# FIRE EVACUATION POLICY

# This policy to be distributed to all staff and external providers

Should fire break out in school, it is the responsibility of staff to:

1. Raise the alarm using nearest break glass unit
2. On hearing the fire alarm ( continuous ringing school bell), evacuate the children as quickly and safely as possible via a fire exit designated route, out of the school building and to the designated assembly point – **PLAYGROUND**.
3. Check all pupils/visitors are out of the building.
4. If fire services are called to attend, all assembled at designated fire assembly point move to the VILLAGE HALL.

**Information for STAFF**

The procedure that follows stipulates the details for each part of the school/role within school.

**When the alarm is activated staff will:**

- Evacuate by designated route
- Close doors behind you but do not lock
- Assemble at the assembly point
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, 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.***

**Classroom Staff/Support Staff:**

In an evacuation, all teachers will act as Fire Wardens/Marshals for the classroom they are teaching, ensuring the safe evacuation of all children.

Non-teaching/support staff will act as Fire Wardens for the area in which they are working.

- on hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit.
- children MUST evacuate the building in a calm manner
- **NO ONE** should stop to collect any belongings
- all children must be evacuated to the nearest assembly point
- staff will collect the class fire register on leaving the classroom

- staff will check children against the class fire register and immediately inform administration staff of any missing children

**The Office Administrator will:**

- unless otherwise informed that a fire drill is to take place, on hearing the alarm immediately contact Shropshire Fire Service on the emergency number 999.
- The Office Administrator will bring out parent contact lists
- the 'fire emergency box' containing all the relevant items (see list below) must be taken out.
- the visitor's, staff and volunteer 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.
- In the event of the Office Administrator being absent, the above responsibilities will pass to the SBM.
- Office administrator to unlock the side gate, in case children need to vacate the playground and move onto the final meeting point, in front of the village hall.
- in the event of the SBM being absent, the Administrator will act as Fire Warden\Marshals for the communal areas around his/her office (the den, disabled toilet, admin office and corridor).

- **The School Business Manager will:**
- act as Fire Warden\Marshals for the communal areas around his/her office (The Den, disabled toilet, admin office and corridor).
- in the event of the Head being absent, the SBM will act as Fire Warden for the communal areas upstairs (toilets, staffroom, Head's office, music room, corridor and stairs).
- The SBM 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 SBM is not on site these responsibilities will pass to the Administrator.

**The Headteacher** will:

- act as Fire Warden for the communal areas upstairs (toilets, staffroom, Head's office, music room, corridor and stairs).
- monitor the evacuation of the premises from the assembly point.
- to enable them to monitor the assembly point, teaching staff will check the fire registers (dinner registers) tally with the children/ staff present at the assembly point. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head will inform the SBM of results.
- In the event that the Head is not on site these responsibilities will pass to the SBM.

The role of the Fire Warden in each class is:

- to check that all rooms (including classrooms, storerooms and toilets) within the designated area are empty.
- to direct staff, pupils and visitors to the nearest alternative exit in the event that an escape route is blocked and to note the location of the blockage and report it to the Headteacher.

- to note the location of person refusing to leave or requiring assistance and reporting this to the Headteacher.
- to report to the Headteacher that the area is clear and pass on any relevant information.

Visitors to school will be required to sign in and admin staff/or the member of staff they are visiting will be responsible for their evacuation and identification at role calls.

**DESIGNATED EVACUATION ROUTES**

**Classes in demountable (Acorns)**
Staff lead the line of children through the classroom fire exit to the assembly point on the playground.
Designated Fire Warden (DFW) for demountable will check classroom, infants' toilet and store cupboard. If the DFW is absent or has to leave the school building (for example PE outside/village hall or trip) then they must pass the 'DFW Notice' to the TA in Willow. This responsibility may not be given to the class teacher who must evacuate the children.

**Classes in demountable (Willow)**
Staff lead the line of children out of the fire door, single-file **on the right of the path** and around the back garden to the front of the building (assembly point). Last Willow staff member is in front of first Lime Staff member. Line up at the assembly point on the playground.
Designated Fire Warden (DFW) for demountable will check classroom / class store cupboard, staff toilet and children's toilets. If the DFW is absent or has to leave the school building (for example PE outside/village hall or trip) then they must pass the 'DFW Notice' to the TA in Acorns. This responsibility may not be given to the class teacher who must evacuate the children.

**Classes in main building Oak**
Staff lead classes out of the store room door to the assembly point on the playground. If inaccessible, staff lead classes out of the double door. The TA is in position at the rear of the line, line up at the assembly point on the playground.
Designated Fire Warden (DFW) for Oak Class will check Oak and children's coats area. TA will check cupboard as class leave and be last out. If the DFW is absent or has to leave the school building (for example PE outside/village hall or trip) then they must pass the 'DFW Notice' to the TA in Lime. This responsibility may not be given to the class teacher who must evacuate the children.

**Classes in main building (Lime)**
Staff lead classes out of the library room door, through the wooden door and around to the back garden**, on the right of the path,** then to the front of the building. Get children out of the building and allow Willow children to pass first through the gate. First Lime staff member is after last Willow staff member. If library is occupied or inaccessible, staff lead classes out of front door by the office. The TA is in position at the rear of the line, line up at the assembly point on the playground.
Designated Fire Warden (DFW) for Lime Class will check Lime and Library Room. If the DFW is absent or has to leave the school building (for example PE outside/village hall or trip) then they must pass the 'DFW Notice' to another member of staff (not the person responsible for taking the children to the assembly point).

**Using music room upstairs**
Staff lead child / ren downstairs and out through the nearest accessible exit: assess the scene and use the front door as priority or if inaccessible, the fire door by the den. Music staff to hand children over to school staff at the fire assembly point on the playground.

**Using The Den**
Staff lead children through the fire door by The Den. Take children to assembly point on the playground. and hand over to class teacher.

**Using the Library**
Staff lead child/ren classes out of the library room door, through the wooden door and around to the back garden**, on the right of the path,** then to the front of the building. Take children to assembly point on the playground. and hand over to class teacher.

**Office**
Exit through Fire Exit by the Den or if fire is in that area, exit though front door, meet at the assembly point on the playground.

**Headteacher's Office / Staff Room**
Exit downstairs and though front door. If fire is in that area, exit through door by Den, meet at the assembly point on the playground.

**Before school/ after school if in school**
**Breakfast Club**
Staff lead children out via rear garden door or entry door, whichever is open and clear. Assemble on the playground. Do not re-enter the building. If the cause of the alarm is not known, call the fire brigade. If the cause of the alarm is known (e.g. burnt toast), ventilate the room go outside. Contact the Headteacher / wait for the headteacher or admin / SBM arrival.
Caretaker: in the event of a fire alarm before school starts, and you do not know the cause to be unthreatening, call the fire brigade. Evacuate the building. Do not re-enter the building.

If the alarm sounds before start of the school day, whilst children are on the playground, DO NOT ENTER BUILDING. Contact / wait for the HT / SBM, line up at the assembly point on the playground.

**After school club**
Staff lead children out via nearest fire exit READ THE CLASS DESCRIPTIONS ABOVE. Assemble on the playground. Do not re-enter the building.
Caretaker / cleaner: in the event of a fire alarm after school, and you do not know the cause to be unthreatening, call the fire brigade. Evacuate the building. Do not re-enter the building.

**Roll call at assembly points**

The Headteacher will supervise the evacuation and roll call. In the event of the Headteacher being off the premises this duty will be undertaken by the SBM/ Office Administrator.

A roll call will be carried out to determine that all occupants of the building and grounds are accounted for. Following the roll call, registers will be returned to admin staff and staff and pupils will await further instructions.

Any missing persons will be reported to the Headteacher immediately.

The Headteacher will report to the Fire Services Officer on arrival:

- that all persons are accounted for or, if not, their possible location.
- where the fire is believed to be located and, if known, what is involved.

***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.***

All staff should be aware of their nearest fire 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 Warning System
- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly by the caretaker
- The main fire alarm panel is situated on the wall inside the Reception main entrance. **This is serviced annually**.
- School mobile phone is to be taken to the village hall when a member of staff is there alone with the children.

**Evacuation Procedures**

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued Fire Evacuation procedures on or before their first day.
- Visitors and contactors are supplied with Fire Safety Information when they sign is visitors book, posted in the lobby.
- Regular fire drills are arranged.

**Key Escape Routes**

- All areas have direct escape routes to the assembly point on the village hall field. If necessary, pupils and staff can further be evacuated from the site via the car park/driveway and assemble by the church door opposite the village hall (village hall fire/bomb threat/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 fully serviced annually.
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**Fire Fighting Equipment**

There are a variety of fire extinguishers CO2 and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Only use the equipment if trained to do so.

**Fire Risk Assessments**

Risk assessments are carried out and reviewed at least annually. Where significant changes to the building layout out occur the risk assessment will be reviewed again.

**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
- No smoking

**Fire Protection Measures**

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting 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!**

POLICY REVIEWED 24/11/25 POLICY REVIEW DATE 24/11/26