



Fire Evacuation Policy

Swinderby All Saints Primary School

Approved by:

Governing Body

Date: October 2025

SWINDERBY ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

FIRE EVACUATION POLICY

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit in not only their classrooms but also other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point. **(The Playground/Front of the School)**

At the assembly point.

- Staff will check children against the register (laminated sheet) and immediately inform senior staff member of any missing pupils.
- Any staff who have children in a location point must notify the child's class teacher when they meet together School hall

Administrative Staff.

- Unless otherwise informed that a fire drill is to take place, the administrator, or senior member of staff in the event of no administrator, will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the assembly point on the playground. A personal mobile will be taken and a contact list will be available in the Fire Folder
- The visitor's, staff and Governor signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the assembly point.
- Unlock the inner Green Gate.
- Unlock the access gate for the fire engine (0152).

The Fire Control Officer will be the senior member of staff in school at that time.

- **The Fire Warden(s) (ZL/TS/SF) Officer** will monitor the evacuation of the premises by doing a
 - sweep of the building from the Kitchens down the corridor checking offices, and all
 - toilets, to the downstairs classroom. The upstairs classrooms will be checked by the teaching staff as they exit the classrooms.
- **The Fire Warden(s)** will proceed to the Assembly point to check all pupils, staff and visitors are accounted for.

The Fire Warden (TS/ZL) will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises. The Fire Officer will identify the access points at the side of the bungalow at the end of the layby. ZL will then pick someone to open the big gate onto the playground (0152)

Kitchen Staff/ staff and children in the hall

When the alarm is, activated staff will:

- The roller shutter to be closed (if safe to do so)
- Evacuate by designated route
- Close doors and windows as you leave
- Assemble at their assembly point near the hall. A staff member will release the green gate to allow access
- Walkies talkies must be in use at all times
 - Line up outside school starting from Church path entrance
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher or Fire Service.

No one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officer, in the case of a fire.

Fire Warning System.

- Bells break glass and smoke detector units are situated throughout the buildings. These are tested
- on a rota basis weekly
- The main fire alarm panel is situated on the wall in Main entrance, near to the Administrator's Office. **This is serviced annually.**

Key Escape Routes

- All areas have direct escape routes to the assembly point.
- If necessary pupils and staff can further be evacuated from the side of the hall and await the Green gate being opened to allow access to the front of school.
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. The green lights are checked weekly. A flick test is done monthly and Vinci do a 3-hour test annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map).

All extinguisher points have signage indicating what the individual extinguisher can be used for the type of fire. These are checked weekly on a rota basis and serviced annually.

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a
 - Disability.
- These will be put in place after consultation with staff involved either directly with a disability or with
 - a child's support worker and class teacher. These will be stored in the Fire Folder

General Fire Precautions.

- Keep all unnecessary electrical items switched off.
- Keep the storage of paper/junk materials in an organised way that limits the spread of them and possibly blocking exits.
- Keep all fire doors clear for easy and safe exit.
- Good housekeeping and adequate security measures carried out by all staff.
- Emergency signs/instructions and emergency lightening working. (report failures to Head)
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment carried out by Caretaker and consultants.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.