



Emergency Evacuation Policy

Updated By: M Lees	Approved By: C Johnson	Date: July 2025
Review Interval: Annual	Next Review Date: July 2026	Version: 2

1. Aims

The aims of our emergency evacuation policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Provide a framework for responding to an incident that requires emergency evacuation

2. Legislation

This policy should be read in conjunction with the Health and Safety Policy

3. 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.

Fire extinguishers may be used by trained staff only, and only then if they are confident that they can use them without putting themselves at risk

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.

4. Evacuation Procedures

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
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children must be evacuated to the assembly point on the rear school field
- Staff will check children against the fire register and immediately inform administration staff of any missing children

Administrative Staff

- Unless informed that a fire drill is to take place, the office manager will immediately contact the Fire Brigade on 999.
- The school registers will immediately be distributed to the assembly points on the rear playing field
- The visitor's, staff and volunteer signing in records must also be taken out and checked
- Any persons missing must be reported to the business manager at the assembly point

Headteacher

- The Head teacher will monitor the evacuation of the premises from the assembly point

- 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 immediately to administration staff.

Fire Marshals

Fire marshals will check the following areas and report the building is all clear to the business manager:

- Main House
- KS2 block
- KS1 block
- Nursery and Reception

Caretaker

- Will monitor the school main entrance for the fire brigade
- Ensure no persons re-enter the premises.

Business Manager

- Will ensure a full headcount has been conducted
- In the event of a fire drill the Business Manager will be responsible for sounding all clear.

5. Maintenance checks

- Evacuation routes are checked daily.
- Fire alarm break glass points are situated throughout the buildings and are checked weekly.
- Fire extinguishers are situated throughout the building and are checked monthly.
- The main fire alarm panel is situated in the reception and is serviced bi-annually.
- Emergency lighting is tested monthly and serviced annually.

6. Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with a Staff Handbook. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contractors are supplied with Fire Safety Information Leaflet when they sign visitors book.
- Regular fire drills are arranged termly

6. Escape Routes

- All areas have direct escape routes to the assembly point on the rear playing field.
- 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 bi-annually.

7. Fire Fighting Equipment

There are a variety of CO2 and foam fire extinguishers throughout the building. These are checked monthly and serviced annually.

8. Assembly Point

- Rear Sports Field

9. Risk Assessments

- Risk assessments are carried out annually

10. Personal Emergency Evacuation Plans (PEEP)

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

- There are currently no active PEEP's