



## **Fire Evacuation Policy 2025.**

*'At our school we celebrate our faith diversity and provide a safe environment where our children are happy to learn. We are kind, caring and respectful to others. We aim to inspire future generations of our school and community to become lifelong learners.'*

### **INTRODUCTION**

- 1.1 The policy will describe the procedure for evacuating the school in the event of an emergency.
- 1.2 The policy will also describe the requirements of the staff team when monitoring fire safety and fire alarm equipment.

### **2. AIM OF THE POLICY**

- 2.1 The aim of the policy is to provide clear guidance for staff and young people should they be required to evacuate the school.
- 2.2 Such guidance will assist the staff ensure all pupils are adequately safeguarded in the event of an emergency within the school.
- 2.3 As part of their induction process all staff will be given the relevant information regarding Fire Procedures.

### **3. EXPECTATIONS**

#### **3.1 All staff are expected to:-**

- o Familiarise themselves with the Fire Procedural Guidance and the Evacuation Procedure.
  - To know who are the appointed Fire Marshalls.
  - To know the location of all the Fire Hoses, Extinguishers, Blankets and all Fire Exits.
  - To familiarise themselves with the operation of the Fire Panel and Zone Map.
  - To draw to the attention of their Line Manager any faulty or inoperative equipment.
  - To attend Fire Evacuation Practices when they occur.
  - To complete written reports following any outbreak of fire.

#### **3.2 Roles and Responsibilities:-**

##### **Headteacher**

- Will ensure there is a Fire Safety Risk Assessment and preventative measures are in place.
- Will ensure all maintenance checks are carried out in line with Kirklees Health and Safety advice and that repairs are done immediately.
- Will liaise with the emergency services, alongside the Chief Fire Marshall.

##### **Office Staff**

- In the event of a fire, Office staff should telephone for emergency assistance, if the alarm sounds (except when a scheduled practice is taking place).

Office staff will take out:

- A mobile phone
- Class registers

## **Teaching Staff**

All teaching staff have responsibility for the safe evacuation of children in their charge.

Teachers have the responsibility to know the evacuation procedures.

Teaching staff should:

- Ensure that their children line up quickly and safely
- Ensure the means of escape from the classroom is not obstructed or blocked
- Be aware of any child in their class who has a Personal Emergency Evacuation Plan
- Ensure any missing children or staff are reported to the Chief Fire Marshall (Names of missing person(s), date and time last seen and by whom, any other information on the person e.g. medical, behavioural.)

## **4. INSTRUCTION AND TRAINING**

4.1 The Headteacher is responsible for implementing Fire Procedures within the school and for keeping Fire Safety records in accordance with legislation.

4.2 All staff, students and voluntary workers must be instructed in Fire Safety procedures. This should cover:

- Completion of register of those present in the building at any one time.
- How to raise the alarm.
- Location of alarm call points.
- How to call the Fire Brigade.
- The location of Fire Fighting Equipment.
- The escape routes and assembly points.
- The importance of keeping fire doors shut.
- The importance of keeping fire exit routes clear.
- The importance of ensuring final fire exits remain unlocked whilst the building is in use.
- Responsibilities for assisting with Personal Evacuation Plans for disabled children (where applicable). Children with complex Special Educational Needs often have one to one adult support and teachers must ensure that the evacuation of children with disabilities is covered in the event of staff absences.

## **5. FIRE DRILLS**

5.1 Practices are carried out a minimum of one each term and normally one each half term. These involve the full evacuation from the building.

5.2 A record should be kept of the drill including:

- Date of the practice.
- Duration e.g. time lapse from alarm first ringing to when all persons have been evacuated.
- A written report of any problems identified and the proposals to rectify them for the future.

## **6. THE FIRE FILE**

**6.1 The Red Fire File is kept in the red fire box. The Red Fire File contains:**

- A copy of the Fire Policy and Evacuation Procedure.
- Personal Evacuation Plans.
- Weekly checks on the alarm and emergency lighting systems.
- Report on Fire Drills.

- Service contracts/engineer visits.
- Reports on outbreaks of fire.

## **7. TESTS AND CHECKS**

### **7.1 Testing the Fire Alarm**

- The caretaker carries out a weekly alarm test to ensure the audibility of the alarm.
- The caretaker or member of the office staff will inform the Headteacher that a test is to be made.
- A member of the office staff / caretaker will activate the fire alarm in accordance with the agreed test procedure.
- All alarm sounders must be checked.

### **7.2 Testing electro-magnetic release doors**

- The function of the front and former main entrance door should be checked, by the caretaker, at least once a month to ensure that its magnetic lock releases when the fire alarm is activated.
- Any function defects must be noted and corrected immediately.

## **8. EVACUATION PROCEDURE**

### **8.1 Discovery of Fire**

- The member of staff first discovering the fire should raise the alarm immediately.
- This should be followed immediately by dialling 999 and requesting the Fire Service.

### **PRACTICE GUIDANCE**

It is **essential** that all staff are fully aware of the Evacuation Procedure (emergency escape routes, fire alarm call points and fire fighting equipment), throughout the school.

### **8.2 In the Event of a Fire, Suspected Gas Leak etc:**

- Children should be immediately evacuated to one of the other assembly points – the Early Years/ main school building or Pentland Infant School in extreme circumstances.
- The Headteacher and members of the SLT should be informed as soon as possible.
- The parents of the children should be informed if the evacuation will lead to the school being closed for the day.
- A full report should be completed and filed.

### **8.3 On hearing the alarm**

- Leave the building immediately using the nearest available exit. If the fire is situated near an exit you must be aware of the alternative routes available.
- Stay calm, do not panic.
- Do not return to your office, classroom or staff room to collect clothing or personal belongings.
- Report immediately to the Assembly Point.
- Under no circumstances return until a clear instruction has been given by the Headteacher or emergency service personnel.

### **PRACTICE GUIDANCE**

#### **Evacuation of the Public**

Staff should do their best to ensure that all visitors are safely escorted off the school premises. When the school is to be evacuated, office staff should gather the pupil Evacuation

Report. The member of staff who has the visitor/ student in their classroom must then accompany this person(s) out of the school building and inform the headteacher and member of office staff with the visitor report that the visitor has safely left the building.

### **Evacuation Exits and Assembly Points**

The school meets at the rear of the playground. In their respective classes.

**If the designated exit is blocked by the fire, you will need to use the nearest alternative exit.**

### **Fire Evacuation Plan – Lunchtimes**

For Health and Safety reasons it is imperative that children are never left alone in classrooms during lunchtime. All staff including Lunch Time Supervisors should be extremely vigilant of this. If an alarm sounds, the Lunch Time Supervisors will assemble their classes at the designated assembly point. In the absence of Teaching Staff, the Lunch Time Supervisors should take responsibility for the roll call and counting children.

### **Dry Lunchtimes**

Lunch Time Supervisors to assemble their class at the designated assembly points on the back playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits.

### **Wet Lunchtimes**

Lunch Time Supervisors and pupils to leave through designated exits and assemble at the designated assembly points within this plan.

### **Summer Fairs, Sports Days and School Events**

Pupils will go to the back playground to line up at their class assemble point and parents will assemble on the playing field.

## Appendix 1

### FIRE PLANS

#### On hearing smoke alarm:-

##### FIREPLAN 1

1. Raise the alarm
2. Get everyone together
3. Get everyone out
4. Stay out
5. Call the Fire Brigade on 999

#### If an escape route is blocked due to fire:-

##### FIREPLAN 2

1. Raise the alarm
2. Get everyone together
3. Go to a room of safety with wide opening window
4. Block gaps at base of doors to prevent smoke entering
5. Phone the Fire Brigade 999

#### No means of escape:-

##### FIREPLAN 3

1. Raise the alarm
2. Get everyone together
3. Get to room of safety
4. Preferably with phone
5. Block gaps around door etc
6. Phone Fire Brigade 999, advise location
7. Keep low
8. If no phone shout "Fire/Help/Raise Alarm"
9. Stay in room, when Fire Brigade arrive get their attention

**NB Give as much information regarding what is involved in fire/location of fire and best access to yourselves.**

#### Evacuation Policy

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the school building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Red Fire Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the back playground.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

School Business Manager or Admin Officer will call the fire brigade.

ETA's for their class will check the children's toilets are empty.

The admin staff will issue registers and check the InVentry staff record, at the assembly points. Admin staff will also unlock the playground gate to allow access for the fire brigade.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately. Please ensure that children arriving after registration are accounted for as 'late' in the register and are reported to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

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