

EMERGENCY GRAB BAG

Medical Grab Bag

- Collected by Office Staff and taken to the Muster Point.
- Located in the ASTHMA cabinet in the Medical Room

Evacuation Safe Place

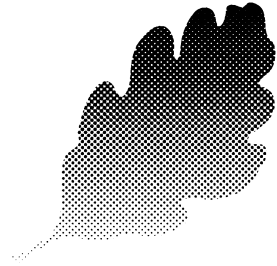
The Link
5 Mayburn Walk
Loanhead
EH20 9HG

Tel : 0131 440 2541

Evacuation Safe Place

Loanhead Parish Church
120 The Loan
Loanhead
EH20 9AJ

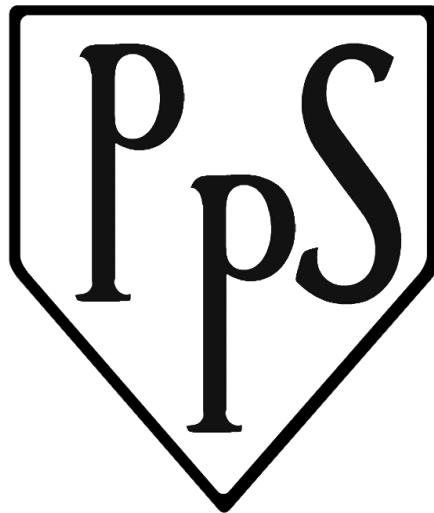
Tel : Mr Duffin 0131 448 2459



Midlothian

**PARADYKES PRIMARY SCHOOL &
FAMILY LEARNING CENTRE**

Fire Action Plan



August 2020

Fire Wardens' and Deputies' Duties

On hearing the Fire Alarm, each nominated Fire Warden and Deputy are required to ensure for their area:-

- a) That all personnel leave the building immediately in an orderly manner by the designated exit route.
- b) That no person remain in any office, room, store or toilet and that visitors and disabled persons have been taken to a place of relative safety (Fire refuge).
- c) That all doors have been closed.
- d) That a report is given to a member of the Senior Leadership Team at the assembly point regarding the situation within their area.

If you discover a fire

1. Immediately operate the nearest alarm point.
2. Evacuate the building by the designated Evacuation Route.
3. Assemble at Muster Point A (Across the other side of Mayburn Avenue) for Family Learning Centre

Or

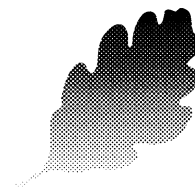
Assembly at Muster Point B (MUGA) for school

Do not stop to collect personal belongings

Do not re-enter the building

(Whenever possible take class register with you.)

Visitors and contractors should be made aware of the fire evacuation procedure through the signing in visitor pass system.



Fire Controller Duties

On hearing the fire alarm the Fire Controller for the building should :

- collect a walkie-talkie and immediately turn to Channel 5
- make their way to the Fire Muster Point A & B

Once at the assembly point the Fire Controller will take reports from each of the Fire Wardens/Deputies for each area of the building in order to pass on as much relevant information as possible to the fire brigade as possible.

The Fire Controller will then contact the Centre Responsible Person (Duty Manager) on emergency channel 5 to let them know that all persons have been accounted for and/or whether there are persons missing. The Responsible Person (Duty Manager) will be the main point of contact with the Fire Brigade and will be responsible for instructing the school Fire Controller (on channel 5) on further actions e.g. re-entering the building once the Fire Brigade have given the all clear to return.

The Fire Controller for PARADYKES PRIMARY SCHOOL & FAMILY LEARNING CENTRE is Ms Reid (HT)

**The Deputy Fire Controller is: H Reed (DHT),
J. Sommerville (PT)**

Area	Fire Warden	Depute Fire Warden
Family Learning Centre	Claire Todd	TBC
Primary 1 & 2 P2/3& 2/1	Bianca Nicol	Laureen Welsh
Primary 3 / 4, 4, 4/5, 5	James Stirling	Lisa Hillis
Primary 5 / 6, 6, Hive,	Joanne Rose	Michele Smales
Primary 7, / Practical Room	Charlotte Roberts /Jennifer Sommerville	Carol Tansey



FIRE ACTION PLAN

Reception Staff

On hearing the sound of the Fire Alarm, assume that there is an actual fire in the building.

- Leave the building through the designated fire exit, taking the Visitor Sign-In Book, and
- Assemble at Muster Point C (MUGA)
- Check that all visitors and reception staff are accounted for
- Inform the Fire Controller that this has been done.

Fire Wardens – Family Learning Centre

On hearing the sound of the Fire Alarm, assume that there is an actual fire in the building.

Initiate the fire evacuation by ensuring that children, staff and visitors are instructed to leave the building by the nearest fire exit,

Ensure the evacuation of: **FAMILY LEARNING CENTRE to**

MUSTER POINT A – across Mayburn Avenue next to the shops.

Once at the assembly point the fire warden/ deputy should report to the Fire Control Officer that all children, staff and visitors have been accounted for.

Fire Wardens PRIMARY 1/PRIMARY 2, 1 / 2, 2/3

On hearing the sound of the Fire Alarm, assume that there is an actual fire in the building.

Initiate the fire evacuation by ensuring that children, staff and visitors are instructed to leave the building by the nearest fire exit,

Ensure the evacuation of: **PRIMARY 1, 2, 1 / 2 , 2/3 CLASSES to**

MUSTER POINT B – MUGA

Once at the assembly point the fire warden/ deputy should report to the Fire Control Officer that all children and staff have been accounted for.

Fire Wardens PRIMARY 3 /4, 4, 4/5, and 5

On hearing the sound of the Fire Alarm assume that there is an actual fire in the building.

Initiate the fire evacuation by ensuring that children, staff and visitors are instructed to leave the building by the nearest fire exit,

Ensure the evacuation of: **PRIMARY 3 / 4, 4, 4/5 & 5 CLASSES to**

MUSTER POINT B - MUGA

Once at the assembly point the fire warden/ deputy should report to the Fire Control Officer that all children and staff have been accounted for.

Fire Wardens PRIMARY 5/6, 6, Learning Hive and Newsroom

On hearing the sound of the Fire Alarm, assume that there is an actual fire in the building.

Initiate the fire evacuation by ensuring that children, staff and visitors are instructed to leave the building by the nearest fire exit,

Ensure the evacuation of: **PRIMARY 6 & any class in the Hive, Practical Room to**

MUSTER POINT B – MUGA

P5/6 line up along the Secret Garden pathway.

Once at the assembly point the fire warden/ deputy should report to the Fire Control Officer that all children and staff have been accounted for.

Fire Wardens 7 & Practical Room

On hearing the sound of the Fire Alarm, assume that there is an actual fire in the building.

Initiate the fire evacuation by ensuring that children, staff and visitors are instructed to leave the building by the nearest fire exit,

Ensure the evacuation of: **PRIMARY, 7 and Practical Room to**

Secret Garden Playground paths

Once at the assembly point the fire warden/ deputy should report to the Fire Control Officer that all children and staff have been accounted for.

DINING HALL / GYM HALLS / EXPRESSIVE ARTS ROOM / PLAY THERAPY ROOM

On hearing the sound of the Fire Alarm, assume that there is an actual fire in the building.

Initiate the fire evacuation by ensuring that children, staff and visitors are instructed to leave the building by the nearest fire exit,

Ensure the evacuation of: **DINING HALL / GYM HALL / EXPRESSIVE ARTS ROOM / PLAY THERAPY ROOM to MUSTER POINT B – MUGA**

DANCE STUDIO, through leisure centre to MUSTER POINT B – MUGA (Car Park Side)

Once at the assembly point the fire warden/ deputy should report to the Fire Control Officer that all children and staff have been accounted for.

Fire Action Plan

Children requiring additional adult assistance

Class	Child	Adult to Support

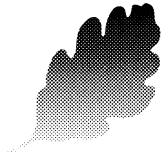
Fire Action Plan

Children requiring additional adult assistance

Nursery – Mon/Tues	Child	Adult to support
Weds/Thurs		

*Claire to check toilets, room and grab register

Nursery- fire assembly point is at Day to Day express (across the road)



Midlothian

Post Fire Drill Questionnaire

Location:

Name:

Area:

Zone Reference:

1. Which exit route did you and the staff in your zone use?
2. Did you perform your duties as a fire warden alone or did your deputies help? Alone With
Help
3. Did all the staff in your zone leave the building immediately in an orderly manner? Yes No
4. Did you or your deputies check that no person remained in any office, room, store or toilet in your zone? Yes No
5. Were there any visitors (including staff from other Midlothian Council offices) in your zone? Yes No
6. Who closed any doors in your zone that required to be closed on leaving the room? Yes No
7. Did you report to the Fire Control Officer at the assembly point regarding the situation within the area? Yes No

8. What was your general impression of the fire drill?

9. Do you have any suggestions to improve Fire Evacuation Control Procedures?

Do you have any suggestions on fire safety in your