



Lever Park

Part of Bolton Impact Trust

Fire Evacuation at Lever Park Academy

Important Information regarding fire alarm procedures and mag locked doors. This information is to inform all staff including, agency, sessional, visitors and contractors that may be on site.

Lever Park Academy caters for children with social emotional and mental health issues. To help assist the control of extreme behaviour, all external doors are fitted with a 'mag lock interface system.' These door locks are to prevent pupils in crisis running outside putting themselves at risk.

All staff have ID badges and an electronic door release fob, agency and sessional staff will have a door release fob issued by the main school office.

In the event of a fire condition all fire doors are released through an electronic interface, this will happen in the main building and the south block.

Fire Evacuation from the Main Building

In the event of a fire alarm condition (hearing a continuous fire alarm) teaching staff/learning mentors will guide pupils from their lesson/activity to the nearest fire exit and line up at the assembly point at the rear of school. A member of the SLT will take a roll call. Office staff will pass a register of all pupils, staff, and visitors to SLT on the rear yard. A member of the office staff will remain outside the front of school to ensure no one enters the building. Staff and pupils **must not** re-enter the building until a member of SLT has given the all clear.

NB Kitchen staff must close the roller shutters from the kitchen to the hall if the fire alarm sounds during the serving of lunches. At all other times the serving hatch shutters will be closed

Fire Evacuation from the South Block

In the event of a fire alarm, condition (hearing a continuous fire alarm) teaching staff/learning mentors in the south block will guide pupils out through the main exit doors if safe to do so, or use the nearest exit to them.

You **should NOT** enter the main building in case this is the location of the potential fire. The assembly point will be at the side of the top car park. A member of SLT will take a roll call of all pupils and staff. This roll call information will be communicated to the SLT at the rear of school, via mobile phone. You must not re-enter the building until the all clear has been given.

South Block Assembly Point *Exception*

On the day/s of examinations held in the south block, the assembly point will be at the side of the top car park. The examination officer will take a roll call of all pupils and staff. This roll call information will be communicated to the SLT at the rear of school, via mobile phone. These days will be announced in the morning staff briefing. At all other times the Assembly point will be on the yard at the rear of the school building

Updated 16/02/2023

Padlocked Gates during the School day

With the nature of our children, it is necessary to keep the two gates, either side of the main building, locked, during the school day. In the event of a 'fire alarm condition' designated staff, have a universal key, to unlock both gates, simultaneously.

Fire Marshals – All staff will act as Fire Marshals

The roles of the fire marshal/s during a fire alarm condition is to, ensure all staff, pupils and any visitors, have left the building , check all mag lock doors have released.

Staff in south block to ensure classrooms and toilets are clear

Office staff to ensure admin corridor and toilets are clear

Recording and servicing of the Fire Alarm System

The Fire Alarm is monitored remotely via Chubb. When the Fire Alarm is activated there is a 2 minute delay before the fire brigade are informed to prevent false call outs. This is counter checked with a phone call to the school office/reception from the monitoring service. The current state of the school, whether a fire exists or false alarm will be announced in that phone call monitoring service.

In any fire alarm condition **All** staff, pupils, visitors and contractors must treat this as a full fire drill and leave the building as described above.

The Fire alarm system is serviced every six months via Chubb Fire Safety. The Mag lock doors and interface system are checked, tested and recorded internally.

Internal Testing, Recording of the Fire alarm system including call points, sounders, smoke detection and mag locked doors

We have regular termly fire drills that are recorded by SLT. The performance and operation of the fire alarm equipment (sounders/sirens, call points and mag locked doors) are tested weekly and recorded by the Site Manager.