3	Block 2	Block 1	Science
Ground	Magda Plewa-Ould Jalal Ahmed	Magda Plewa-Ould Stephanie Bachu	Sandra Livesey Amy Lloyd	Sandra Livesey Amy Lloyd	Jan Davis Ashiya Khatun	Jan Davis Salima Khanom
1st Floor	Jahed Hussain Jabon Begum Hena Begum	Jahed Hussain Jabon Begum Hena Begum	Kawtar El Ouraini Mohammed Alomgir Ahmed Sylvia Rozina Fardus	Kawtar El Ouraini Mohammed Alomgir Ahmed Sylvia Rozina Fardus	Michael Wordley Mohammed Alomgir Ahmed Sylvia Rozina Fardus	Jan Davis Salima Khanom
2nd Floor	Abdul Kasham Nigel McDonald Tahmidul Amin	Abdul Kashem Nigel McDonald Tahmidul Amin	Abdul Kashem Nigel McDonald Tahmidul Amin	Michael Wordley Barrington Bailey	Michael Wordley Barrington Bailey Tim Tokley	
3rd Floor					Tim Tokley Barrington Bailey	

Modular Building

Floor	Block 1
Ground	Stefan Jeffrey

1st Floor	Stefan Jeffrey
-----------	----------------

6th Form Buildings

SRC Ground Floor	Ammon-Ra Smith-Harold
6th Form Centre 2nd Floor	Shabna, Lucy, Eneyo, Sharlene, Amy A, Shaleha A, Jumaiya A, Natasha L

Fire Panel:	Building Compliance team member
Activation Search by:	Matt Thrift or Mick Dobinson

Appendix 5: Evacuation Chair Trained Staff

Evacuation Chair trained staff

Bolaji	Epetimehin	11/3/2026
Stephanie	Bachu	11/3/2026
Tahmidul	Amin	11/3/2026
Amal	Benthara	11/3/2026

We have 7 Evac Chairs, located in the stairwells:

- 2nd floor, block 1 external stairwell
- 1st floor, block 5 external stairwell
- 2nd floor, block 3 external stairwell
- Willoughby Theatre, one in each stairwell
- 1st floor, block 5, by Activity Studio
- Modular building, 1st floor, internal stairs.

APPENDIX 6: SPWP Fire Evacuation Procedures 2025 - 26 – Version 5

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, the following staff procedures/duties will take place:

Class Teachers and LSAs

- On hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Once out the building, if not already in their class group, then teachers should stop in front of the class exit for the class to regroup.
- LSAs who are fire marshals will proceed to their designated task – see Appendix A
- Children must be evacuated to their designated assembly point
- Teachers to ensure children are lined up and silent
- Staff will check children against the register and raise their register board if all children are present to notify the Fire Evacuation Lead
- If any pupils are missing, the teacher should inform the fire evacuation lead immediately.
- Teachers will ensure the children in their class remain silent and await further instructions from the Fire Evacuation Lead

Evacuation Locations

- **Nursery and Reception**
 - Line up (facing the East Wing) in the 'small football ball pitch'.
 - Once all children are accounted for, walk through the MUGA onto Masjid Court, turn left at Mosque and line up on the pavement alongside the Mosque on Masjid Lane
- **Years 1 and 2**
 - Line up (facing the East Wing) in the 'small football ball pitch'.

- Once all children are accounted for, walk through the MUGA onto Masjid Court, turn left at Mosque and line up on the pavement alongside the Mosque on Masjid Lane
- **Years 3 and 4**
 - Line up in the 'small king ball square' (facing the large gates/South wing)
 - Once all children are accounted for, walk through the MUGA onto Masjid Court, turn left at Mosque and line up in the road.
- **Years 5 and 6**
 - Line up in the 'large king ball square' (facing the large gates/South wing); Year 5 are to walk around the playground/adjacent to the hill/not through the small kingball square to avoid crossover with LKS2
 - Once all children are accounted for, walk through the MUGA onto Masjid Court, turn left at Mosque and line up in the road.
- KS2 do not need to line up in order in the road; classes are to fill in the space as soon as they arrive out onto Masjid Lane.
- All teachers, count children again, once on Masjid Lane and hold up your class signs.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher
- Specific staff are allocated to these – see Appendix A

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, an administrator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will be distributed to the two assembly points on the SPWP MUGA and Masjid Lane
- The visitors, staff and volunteer signing in (from Inventory) must also be taken out and checked.
- Any persons missing must be reported to the Fire Evacuation Lead for the respective assembly point.
- Administrative Staff who are Fire Marshals will proceed to their designated task – see Appendix A

Senior Leadership Team

- Senior Leaders will proceed to their designated task – see Appendix A

Kitchen Staff

On hearing the fire alarm, staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher or Fire Service

No-one may re-enter the buildings until they have been given the all clear by the Executive Headteacher/Head of School (or the Deputy Headteacher in case of absence) in the case of a fire drill, or Fire Officers, in the case of a fire.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.



Appendix 7: Positions of Fire Marshals (SPWP)

- Class teachers and EYFS support staff to remain with their class and escort them to the appropriate evacuation point.
- PPA teachers to support with pupils once they have handed class to the class teacher.
- All Everest staff to ensure all children present in Everest Centre are out of the building and at the evacuation point, then take them to respective class lines.

SPWP Location	Task	Staff
East Wing	Check building is clear – tell Lead	Tamanna
West Wing	Check building is clear – tell Lead	Shazia
South Wing	Check building is clear – tell Lead	Tharana
North Wing – East side	Check building is clear – tell Lead	Farihah
North Wing – West side	Check building is clear – tell Lead	Jasmina
Modular Building	Check building is clear – tell Lead	Tanisha
Fire Evacuation Lead (SPWPS)	Check all buildings have been cleared Liaise with PO & Fire Men as needed Open gates ready for continued evacuation Check all classes have all children Give instructions as required	Wale Matt Siobhan/Karyce or Vicky
Evacuation Point	Give registers to teachers Register visitors and staff	Naznin, Pam, Carly and Eve
Location	Task	Staff
Masjid Lane and Wallwood Street	Wearing High Vis stand in the road to signal the road is closed for fire evacuation	Pam, Jasmina and Dave
Masjid Lane and Burgess Street	Wearing High Vis stand in the road to signal the road is closed for fire evacuation	Eve, Tanisha and Vicky
Fire Evacuation Lead for phase (EYFS and KS1)	Ensure teachers have registers Check all classes have all children- once ready, direct to evacuate to Masjid Lane Give further instructions to phase as required	Dave/Liz
Fire Evacuation Lead for phase (KS2)	Ensure teachers have registers	Vicky

	Check all classes have all children- once ready, direct to evacuate to Masjid Lane Give further instructions to phase as required	
Personal Emergency Evacuation Plans (PEEPs)	Task	Staff
Child named in internal documents	Take child to Evacuation Point	Summayah Begum
Child named in internal documents	Take child to Evacuation Point	Summayah Begum
Child named in internal documents	Take child to Evacuation Point	Suemya Begum
Child named in internal documents	Take child to Evacuation Point	Chinwe Okafor/Kerry Smith
Child named in internal documents	Take child to Evacuation Point	Chinwe Okafor/Kerry Smith
Child named in internal documents	Take child to Evacuation Point	Asma Sheuli
Child named in internal documents	Take child to Evacuation Point	Asma Sheuli
Child named in internal documents	Take child to Evacuation Point	Leeba Siddique
Child named in internal documents	Take child to Evacuation Point	Rowshonara Akther
Child named in internal documents	Take child to Evacuation Point	Rowshonara Akther
Child named in internal documents	Take child to Evacuation Point	Ashleigh Hubber
Child named in internal documents	Take child to Evacuation Point	Khadiza Begum
Child named in internal documents	Take child to Evacuation Point	Ashleigh Hubber
Child named in internal documents	Take child to Evacuation Point	Saleha Begum

Child named in internal documents	Take child to Evacuation Point	Saleha Begum
Child named in internal documents	Take child to Evacuation Point	Ashleigh Hubber
Child named in internal documents	Take child to Evacuation Point	Julien Mills
Child named in internal documents	Take child to Evacuation Point	Ashleigh Hubber
Child named in internal documents	Take child to Evacuation Point	Julien Mills
Child named in internal documents	Take child to Evacuation Point	Sameer Ali
Child named in internal documents	Take child to Evacuation Point	Kit Barrett
Child named in internal documents	Take child to Evacuation Point	Khadiza Begum
Child named in internal documents	Take child to Evacuation Point	Khadiza Begum
Child named in internal documents	Take child to Evacuation Point	Khadiza Begum

APPROVAL SIGNATURE

Signature of Executive Headteacher

Print name

Date



Cath Smith

April 2026

Signature of Chair of Governors

Print name

Date



Dr Joe Hall

April 2026