Evacuation Procedure - September 2025

Should fire break out in the school, 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.

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

Staff must inform administration staff via radio if this different from their class assembly point so their fire registers can be brought to them

Staff will check children against the fire register and immediately inform administration staff via radio of any missing children

Any staff who have children in a different location to their normal assembly point must notify via radio the child’s class teacher.

Administrative Staff

Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.

The school registers will immediately be distributed to the two assembly points on the front playground and rear playing field

The office radios must be taken out with the registers to receive any class messages regarding fire assembly point changes

The visitor’s, staff and volunteers signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

Headteacher and Deputy Headteacher

The Head and Deputy will monitor the evacuation of the premises from the two assembly points (main playground and rear playing field)

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.

When the headcount has been completed the Head or Deputy will inform the Business Manager by radio that everyone is present.

Site Manager

The Site Manager will check the following areas:-

Visually check the Scola Block, Main Hall, Changing Rooms, Toilets, Staff toilets.

A radio call will be made to the Headteacher/Deputy Headteacher stating that all areas are clear.

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

In the event that the Business Manager is not on site the responsibility passes to the Caretaker to check the whole school.

Caretaker

The caretaker will check the following areas:-

Headteacher’s office, disabled toilets, Year 3/4 areas and toilets, FOWS office and quad area.

A radio call will be made to the Headteacher/Deputy Headteacher stating that the areas are clear.

In the event that the Caretaker is not on site the responsibility passes to the Business Manager to check the whole school.

Start Early Learning and Childcare Centre

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

Staff must bring register with them to check all children present

Staff will check children against the fire register and immediately inform administration staff 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 Headteacher 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 on front playground

NO ONE should stop to collect personal belongings

Do not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

Further Evacuation from the rear field can be arranged via the gateway onto Gateacre Playing Fields or via Gittin Street and Gateacre Avenue from the front playground.

Fire Warning System

Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly

The main fire alarm panel is situated on the wall opposite the main entrance doors. This is serviced annually.

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 New Employee Booklets on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.

Visitors and contractors are supplied with Fire Safety Information Leaflet when they sign in visitors' book.

Regular fire drills are arranged

Key Escape Routes

All areas have direct escape routes to assembly points on either the rear playing field or front playground. If necessary pupils and staff can further be evacuated from the site via Gateacre Playing Fields. (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 checked weekly on a rota basis and serviced annually.

Assembly Point

Car Park Opposite the hub

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 school 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.