

Emergency Evacuation Policy

Document Control

Version Number	3
Effective date	September 2025
Document Owner	Stephanie Smith
Review Cycle	Bi-Annually
Ratification	<i>Stephanie Smith – Head of School</i>
Date of Next review	September 2027
Related Policies	
Related Documents	

Table of Contents

Roles and Responsibilities	3
Classroom Staff/Support Staff.....	3
Administrative Staff.....	3
Deputy Headteacher	3
Site Staff	Error! Bookmark not defined.
Evacuation Procedures.....	4
Key Escape Routes.....	4
Fire Fighting Equipment	4
Assembly Point	4
Fire Risk Assessments.....	4
Personal Emergency Evacuation Plans (PEEP).....	4
General Fire Precautions	5
Fire Prevention Measures	5
Fire Protection Measures	5

Roles and Responsibilities

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 quiet/silence
- ∞ **NO ONE** should stop to collect any belongings
- ∞ Children must be evacuated to the nearest assembly point (Black sports pitch)
- ∞ Staff must inform administrative 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 assembly point on the 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 volunteer signing in logs must also be taken out and checked. This is done via the App on SLT phones and administration iPad. Any persons missing must be reported to the fire control officer for the respective assembly point.

Head of School

- ∞ The Head of School will monitor the evacuation of the premises from the assembly point (Black sports pitch)
- ∞ Head of School will communicate with the site team to communicate with site team regarding re-entering the building when it is safe to do so and the registers are complete.
- ∞ When the headcount has been completed the Head of School will inform the Business and Administrative Manager by radio that everyone is present.

Assistant Headteachers (CAL, Careers and Head of Sixth form)

The Assistant Headteachers will check the following areas:-

- ∞ Visually check the classrooms, stairwells and corridors.
- ∞ A radio call will be made to the Head of School 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 Assistant headteachers (CAL, Careers and Head of Sixth form) is not on site the responsibility passes to the Business and Administrative Manager to check the whole school.

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 contactors are supplied with Fire Safety Information Leaflet when they sign in the visitor's book. Regular fire drills are arranged

Key Escape Routes

- ∞ All areas have direct escape routes to the assembly point to the black sports pitch (maybe via the corridor)
- ∞ 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. These are checked weekly on a rota basis and serviced annually.

Assembly Point

- ∞ Black sports pitch

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 evacuation 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.
