

Propps Hall C P School

Fire Emergency Evacuation Policy

**This policy is to be read in conjunction with the Health and Safety Policy and Fire Risk Assessment*

RATIONALE

This policy sets out the procedures that will be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that the children, staff and anyone else on the premises at the time will leave in an orderly and speedy manner and assemble in safe, designated places away from the building.

PURPOSE

- To keep the children, staff and anyone else on the premises safe from danger.
- To evacuate the building quickly without panic and in a calm, orderly manner.
- Ensure that the building is checked and everyone is accounted for.
- To summon help quickly.
- To contain the danger and preserve the building.

BROAD GUIDELINES

- A detailed Fire Risk Assessment will be carried out every 3 years by Walker Fire and the Site Manager on an annual basis.
- Fire alarms will be tested weekly and recorded in the school fire log book. Emergency lighting and firefighting equipment will be inspected and maintained in accordance with statutory requirements.
- The first member of staff to discover a fire or other emergency will sound the alarm by activating the emergency call points.
- The Executive Headteacher, Fire Lead or school office staff will call the emergency services.
- All contractors, visitors, hirers and out-of-school users of the premises are expected to follow the school's fire evacuation procedures.
- At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
- The nearest safe exit should be used. If it is blocked then the next nearest exit should be used. All exits will be clearly visible in every room – green and white signs showing the direction of the exit.
- Under no circumstances are any children or adults allowed to retrieve any belongings or items of clothing.
- Fire assembly points are as follows: Office and business rooms AP1, Foundation Stage AP2, Key Stage One AP3; Key Stage Two AP4.
- Headcount registers will be taken to ensure that everyone is accounted for. The pupil contact box, keys and visitor register will be taken outside by a member of the office team.
- Fire Lead and Marshals are trained in fire evacuation procedures every 3 years to ensure they have the necessary knowledge to fulfil their responsibilities.
- During the evacuation, the Fire Lead and Marshals will check toilets and other areas to ensure that no one has been left behind. Currently, the named persons are
 - *Fire Lead: Lauren Kay (DHT) - checks toilets and classrooms*
 - *Fire Marshal: Julie Singleton (Business Manager) - non-pupil areas*
 - *Fire Marshal: Ellie Towers (Pastoral) - emergency packs*
 - *Fire Marshal: Christina Leigh (Administrator) - registers*
 - *Fire Marshal: Danny Muschamp - provides support in the absence of others*
- Once rooms are empty, doors will be closed to prevent the spread of fire.
- The Executive Headteacher/Fire Lead will be informed immediately if anyone cannot be accounted for.
- No one will return to the building once it has been evacuated without permission from the Fire and Rescue Service or the Fire Lead where appropriate.
- The Fire Lead will inform staff when it is safe to return to the building.

- A fire drill will be undertaken at least once in every school term and will take into account different times of the day. Amendments or changes will be implemented straight away and communicated to all users.
- Children with special educational needs or disabilities will have a Personal Emergency Evacuation Plan (PEEP) if required. Designated staff will support their safe evacuation.
- In circumstances where evacuation is not considered safe, the school's lockdown procedures may be implemented.

CONCLUSION

Everyone will be quickly and safely evacuated from the premises during an emergency.

Policy reviewed May 2026