



Inspiring **Excellence,**  
Inspiring **Partnerships,**  
Inspiring **Individuality,**  
Inspiring **Futures.**



# Fire Evacuation Policy

Created By:	Paul Quarry
Approved By:	Governors
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Applies to:	All staff, Members, Trustees and Governors
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# Fire Evacuation Policy

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# Expenses Policy

## Purpose & Introduction

The purpose of this procedure is to ensure that all staff and pupils know what to do and where to assemble in the event of a fire. A copy of this Fire Evacuation Policy document is available in the school shared drive, Reception and Caretaker Office, along with a copy of the plan of the School site, detailing the evacuation route and assembly points.

## Procedure

- Upon hearing the fire alarm staff will direct pupils to vacate the building by the nearest available exit. Please see attached plan for designated fire exits.
- Staff will direct pupils along the agreed evacuation routes to the designated assembly areas as detailed on the map of the site.
- Pupils should assemble in their form groups in silence in order to enable the accountability of all staff and pupils to take place quickly.
- Teaching staff will take note of the class count and accompany the class they were teaching at the time of the fire evacuation to the appropriate assembly point and either account for the same class or await instructions from the Fire Protection Officers as to which form group they should account for.
- The designated teacher for the form, tutor, and teacher group should report as quickly as possible to the responsible person that pupils are accounted for or alternatively if pupils are missing.
- Students who have a (Personal Emergency Evacuation Plan) PEEP but are able to leave the building will evacuate by the nearest agreed exit and make their way to the appropriate assembly for their year group. Designated staff will ensure accountability of these pupils.
- The Responsible Officer will liaise and check with the Fire Marshalls to ensure the building is empty and all pupils are accounted for.
- The Responsible Officer will determine when staff and students may return to the building.
- If the fire alarm was to sound at the end of the school day, pupils who have already left or about to leave the building are free to continue on their journey home. Pupils who have remained in the Academy for extra curriculum activities will be required to evacuate the building and follow the evacuation route to their designated muster point.



# Fire Evacuation Policy

## Roles & Responsibilities

### Responsible Officer

The Responsible Officers are Paul Quarry (or Deputy HT, if not present) & Vicky Freer.

Responsibilities in the event of evacuation are:

- Liaise and confirm with School representatives that the Fire Service has been called.
- Receive confirmation from the Fire Marshalls that the building is clear of people and all year groups are in place and calm. Receive information from the School representative about pupils who may be waiting at the refuge points.
- Liaise with the Emergency Services including informing the Fire Service of anyone left in the building.
- In conjunction with School Representatives and the Emergency Services determine when it is safe to return to the building.

### Fire Protection Officers

Fire Protection Officers are:

Name	Area
Dale Stones	Premises
Vicky Freer	Admin

Responsibilities in the event of evacuation are:

- Attend the fire panel and then the location of the activation, to determine fire or false alarm.
- Call 999 to inform the fire service, either fire or false alarm.
- Call the Responsible Officer to confirm the fire service has been called, or false alarm.
- Remain present at the front of the building to ensure the Emergency Services have clear access to the academy.
- Liaise with the Responsible Officer and the Emergency Services as required.

### Fire Marshall

Fire Marshalls are:

Name	Area
Greg Hall	YR4, 5 & 6 corridor and toilets
Vikki Scott	YR1, 2 & 3 corridor and toilets
Tim Downes	EYFS

Responsibilities in the event of evacuation are:

- Ensure designated areas are clear of people.
- Maintain order in the evacuation zone.
- Liaise with the Responsible Officer to report that students are in place and calm.

### Classroom Staff

Responsibilities in the event of evacuation are:

- Take note of the class count.
- Direct and accompany pupils to the designated exit.
- Direct and accompany pupils along the evacuation route to the appropriate assembly point as detailed on the School plans.



# Fire Evacuation Policy

- Teachers to remain with their class and complete registers unless asked by the Fire Marshal to look after an alternative class.
- Teachers to hold up register when complete to confirm everyone is present.

## **All Staff Responsibilities in the event of evacuation include:**

- Direct pupils to vacate the building by the designated exit.
- Ensure that doors to all rooms are closed behind them on exit.
- Help those who are unfamiliar with the evacuation procedure and those who may be at risk.
- Ensure that any instructions from designated staff are followed.

## **Visitors**

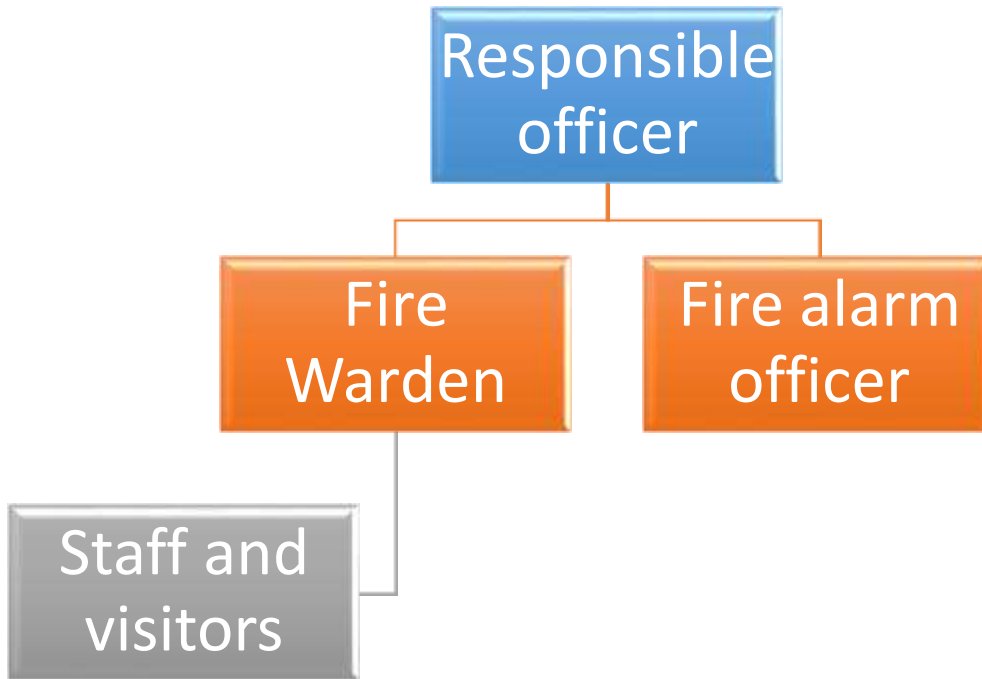
- Responsibilities in the event of evacuation include:
- Vacate the building by the nearest designated exit.
- The member of staff responsible for the visitor should ensure that they are taken to the assembly point.
- A member of reception staff will collect the visitor signing in and out book and will check that all visitors have been accounted for.



# Fire Evacuation Policy

## Fire evacuation plan & reporting

### Hierarchy reporting



### Fire Evacuation Plan







# FIRE ACTION

**IF YOU DISCOVER A FIRE**

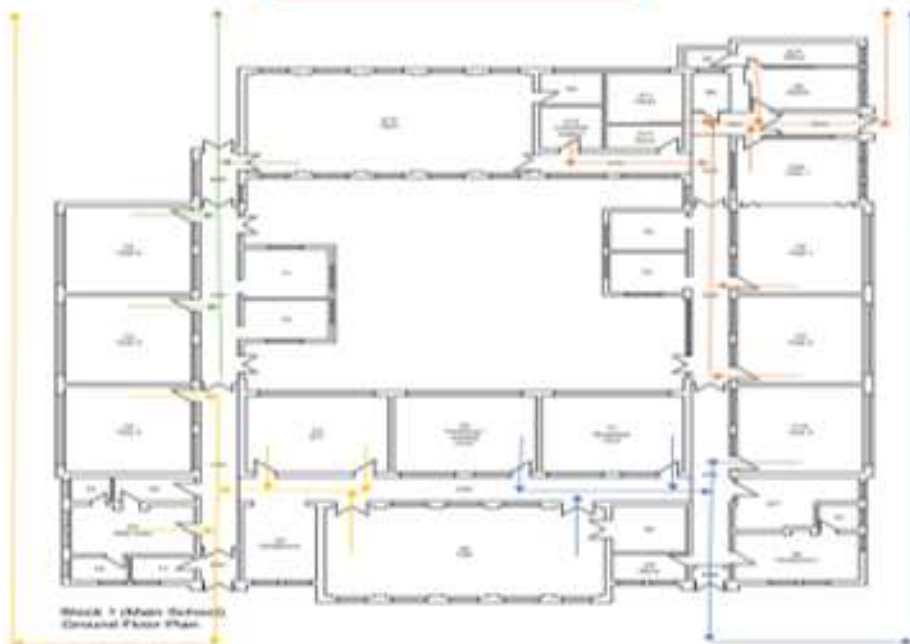
**OPERATE THE NEAREST  
FIRE ALARM POINT**

**LEAVE THE BUILDING BY THE NEAREST  
AVAILABLE EXIT**

**REPORT TO YOUR ASSEMBLY POINT INDICATED  
BELOW**

**DO NOT RETURN TO THE BUILDING UNTIL  
AUTHORISED TO DO SO**

**Fire Assembly Point**







# FIRE ACTION

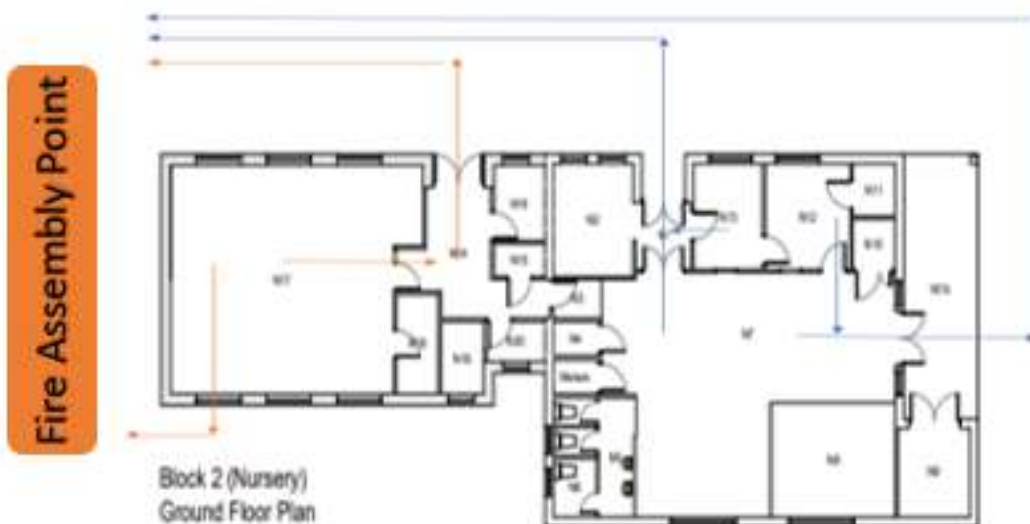
**IF YOU DISCOVER A FIRE**

**OPERATE THE NEAREST  
FIRE ALARM POINT**

**LEAVE THE BUILDING BY THE NEAREST  
AVAILABLE EXIT**

**REPORT TO YOUR ASSEMBLY POINT INDICATED  
BELOW**

**DO NOT RETURN TO THE BUILDING UNTIL  
AUTHORISED TO DO SO**

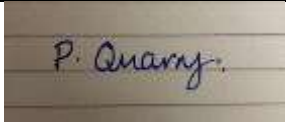
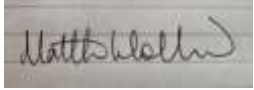




# Fire Evacuation Policy

## Monitoring, Evaluation and Review

- The Headteacher, Premises Manager and MAT Estates Officer will monitor the effectiveness of this policy.
- The Headteacher, Premises Manager and MAT Estates Officer will review this policy every year in consultation with each Trust establishment.

<b>Signature Headteacher</b>	
<b>Signature Chair of Governors:</b>	
<b>Date :</b>	<b>21.02.23</b>