

Evacuation Procedure - September 2026

Should fire break out in the provision, 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.

Fire evacuation plans are on the student board and signs are scattered around the building to confirm assembly points.

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

Classroom Staff/Support Staff

On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.

Staff to take their 2 way radios with them

Children MUST evacuate the building in silence

NO ONE should stop to collect any belongings

Children must be evacuated to the nearest assembly point (Car park, across the road to the left side of the building)

To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported by radio immediately.

Any staff who have children in a different location to their normal assembly point must notify via radio.

When the headcount has been completed the Head or Director of Learning will inform the Fire Warden /Business Manager by radio that everyone is present.

Do not re-enter building until told to do so by Head/business manager or Fire Service

Designated Fire Warden

The Fire Warden will check the following areas:-

Visually check Classrooms, Toilets and Kitchen

A radio call will be made to the Head stating that all areas are clear.

He/she will then monitor the main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

In the event of absence, responsibility will pass to the business manager.

Staff will check children against the fire register and immediately inform fire warden/business manager via radio of any missing children

Any staff who have children in a different location to their normal assembly point must notify via radio

Do not re-enter building until told to do so by the Head/business manager or Fire Service

Kitchen Staff

When the alarm is activated 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 (Car park, across the road to the left side of the building)

NO ONE should stop to collect personal belongings

Do not re-enter building until told to do so by Head/Business Manager or Fire Service

Fire Warning System

Smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly.

Personal 2 way radios: most staff are in possession of a 2 way radio. A radio check is carried out every morning.

Evacuation Procedures

All areas have a site plan indicating nearest escape route and outside assembly points.

All staff are issued with handbooks and information on policies/procedures. This contains all Health/Safety Data and Fire Evacuation procedures.

There are clear signs around the building for visitors and contractors to ensure they adhere to the evacuation process.

Regular fire drills are arranged

Key Escape Routes highlighted across the building

All areas have direct escape routes to assembly points via the rear fire doors and front entrance (Bomb threats/gas leaks).

Fire exit signs are posted on all exits.

All exits are kept unlocked and clear of obstructions.