

Linden Primary School



Emergency Evacuation Policy and Procedures

Status

Statutory X

Recommended ☐

Good Practice ☐

Purpose

To clarify the school's preparedness and actions in the event of a fire, and what preparation drills will take place.

This Policy and Guidance takes into consideration DfE guidance:

Guidance for Safer Working Practice for Adults who Work with Children and Young People

Consultation

EG Staff, governors and parents as appropriate

Links with other policies

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Health & Safety Policy

Monitoring and Evaluation

Annually X Every 3 years ☐ Other ☐ _____

Headteacher ☐ Governing Body X Other ☐ _____

Dates

Original Implementation	September 2010
Reviewed	September 2026
Next Review	September 2027

Emergency Evacuation Policy and Procedures

Evacuation Precautions

- At least one evacuation drill should be carried out each term.
- All visitors must be given a Visitor and Safeguarding Information leaflet when signing in.
- Signage for exits and assembly points must be clearly visible in all rooms.
- Adequate prevention should be taken at all times against any risk of fire. Storage should never provide an opportunity for fire to take hold on combustible materials, i.e. wax crayons, waste materials used for various creative purposes, etc.
- Displays/decorations and flimsy paper decorations should be kept well away from electric light fittings and any other source which might prove a hazard.
- Fire doors should always be kept free and easily accessible.
- A key to open gates must be kept where it can be easily identified and found in the office.
- The headteacher or business manager, or their representative, will unlock the gates for the emergency services.
- Appropriate risk assessments must be regularly carried out and fire audit conducted annually.
- Fire blankets are stored in the staff room and in the kitchen.

Any confirmed fire, suspected fire, unexplained activation of the fire alarm, smell of burning, visible smoke or situation requiring full evacuation will result in an immediate call to the Fire and Rescue Service.

Where the cause of an alarm activation is clearly identified and confirmed as a false alarm, the Incident Controller may determine that emergency services are not required.

Following every evacuation drill or actual evacuation, the Headteacher, Senior Leadership and Site Manager will undertake a review. This will include:

- Evacuation times.
- Any difficulties encountered.
- Issues relating to vulnerable persons.
- Equipment failures.
- Required improvements.

Personal Emergency Evacuation Plans (PEEPs)

Where a pupil, member of staff, volunteer or regular visitor may require assistance during an evacuation due to a disability, medical condition, temporary injury or other identified need, a Personal Emergency Evacuation Plan (PEEP) will be developed.

PEEPs will:

- Identify the assistance required during an evacuation.

- Name designated members of staff responsible for providing support.
- Detail the safest evacuation route and assembly arrangements.
- Be reviewed annually and whenever circumstances change.

Temporary evacuation plans will be put in place for individuals with short-term mobility issues such as fractures, surgery recovery or pregnancy-related restrictions.

Evacuation Drill Procedures

- The headteacher may select a section of the school in which a 'fire' has started.
- The fire alarm is sounded.
- No calls will be made to the Fire Service. However, it is important that the arrangements made to prevent a call being made to the Fire Service for the drill should not result in delay in calling in the event of a fire.
- A full evacuation of the building should take place under the guidance of the teachers in charge of classes at the time of the alarm.
- Everyone to assemble on the MUGA or a designated second place if the MUGA is unavailable.
- A register for each class to be carried out by Teachers, and confirmed complete to the headteacher or their representative.
- Missing persons to be searched for by appointed people only.
- Fire-fighting operations, if considered necessary by the headteacher, to be undertaken by competent members of the staff pending arrival of the Fire Service.
- No-one to re-enter the building until the headteacher, their representative or the fire service has authorised this.
- All evacuation drills should be recorded in the log book.

Fire Wardens

The Headteacher will appoint sufficient Fire Wardens to cover all areas of the school.

Fire Wardens will:

- Receive appropriate fire safety training.
- Be familiar with evacuation procedures and designated routes.
- Check communal areas, toilets and designated locations where safe to do so.
- Report any concerns, hazards or missing persons immediately to the Incident Controller.
- Assist with evacuation management at assembly points.
- Participate in evacuation drills and post-drill reviews.

Fire Wardens must not place themselves at risk and must not enter areas affected by smoke or fire.

Fire Safety Systems and Maintenance

The school will ensure that all fire safety systems are maintained in accordance with statutory requirements and manufacturer recommendations.

This includes:

- Weekly fire alarm testing.
- Periodic inspection and servicing of fire extinguishers.
- Routine testing of emergency lighting.
- Inspection and maintenance of fire doors.
- Regular monitoring of evacuation routes to ensure they remain unobstructed.

Records of all inspections, maintenance and testing will be retained and made available for audit purposes.

Fire extinguishers and fire blankets are provided throughout the school in accordance with the fire risk assessment.

Staff should prioritise evacuation and raising the alarm over fire-fighting activities.

Only staff who have received appropriate training should attempt to use fire-fighting equipment and only when:

- It is safe to do so.
- The fire is small and contained.
- A clear escape route remains available.

No member of staff is expected to take personal risks when responding to a fire.

Special Events

In house events for example concerts, discos, the school fayre, will need separate risk assessments to be agreed and signed prior to the event.

Breakfast Club and After School Club

All children must be registered and remain in the care of BC and ASC staff.

BC and ASC staff to escort pupils to the MUGA and take a register, and notify the SLT staff member on duty of any missing children. SLT staff member on duty to assume the duties of the headteacher should they not be on site.

Fire Alarm Procedures

Class Time

1. The alarm to be sounded by the person who finds the fire, or identifies the need for an evacuation.
2. The headteacher, business manager or premises supervisor to call the fire service if necessary.
3. On hearing the alarm, everyone to leave the building by the nearest safe exit and assemble on the MUGA or designated space if the MUGA is unavailable.
4. Children working with adults outside of their classroom will be escorted by them to join class at assembly point.
5. Office staff will distribute a class register to teachers.
6. Staff to call their register and notify the headteacher, or their representative, of any missing children.
7. Office staff to perform roll call of staff and visitors and notify the headteacher, or their representative, of any missing persons.
8. Fire Wardens to check common areas and toilets before leaving the building.

At Break Time

The senior teacher on duty to blow the whistle and assemble the pupils on the MUGA. Other staff and adults to leave by nearest safe exit

At Lunch Time:-

Pupils on playground: The senior teacher on duty to blow the whistle and assemble the pupils on the MUGA.

Pupils in the hall: Pupils in the hall to be escorted from the hall by midday supervisors and assemble with all other pupils in the MUGA.

Wet Play: Pupils to be escorted to the MUGA by the staff member supervising the class.

Other staff and adults to leave by nearest safe exit.

Activity Clubs

The member of staff running the club to escort all pupils to the MUGA and take a register, and notify the SLT staff member on duty of any missing children. SLT staff member on duty to assume the duties of the headteacher should they not be on site.

Visitors

Visitors to ensure they are aware of their nearest emergency exit, and to read the Visitor Safeguarding Information leaflet.

If the fire alarm sounds you must leave the building by the nearest fire exit and assemble at Assembly Points indicated by the room you are in or the nearest to you

