



Strathaven Academy

Emergency Fire Evacuation Plan

Roles and Responsibilities 2026 - 2027

Property Responsible Person (PRP), Strathaven Academy: **On shift Dalkia Staff**

Fire Investigation Team

The fire investigation team in Strathaven Academy is responsible for locating where the fire alarm has been activated and investigating this area to establish if the emergency services need to be contacted. Should a 999 call be required, the fire investigation team is responsible for liaising with the Scottish Fire and Rescue service.

Panel Observer, Strathaven Academy:	On shift Dalkia Staff
Investigator 1 & 2, Strathaven Academy:	W Huq/A Humphires
Deputy Investigator 1 & 2, Strathaven Academy:	LA Quinn/D Bryceland

Fire Marshall

The Fire Marshall is responsible for:

- ensuring the implementation of the Emergency Fire Action Plan within their area of responsibility
- undertaking fire safety checks for their area and advising the Fire Investigation Team of any areas of non-compliance
- ensuring communication arrangements are in place (with Fire Controllers) to advise the Fire Investigation Team who, in turn, will liaise with Scottish Fire and Rescue regarding the location of people unable to evacuate
- recording information from the Fire Controllers during an evacuation

Fire Marshall:	Paula Hamilton
Fire Marshall Deputy:	R McGinlay / Elizabeth Neil

Fire Controllers

The Fire Controllers' duties are mainly conducted during an evacuation. They are responsible for:

- ensuring no employees, service users or visitors are left behind during an evacuation
- communicating with the Fire Marshall to pass on details of the evacuation to allow the Fire Marshall to liaise with Fire Responsible Person/Scottish Fire and Rescue
- checking fire safety features as requested by the Fire Marshall and advising of any remedial action necessary

As a Fire Controller, you may be asked to check offices, toilets and other rooms to ensure no one is left behind.

Procedure for Checking Evacuation of Rooms

This is suggested by the Scottish Fire and Rescue Service.

- **Do not touch the handle of the door.**
If there is a fire inside the room, heat can conduct through the handle and may cause your hand to burn and stick to the handle.
- **Look through the viewing panel** which is at the side of the door or on the door to see if there is any sign of a fire. If you can see the entire room, then there is no need to enter.
- **If you cannot see into the room, check for signs of heat** prior to touching the handle or opening the door.
- **Touch the door with the back of your hand**, start from the top of the door and work your way down. If you are in any doubt that heat is present **DO NOT** open the door. This would introduce oxygen and increase the fire if there is one.
- **If you are satisfied that no heat is present**, then put your **hand on the door handle** and **slowly open the door**. **Keep your hand on the handle at all times** to allow you to close the door quickly if smoke is present. **Look around while keeping your hand on the handle, closing the door on completion.**
- **Evacuate the building.**

Designated Fire Controllers

Ground Floor	C Duffy R Herbertson	C Love G Blackwood	C McGugan C Maclean	D Bryceland
First Floor	H Bradshaw I Henderson	I Sinclair/ A Simpson	R Greenberg	S Baran
Second Floor	M Brown	R McNair		

Deputy Fire Controllers

Ground Floor	M Brown C Mitchell	S Burns G Connor	D Burns E Watson	K Reid/ L Dykes
First Floor	R Weir L McCabe	R Holmes L Grant	L Allison	D Allan
Second Floor	A Gardner	R Cassidy		



Principal Teachers Pupil Support Principal Teacher Support for Learning

PTPS/PTSFL are responsible for:

- ensuring register teachers complete registers promptly and accurately
- investigating discrepancies with office staff
- reporting completion of checks to Fire Marshall
- ensuring pupils are adhering to the school's code of conduct

Positions of responsibility:

S1	J Matheson	S2	L Neil	S3	S Harvey
S4	M Smith/J McMenemy	S5	A Gallagher	S6	L Breddy

Faculty Heads/Line Managers

Faculty Heads/Line Managers are responsible for

- ensuring their staff are accounted for. Staff should, on arrival at the muster area, report to their Faculty Head/ Line Manager
- investigating discrepancies with staff members
- reporting completion of staff checks to Fire Marshall
- ensuring pupils are adhering to the school's code of conduct

Positions of responsibility:

	Named Person	Deputy
SLT	W Huq	L Quinn
SfL/PTPS	A Gallagher	R McGinlay/J Kane
Physical Education	C Love	S Burns
Maths	C McGugan	D Burns
Creative & Aesthetic	A Simpson	R Holmes
English	H Bradshaw	R Weir
Modern Languages	S Baran	R Greenberg
Technologies	I Henderson	L McCabe
Science	M Brown	A Gardner
Social Subjects	R McNair	R Cassidy
Office/Visitors	C Duffy	M Brown
Kitchen	C MacLean	E Watson
Technician	G Blackwood	G Connor
Janitors/Cleaners	D Bryceland	K Reid/L Dykes

Duties when an Emergency Evacuation Alarm Sounds

Head Teacher (Fire Responsible Person)

- When the alarm is activated, the Head Teacher should exit the building, taking a high visibility vest and radio.
- Remain at the front of the school building.
- Liaise with SLT and Fire Service.
- Inform the Fire Marshall of the 'All Clear' to enter the building.

Fire Marshalls:

- When the alarm is activated, the Fire Marshalls should exit the building, taking with them a high visibility vest, radio and the Fire Marshall Evacuation checklist. The Fire Marshall Evacuation checklist is used to inform Scottish Fire and Rescue Service.
- The Deputy Fire Marshall will be responsible for assigning teachers to registration classes in the event of the usual registration teacher being out of school.
- The Fire Marshalls will stand at the centre of the main assembly point with the Evacuation Checklist, at all times maintaining communication with the Head Teacher, Senior Team and Fire Controllers.

Fire Controllers

- When the alarm is activated, the Fire Controllers should stop what they are doing.
- If Fire Controllers have a class, they must ensure pupils exit the classroom and make their way safely to the assembly point.
- All staff must ensure any potentially hazardous equipment is switched off before leaving the room.
- Check specified rooms and areas within the building to ensure that no pupils, employees, service users or visitors are left in the building.
- On arrival at the assembly point, the Fire Controller should inform the Fire Marshall of the areas they have checked and that the areas are clear.
- The Fire Controller should inform the Fire Marshall of the location and reasons for person(s) unable to be evacuated or anyone they believe to be unaccounted for.
- Whilst the Fire Controllers are evacuating the building, they should note any problems which occur with the fire safety features of the building eg automatic fire doors not closing.
- Fire Controllers are responsible for reporting their findings and advising the Fire Marshall of remedial action needed.

Duties when the Emergency Evacuation Alarm Sounds

Staff (teaching staff, support staff, office staff, kitchen staff, technicians and janitors)

- When the alarm is activated, staff should stop what they are doing.
- Make your way to the fire escape route as per the Emergency Evacuation Plan.
- If you have a class, ensure that all pupils exit the classroom and make their way safely to the assembly point.
- All staff must ensure any potentially hazardous equipment is switched off before leaving the room.
- At your assembly point, undertake any assigned duties.
- Teaching Staff who do not have assigned duties or a registration class should stand with support staff, office staff, kitchen staff, technicians and janitors at the muster area located at the side of the sports cage (Crawford Street end).
- **Report any issues to your Faculty Head/Line Manager.**

Faculty Head/Line Manager

- When the alarm is activated, Fire Controllers should undertake their designated duties.
 - Faculty Heads/Line Managers should ensure that all pupils and staff have evacuated their department.
 - Where this is not possible (i.e. multi-location faculties), the Faculty Head should make their way to the assembly point.
 - **On arriving at the assembly point, the Faculty Head is responsible for immediately informing the Fire Marshall (Paula Hamilton / Jillian Kane / R McGinlay) that their staff are accounted for as well as reporting any discrepancies.**
 - Once the Faculty Head/Line Manager has reported to the Fire Marshall, they should assist in ensuring that pupils are adhering to the school's code of conduct.
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|------|------------|----|-------------|----|------------|
| • S1 | A Simpnson | S2 | I Henderson | S3 | H Bradshaw |
| • S4 | C Love | S5 | C McGugan | S6 | R McNair |
- S Baran/R Greenberg and C Love support the office staff with discrepancies and relaying key messages to staff.

PT Pupil Support/ Support for Learning

- When the alarm is activated, staff should stop what they are doing.
- Make your way to the fire escape route as per the Emergency Evacuation Plan.
- On safe arrival at assembly point, PTPS and PTSfL should liaise with register teachers to ensure registers are completed promptly and accurately.
- Uplift completed registration packs from register teachers and pass these onto office staff. Year group responsibilities as follows:

S1	J Matheson	S2	L Neil	S3	S Harvey
S4	M Smith/J McMenemy	S5	A Gallagher	S6	L Breddy

- Discrepancies should be investigated by consulting office staff and the Senior Team.
- **Report completion of year group registers to Fire Marshalls (Paula Hamilton/ Jillian Kane / Rachel McGinlay).**

Register Teachers

- Register teachers should make their way to the muster point of their register class, collecting their registration pack (fold-over clipboard containing register and pen) from the office staff located in the centre of the sports cage. S5/6 register teachers collect their registration pack from office staff at S5/6 muster point.
- Once register teachers arrive safely at the assembly point, they should ensure that pupils are standing in pairs in alphabetical order and adhering to school procedures. Register teachers should ensure pupils are adhering to this and behaving in an orderly manner.
- Register teachers should complete registers promptly, then hold up the registration pack to indicate that they have completed their register. **The registration pack will be collected from them by PTPS/PTSfL and passed to office staff.**
- **In the event of a discrepancy, register teachers should note this on a discrepancy slip and hold up a red card. At this point, designated PTPS/PTSfL will take note of discrepancies and investigate.**
- Register teachers should then ensure pupils adhere to the school's code of conduct until that class is specifically instructed to return to the school building. Pupils must remain with their registration class at the assembly point for the duration of the emergency evacuation.

Office Staff - Located in centre area of sports cage and at S5/6 muster points

- Issue registration packs to register teachers as they arrive at the muster area.
- Identify and inform Deputy Fire Marshall of registration classes needing covered due to usual registration teacher being out of school.
- Check off completed registration packs as they are returned to central area by Pupil Support/Support for Learning staff as follows:

S1 J Matheson
S4 M Smith/J McMenemy

S2 L Neil
S5 A Gallagher

S3 S Harvey
S6 L Breddy

- Investigate discrepancies in pupil registration by liaising with PT Pupil Support/PT Support for Learning for the year group.
- Check off staff attendance from the information returned by Faculty Heads/Line Managers.
- Investigate discrepancies in staff registration by liaising with Faculty Heads/Line Managers.
- Provide continuous updates to the Fire Marshall on progress and report completion of pupil and staff registration.

Personal Emergency Evacuation Plans



- The Emergency Evacuation Plan states that a Personal Emergency Evacuation Plan (PEEP) should be developed for each employee or service user who requires assisted or supported evacuation.
- Situations may arise when an individual has an injury, is in a wheelchair or using crutches.
- Certain staff are responsible for assisting identified pupils during an Emergency Evacuation.

In the event of a fire

- PEEP pupils will make their way to the designated muster area in the nearest stairwell.
- PEEP staff and Deputy PEEP staff will make their way to their designated stairwell to support the safe evacuation of any PEEP pupil who makes their way to that particular muster area.
- PEEP staff should make their way downstairs, checking the muster area on the floor below is clear.
- PEEP staff should inform the Fire Controller of the safe evacuation of PEEP pupils.

Full Campus Evacuation

- In the unlikely event of a full campus evacuation all pupils/staff/visitors should assemble at Kirklandpark Primary School.
- Further instructions will be given to the relevant PTPS/PTSfL staff to coordinate the safe evacuation of the full campus:

S1 J Matheson

S2 L Neil

S3 S Harvey

S4 M Smith/J McMenemy

S5 A Gallagher

S6 L Breddy

- ELT will be expected to support supervision of pupils and visitors during a full campus evacuation.

Depute Head in Charge of PEEPS: R McGinlay/J Kane

Deputy: P Hamilton

Current PEEPs 2026 – 2027

D Shirreffs

E Dunn (2LO)

Designated PEEP Staff

		Deputy
Science Front of School	S Taylor	A Gardner
Science Middle of School	M Brown	A Khan
Social Subjects	R Cassidy	R McNair
Art	P Collins	A Simpson
English	H Bradshaw	R Weir
Modern Languages	R Greenberg	D Allan

Office Checklist

	Office Staff	
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		Checklist (✓)
Registration trolleys Includes: Clip Board/Pen/Red Card/Register Class List/ Guidance: Daily Absence Sheet	C Orr Mon-Wed S1/2 Office staff Thur/Fri S1/2 J Hamilton S3/4 M Brown S5 S McLaren S6 (M,T)/Y Fleming (W,Th,Fri)	
High-visibility vests	All Staff	
Radios	C Duffy/S McLaren(M,T)/Y Fleming (W,Th,Fri)	
Sick Book	J Hamilton	
Pupil Changes to Registration	C Orr Mon-Wed Office staff Thurs/Fri	
Pupils signing In/Out (Yellow Folder)	C Orr Mon-Wed Office staff Thurs/Fri	
Daily Pupil Appointment Diary	C Orr Mon-Wed Office staff Thurs/Fri	
Register Anomalies Sheet	C Orr Mon-Wed Office staff Thurs/Fri	
S6 Signing In/Out (Green Folder)	S McLaren(M,T)/Y Fleming (W,Th,Fri)	
Staff Signing In/Out (Red Folder)	C Duffy/M Brown	
Visitor Signing In/Out Book	C Duffy/M Brown	
Fire Marshall Check List	C Duffy/M Brown	
Staff List	C Duffy/M Brown	
Registration Sheets	C Orr Mon-Wed Office staff Thurs/Fri	
Staff Absence Diary Pink/Blue Forms	C Duffy/M Brown	