

Evacuation Procedure - September 2025

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 (main gate)

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 AP Manager will inform the Fire Warden /Business Manager by radio that everyone is present.

Do not re-enter building until told to do so by provision manager/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 Provision manager 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 provision manager/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 (main gate)

NO ONE should stop to collect personal belongings

Do not re-enter building until told to do so by AP Manager/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 door and front entrance (Bomb threats/gas leaks).

Fire exit signs are posted on all exits.

All exits are kept unlocked and clear of obstructions.

There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are serviced annually.

Assembly Point

Top of the car park, next to the main gate

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

This is an individual plan for means of escape from fire/emergency for adults/children with a disability.

These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general fire precautions will include:

Pre-planning

Fire Risk Assessments

Making emergency plans and PEEPS

Formulation of fire procedures

Fire Drills

Provision of information, instruction and training

Cooperation and coordination with other premises users

Fire Prevention Measures

Good housekeeping and adequate security measures

Emergency signs/instructions and emergency lightening

Control of contractors working on site

Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

Raising the fire alarm

Smoke and Heat Detectors

Escape routes, fire exits

Fire fighting equipment

Limiting the spread of fire

It is illegal to smoke on our site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety.
Putting a fire out is secondary to this.