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 entrance and car park)

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 Fire Marshall by radio that everyone is present.

Fire Marshall

The Fire Marshall will check the following areas:-

* Visually check all Classrooms, Kitchen, Toilets, Office, Store Room.
* 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.

Do not re-enter building until told to do so by Emergency Services

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

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 Emergency Services, in the case of a fire.

Fire Warning and Protection Systems

* Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
* Emergency escape lighting is lighting is fitted within all areas and tested periodically
* Emergency Escape directional signage and Fire Escape routes are to be kept free from obstructions or trailing cables
* Fire doors are kept clear of obstruction and checked regularly.
* Personal 2 way radios: most staff are in possession of a 2 way radio. A radio check is carried out every morning
* Fire extinguishers (CO2, Water, Powder and Foam) are installed throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Evacuation Procedures

Follow the 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 when they sign in visitors' book.

Regular fire drills are arranged

Key Escape Routes

Fire exit signs are posted on all exits.

All exits are kept unlocked and clear of obstructions.

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

Fire Fighting Equipment e.g. Fire Extinguishers (CO2, Water, Powder and Foam) are installed throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Assembly Point

Car Park Opposite the building

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.