



Emergency Evacuation Policy and Procedure

Person(s) Responsible:	Headteacher
------------------------	-------------

Formally adopted by the Governing Body:	March 2025
--	------------

Review date:	January 2026
--------------	--------------

This policy also applies to the Early Years Foundation Stage (EYFS)

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire Drills

Fire drills are carried out each half term and logged in the fire log book by the Chief Fire Warden (Site Manager). Staff are not warned in advance in order to maintain authenticity and reduce complacency. During a fire drill, the Caretaker or Office Staff are to notify 1st Ace Security Ltd when a practice evacuation is taking place.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points. They should also shout "Fire" to alert those around them.

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school. However if this is not possible, they will make their way to the nearest fire exit and go to the relevant assembly point.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Head Teacher

The Head Teacher will ensure there is a Fire Safety Risk assessment, that preventive and protective measures are in place and that all maintenance checks are carried out in line with Bromley's Health and Safety advice and that repairs are done immediately. The Head Teacher (or Deputy Head Teacher) and Chief Fire Warden will liaise with the emergency services on their arrival. Depending upon the site of the fire the HT (or DHT) and Chief Fire Warden will meet the fire services in the car park.

Office staff

In the event of a fire, the Emergency Services are contacted directly through the fire alarm system if the alarm sounds (except when a scheduled practice is taking place.) They will check the adult toilets, staffroom and reception area on the way out of the building.

Office staff will take out:

- School phone. Printed pupil contact details (accessible via Arbor)
- Own phones with inventory app loaded on to them
- Class registers - 2 sets are printed for distribution to classes
- Gate padlock code/keys - green gate (padlock code known) and side gate to KS2 playground
- Emergency foil blankets for classes

Teaching Staff (including HLTAs/LSAs)

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

All teaching staff will have a system in place to manually record attendance between 8.30am - 9.30am so that there is a list of children who are present (and who have arrived late) available whilst registers are completed in class and then updated by the office. In the event of an emergency or practice evacuation prior to 9.30am, teaching staff (or staff who are covering the class) should take this list with them so that they can account for all children present on that day. Where an emergency or practice evacuation takes place after 9.30 am, office staff will provide emergency evacuation attendance lists for each class. These lists will be given out as quickly as possible by the Chief Fire Warden and Office Staff.

In the event of an emergency evacuation when the school is only open to children in Breakfast Club or After School Club, staff should take their attendance register and evacuate with their children safely to their designated assembly point via their nearest fire exit.

Before leaving the building, the teacher (or member of staff responsible for the class) must ensure that they take their class evacuation grab bag which will contain emergency medication for children in their class (e.g. asthma pumps and epipens). This bag should be kept safely by the classroom fire exit in a cupboard out of reach of children. All necessary staff should be aware of the location of this bag.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Designated Fire Wardens may need to walk the opposite way along corridors.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.

If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden upon reaching the Fire Assembly Point, the staff member in charge of the class shall take a register to check what children are missing.

Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the class is then to supervise the class and await further instructions from the Chief Fire Warden.

Under no circumstances is anyone to re-enter the building until the all clear is given.

Designated Fire Wardens

Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training. Fire Warden training should take place every 3 years, unless construction or site changes have taken place or where there have been staff changes.

The **Designated Fire Wardens** are : Site Manager (Chief Fire Warden), Sara Lineker (Chief Fire Warden in the absence of Site Manager), Alison Dawkins, Sam Thorpe, Lucy Curran, Rachel Knott, Laura White, Carly Stanley, Nefika Kitson, Katie Murphy, Lisa Bourn and Debbie Mason.

Area	Fire Marshall am/pm
EYFS and EYFS/Y1 Toilets	Sam Thorpe
Launchpad	Rachel Knott
Y1/Y2 plus toilets	Laura White/Carly Stanley
Preschool & Hall/Forest School Room/Hygiene Room	Lucy Curran
Inclusion corridor/music room	Sam Thorpe
Y3/4 corridor plus toilets	Katie Murphy
Y5/6 corridor plus toilets	Nefika Kitson
Aspire corridor plus hall	Debbie Mason
Admin office/staff toilets/HF Office/medical room	Alison Dawkins
KS1/KS2 Car parks / EYFS outdoor learning area	Sara Lineker

The main responsibility of a Fire Warden is to be a 'Last Person' who checks on the main escape routes out of the building, ensuring that everyone has evacuated the building safely.

Designated Fire Wardens will take a high visibility jacket from the nominated points (jackets are located in Nursery/Y2 corridor, outside Y1 middle classroom, in Y4 break out space, in Y6 breakout space and in the school office) and make their way along the escape route ensuring the following:

- No-one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection.
- *Doors are **not to be opened** unless people are seen or heard on the other side.*
- Ensure fire doors are closed.
- Ensure that any child with a PEEP is evacuated safely. Report anything suspicious to the Chief Fire Warden. They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.

Upon leaving the building, the Designated Fire Wardens will ensure the outside doors are closed and report immediately to the Chief Fire Warden that the route has been checked and anything observed.

Chief Fire Warden (CFW)

A Chief Fire Warden will be nominated during a scheduled practice and in the event of a fire. The role of the CFW is to coordinate the Designated Fire Wardens.

All other staff

All other adults will cooperate in the emergency procedures in the event of a fire.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

What staff should do if they discover a fire

Staff should break the nearest break glass point and shout "fire" to alert those around them on their way out of the building. They should report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the designated assembly points.

Staff should not attempt to tackle a fire unless it is safe to do so, and if they are confident they have received sufficient instruction to use firefighting equipment safely.

Staff should evacuate the building by the nearest available fire exit.

Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher, Fire Officers or Emergency Services.

What children or visitors should do if they discover a fire

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit. Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult. Staff should close the door behind them on leaving the room. Staff and children should move quickly and quietly but do not run. In the event of an emergency evacuation and during scheduled practices exits and assembly points are as follows:

Evacuation Exits and Assembly Points

Location	Exit point	Assembly point
Pre-School	Preschool room external doors	Key Stage 1 playground
Reception	Reception external doors	Key Stage 1 playground
Year 1	Year 1 classroom external doors	Key Stage 1 playground
Year 2	Year 2 classroom external doors	Key Stage 1 playground
Year 3	Year 3 classroom external doors	Key Stage 2 playground
Year 4	Year 4 classroom external doors	Key Stage 2 playground
Year 5	Year 5 classroom external doors	Key Stage 2 playground
Year 6	Year 6 classroom external doors	Key Stage 2 playground
The Hangar	Hangar external door	Key Stage 2 playground
Launch Pad	Main building entrance	Key Stage 1 playground
Key stage 2 Teaching Space Y6 corridor	Year 6 classroom external doors or Fire Exit adjacent to PPA room	Key Stage 2 playground / KS2 playground
Key stage 1 hall	Rear fire doors	Key Stage 1 car park
Key stage 2 hall	Main hall doors and corridor exit door or hall fire exit doors	Key Stage 2 playground / KS2 car park
The Hub/Aspire	Rear fire door	Key stage 2 car park
Forest School Room	Rear fire door exit	Key stage 1 car park
KS2 PPA room	PPA room external door	Key stage 2 playground
Key stage 1 offices	Main building entrance or Forest School Room fire exit door	Key stage 1 playground / KS1 car park
Main school office	Corridor exit door	Key stage 2 playground
Head Teacher's office	Corridor exit door	Key stage 2 playground
Breakfast Club - KS2 Hall	Main hall doors and corridor exit door or hall fire exit doors	Key Stage 2 playground / KS2 car park
After School Club	After School Club external door	Key Stage 2 playground

If the designated exit is blocked by the fire, you will need to use the nearest exit. Staff should be aware that they may be advised by the Emergency Services that the nearest safe assembly point is the field, Old Tye Avenue or Charles Darwin.

All children must line up, staff to count and check pupils present.

All children, staff and visitors will go immediately to the assembly points and children should join their class line.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in the classes, central classrooms, the bubble room, starlight room or library during lunchtime.

All staff including the Midday Supervisors (MDS) should be extremely vigilant during lunchtimes in ensuring children are not in these rooms without an adult present. If an evacuation is needed at lunchtime, a Designated Fire Warden or other member of staff on duty will go onto the playgrounds, sound a whistle and call 'Emergency Evacuation!' Upon which the MDS will assemble their classes at the designated assembly points. Teaching staff will evacuate and make their way (if safe to do so) to the playgrounds, in the absence of the teaching staff, MDS should take responsibility for the roll call and counting the children.

Dry Lunchtimes

MDS to assemble their class at designated assembly points on the 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. If fire wardens are already outside, they should not re-enter the building, if this is the case staff exiting the building should ensure that there are no children in classrooms, toilets or other communal spaces as they pass by.

Wet Lunchtimes

MDS and pupils leave through designated exits and assemble at the designated assembly points within this plan.

Fire Risk reduction measures

In the interest of reducing the risk of fire, staff are encouraged to:

- be vigilant with turning off appliances, projectors, PCs etc at the end of the day - please do not leave them on standby;
- ensure that electrical items are not plugged into overloaded extension leads ("cube" plug in style extension leads must not be used);
- the dishwasher should not be put on at the end of the day when there are no staff present to deal with any possible issues; and
- not bring in electrical appliances from home, as these will not have been PAT tested.