



Fire Evacuation Procedure

Approved by:

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Definitions:

Key Personnel – Nominated College staff identified to undertake specific roles under the College’s Fire Procedures.

Incident Manager – LFC staff member who has overall responsibility of co-ordinating the fire evacuation and dealing with the fire brigade.

Fire Manager – Fowler Academy personnel responsible for co-ordinating the fire evacuation of Fowler Academy areas and reporting this to the Incident Manager.

Fire Marshalls – Fowler Academy staff responsible for conducting sweeps within a set area in order to ensure all persons have evacuated the area.

Refuge Point - These are designated areas, which are separated by fire-resisting construction identified by LFC in conjunction with the Local Fire Authority. A refuge provides a temporary safe space for disabled people to be located in order to wait for others to help them evacuate.

Assembly Point – This is the designated point that all staff and students should evacuate to until the Fire Manager or Incident Manager/Fire Brigade confirm it is safe to re-enter the building. The designated area for the Fowler Academy is Fire Evacuation Point B, opposite the groundsman’s hut and adjacent to the Welfare unit.

Fire Exit – These are located by reception and also at the end of the classroom corridor.

This policy is based on the principal that a sweep of the premises by Fowler Academy Staff will take place on a fire alarm activation and that a roll call is not considered to be suitable.

Key Personnel:

Position	Nominated Person	Reserve
Incident Manager	LFC Staff	LFC Staff
Fire Manager <i>Identified by a hi-vis jacket</i>	John Vallely	Andrew Allen Keri Hanigan
Fire Marshalls	All full time staff. See zones of responsibility below.	All full time staff. See zones of responsibility below.

Assembly Point:

The designated area for the Fowler Academy is Fire Evacuation Point B, opposite the groundsman’s hut and adjacent to the Welfare unit.

Key Responsibilities:

All Staff

- All staff must ensure that they are familiar with the Fire Evacuation Procedures and follow them in the event the alarm sounds.
- Where staff are responsible for learners, they must ensure that learners are informed of the College's Fire Procedures, not only when they first arrive at the College, but at regular (termly) intervals during their course.
- All staff must take part in a termly fire evacuation drill.
- In the event of an emergency, visitors to the College should be guided from the building and taken to the assembly area by the staff acting as their host.
- All staff have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes ensuring all potential fuel sources remain separated from sources of heat and that flammable materials are returned to suitable storage after use.

Related Policies, Statements and Guidance

- Fowler Academy Health and Safety Policy
- HM Government's Fire Safety Guide for Educational Premises
- HM Government's Supplementary Fire Guide 'Means of Escape for Disabled People'

Procedures:

Action on Discovering a Fire:

- Sound the alarm by activating the nearest call point.
- Leave the building by the nearest safe exit, closing doors, windows and switching off machines / equipment, where safe to do so
- Do not stop to collect personal belongings.
- Do not use the lifts unless you have been issued with a Personal Emergency Evacuation Plan (PEEP) specifically authorising you to do so.
- If there are people with impaired mobility or disability, who are unable to use the stairs unaided, they will have received a PEEP to facilitate their escape. In the unlikely event that they have not received such a plan, they must be escorted to a designated refuge point.
- Refuge points are located close to the main staircases. The refuge points are clearly identified with a green and white sign and are uniquely numbered.
- Where people have been escorted to a refuge point, their location and the refuge point number must be reported to the Fire Manager (who will be wearing a hi-vis jacket).
- Report to the designated assembly point. The designated area for the Fowler Academy is Fire Evacuation Point B, opposite the groundsman's hut and adjacent to the Welfare unit.
- Do not re-enter buildings until instructed that it is safe to do so by the Fire Manager.

Action on Hearing the Fire Alarm:

- Upon hearing a continuous alarm:
- Students and staff are to leave the building by the nearest safe exit.

- The Fire Manager is to make their way to Fire Assembly Point B, opposite the groundsman's hut and adjacent to the Welfare unit. The Fire Manager should be wearing a high visibility vest.
- Teachers/coaches are to escort their students to the nearest fire exit ensuring that students leave in an orderly and calm manner.
- Designated staff are to begin their sweep of their designated areas. Reporting to the Fire Manager when complete.
- During outdoor training, coaches are to stop the session and keep the students on the pitch and maintain supervision over the group.
- During indoor training, coaches are to escort their students out of the indoor arena and meet at the Fire Assembly Point B, maintaining supervision of their group.
- Do not stop to collect personal belongings.
- If there are people with impaired mobility or disability, who are unable to evacuate unaided, they will have received a Personal Emergency Evacuation Plan (PEEP) to facilitate their escape. In the unlikely event that they have not received such a plan, they must be escorted to a designated refuge point. This is located on the LFC side of the building, next to the main elevator, and opposite the LFCW 1st team manager's office.
- Where people have been escorted to a refuge point, their location and the refuge point number must be reported to the Fire Manager by a responsible person. It is preferable that a responsible member of staff stay with persons escorted to refuge points in order to reassure them – this is on a purely voluntary basis.
- Do not use the lifts unless you have been issued with a PEEP specifically authorising you to do so.
- The Fire Manager will be located at the assembly point wearing a high visibility jacket.
- The Fire Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's escape by liaising with the LFC Incident Manager
- Report to the designated assembly point.
- Do not re-enter buildings until instructed that it is safe to do so by the Fire Manager.

Personal Emergency Evacuation Plans (PEEPs):

- PEEPs are prepared to ensure the health and safety of staff and learners with a disability in the event of an emergency evacuation, e.g., fire.
- The aim of a PEEP is to provide people (staff and learners) who cannot get themselves out of a building unaided in the event of an emergency the necessary information and arrangements to facilitate their evacuation.
- The plan is as the title suggests, 'personal' and it is pertinent to the learner, visitor, or member of staff for whom it has been prepared. It outlines the actions to be taken by the individual and appropriately identified College staff, should an evacuation take place.
- The requirement for a PEEP is initiated by The Health & Safety Officer. The PEEP pro-forma is detailed in **Appendix 1**.
- Casual visitors who cannot evacuate unaided and for whom circumstances prevent a personal plan being developed in advance, will be taken to a refuge area to await assistance to evacuate.
- To ensure the effectiveness of PEEPs, all appropriate staff, including, where practical, the person for whom the PEEP has been prepared, will receive all appropriate instructions, practical demonstrations, and training appropriate to their actions/responsibilities.

Responsibilities During an Evacuation:

Fire Manager

- Fire Evacuations will be co-ordinated by the Fire Manager.
- Will be made aware of a fire alarm / evacuation by hearing the fire alarm being activated.
- To proceed to Fire Assembly Point B wearing a high visibility jacket.
- To allocate fire marshal responsibility to a staff member in the event of the reserve fire marshal not being available.
- To stand outside of the building, near to the assembly point, ensuring that phone/radio as applicable can be clearly heard.
- Work with staff to ensure that students are always behaving in a calm and orderly manner.
- As the building evacuates, confirm with designated Fire Marshalls the status of their evacuated area and whether any issues have been identified.
- To collate information regarding the people waiting in refuges.
- To keep key LFC Incident Manager's/Fire Brigade personnel informed of information being relayed about the evacuation and significantly about people located in refuge points.
- To co-ordinate with the LFC Incident Manager's/Fire Brigade, where applicable.
- Issue the instruction for people to return to the building when it has been confirmed it is safe to do so by the LFC Incident Manager
- Should the Fire Manager need to leave site during their duty, they must inform the Reserve Fire Manager so that they can assume responsibility.

Fire Marshalls

- On alarm activation, 'sweep' their allocated area (as detailed in the table below) ensuring that all occupants have evacuated.
- Once their sweep is complete, evacuate using the nearest fire exit.
- Report to the Fire Manager to confirm area has been checked and to relay any issues identified during the 'sweep'.
- When the 'all clear' is confirmed, Fire Marshalls must ensure people in Refuge Areas within their area of responsibility are informed of the all clear.

Zones of Responsibility

Area	Fire Marshall Responsible for Checking	Reserve Fire Marshall Responsible for Checking
Outdoor Pitch during coaching sessions	Coach supervising the session. Students stay on the pitch.	NA
Indoor Pitch	Daniel Stoddart	Anthony Lipson
Henderson, Rush, Barnes and staff offices	Anthony Rollinson	Daniel Stoddart
Teaching corridor, Salah, Fowler, McManaman, staff and student toilets, Klopp, Dalglish	Andrew Allen	Anthony Grant
Shankly, Paisley, staff offices, staff toilet, reception, accessible toilet	Sharon Giam	Anthony Grant
Female toilets/changing room	Keri Hanigan	Dianne Spencer/ Sharon Giam
Main changing rooms, laundry and storerooms	Scott Fowler	Anthony Lipson
Welfare room	Dianne Spencer	Paul Cliff
Main entrance ensuring students do not re-enter the building	Anthony Lipson Paul Cliff	Paul Cliff
Fire Evacuation Point	John Vallely Staff once they have completed their designated sweep are to man the fire evacuation point area. It is their responsibility to ensure students are calm and orderly at all times.	Keri Hanigan

Appendix 1

Personal Emergency Evacuation Plan		
Name:	Course / Directorate / Department:	
College Location(s) to which Plan Applies:		
Arrangements identified to ensure safe evacuation:		
People identified to provide assistance in the event of an evacuation (where applicable):		
Name	Job Function	Contact Details
Training / Information identified:		
Details	Person Responsible	Action Date
Issued By (signatory):	Received By (signatory):	
Date of Issue:	Date of receipt:	
Agreed Plan Review Date: (Please note this must be each term or should any changes arise in building, teaching location, etc.)		

Location of Copies of Plan: (e.g. tutor, teaching staff, manager, HR, Learner Services, H&S Advisor)

Questions for PEEP Preparation

General:

1. Where is the person based for most of the time?
2. Can they hear the fire alarm(s)?
3. Can they move quickly in the event of an emergency?
4. Do they find stairs difficult to use?
5. Could they raise the alarm if they discovered a fire?
6. Do they need assistance to get out of their place of work in an emergency?
7. Is anyone designated to assist them to get out in an emergency?
8. Is their arrangement with their assistant(s) a formal arrangement?
9. Is their contact always in easy reach?

Hearing Impairment:

1. Can they hear the fire alarm in normal circumstances?
2. Are they aware of any special or purpose-designed hearing system or device that is available and would assist them in hearing the fire alarm more clearly?
3. What measures do they feel would assist them to exit the building safely in the event of an emergency? For example:
 - if they have difficulty in hearing the fire alarm, a visual indicator or vibrating pager;
 - written emergency egress procedures;
 - emergency egress procedures to be supported by BSL interpretation;
 - an assistant
4. Are there any other concerns that they wish to raise?

Visual Impairment:

1. Do they have a visual impairment which could inhibit them being able to leave the building safely in the event of an emergency?
2. Do they require help to move around the building for example: a cane, guide dog or other equipment?
3. In normal circumstances, how long does it take them to leave the building unaided from their place of work?
4. What measures do they feel would assist them to exit the building safely in the event of an emergency? For example:
 - emergency procedures to be issued to them in Braille / on tape / in large print;
 - different signs to mark emergency routes and exits; tactile signage or floor surface; coloured tape on the floor surface
5. Are there any other concerns that they wish to raise?

Mobility Impairment:

1. Can they leave the building unassisted?
2. Do they need or use a wheelchair?
3. Is their wheelchair required for all circumstances?
4. Is their wheelchair a standard size or an electrically powered type with wider dimensions?
5. Would an evacuation chair help - and could they use it i.e. can they transfer from their wheelchair to an evacuation chair?
6. Would they find it acceptable to use a Refuge Point if required?
7. Would it be helpful if a member of staff were to be assigned to assist them (e.g.

someone to stay with them in the refuge)?

8. What measures do they feel would assist them to exit the building safely in the event of an emergency?

9. Are there any other concerns that they wish to raise?

Some examples of helpful measures for consideration when discussing needs with mobility impaired people:

- Locating a team, which include disabled people with mobility impairments, as near to ground floor level, and close to fire exits as possible.
- The provision of evacuation chairs, to enable mobility impaired people unable to negotiate stairs, to be safely helped out of the building. Both the disabled person using the chair and those operating it should be properly trained in the use of the equipment in order to avoid accidents and to maintain adequate safety for other users of the stairs. This will require sufficient numbers of staff to be trained in the use of, handling, and lifting into the chair and available to respond in the event of an emergency.
- Clear designation and instructions for the use of 'Refuge Points' – for use while waiting for help to move from the refuge to safety.

Tour of the Building / Work Environment that they work in / generally require access to:

Initial discussions with the disabled person should be followed by a tour of the place of work, including any exit routes. The following questions are provided as prompts for relevant observations relating to the building and work environment. These issues must be discussed during the tour – and recorded to form part of the PEEP / assessment:

1. Is the directional and instructional signage adequate and relevant?
2. (If they have a hearing impairment) – are there illuminated alarm devices within the toilet areas that they use?
3. (If they have a partial mobility or sight impairment) – do they routinely negotiate staircases or do they use the lifts?
4. If they use the staircase, are steps adequately identified?
5. If they use a lift, is there easy access / egress and is it easy to operate the lift?
6. If they use a lift, is there an emergency telephone installed or an emergency button clearly marked for them to use?
7. Are there Fire Doors with self-closing devices on their exit routes – would that hinder them if they had to leave the building in an emergency?
8. Are there any internal or external steps that are difficult to negotiate?