

Hampton Vale Primary Academy

Fire and Evacuation Policy

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Contents

	<u>Item</u>	<u>Page Number</u>
1	Aims	2
2	Rationale	2
3	The evacuation plan (fire)	2
4	Returning back to school	4
5	The evacuation plan (suspicious package, bomb threat etc.)	4
5.8	If the threat is phone in	4
6	If the threat is in person, on the school premises (inside the building)	4
7	In both cases	4
9	Returning back to school	5
10	If a suspicious package is found	6
12	Explorers evacuation plan	6
14	Policy review	6
15	Appendices	8

1.0. Aims

- 1.1. To provide and maintain a safe and secure environment for our students, staff and resources.
- 1.2. To establish protocols and procedures that effectively monitors, manages and responds safely to a potentially dangerous situation.

2.0. Rationale

- 2.1. As part of our Health and Safety policies and procedures, the school has a Fire and Evacuation Policy.
- 2.2. In the event of a potential fire hazard, all staff must familiarize themselves with the procedures within this guidance to ensure a safe and quick evacuation.
- 2.3. An evacuation plan is implemented when there are serious security risks to the safety of persons and premises due to, for example, fire, bomb threats, suspicious packages found, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorized persons intent on causing harm/damage where it is safer to evacuate than to lockdown.
- 2.4. Termly fire drills take place to ensure practices of these evacuation procedures remain efficient and are familiar to all school members. The Site Team will log and record results which are then monitored by the Senior Leadership Team and the Governing body.
- 2.5. Appointed members of staff (Fire Marshalls) are qualified to use extinguishers safely should the need arise and it is safe to do so. All untrained staff should not attempt to use extinguishers unless they are required to enable evacuation. All evacuation procedures should be adhered to first, sounding the alarm and evacuation; in exceptional circumstances, it may be down to the judgment of the Fire Marshall whether or not it is safe to tackle the fire immediately.

3.0. The evacuation plan (fire)

- 3.1. The fire evacuation plan is available situated next to the exit points. See Appendices.

- 3.2. Fire Marshals - party personnel (all wearing High Visibility Orange Jackets):

Site officer – Ian Taylor

Site assistant – Mark Reveley

Headteacher – Paula Chamberlain

Deputy Headteacher – Candyce Thomas

Deputy Headteacher – Louise Chatterton

SLT PA – Frankie Pacey

Inclusion officer – Charlie Stretch

Inclusion officer – Lauren Bengel

Office Manager – Morgan Hunter

Specialist (Forest school) – Louise O'Neill

Explorers manager – Jayne Mitchell

Catering manager – Claire (Accent)

The staff highlighted yellow have an area of school to check when the fire alarm is activated however they should not put themselves at risk and any signs of a fire and they should leave the building immediately and report the location of the fire to the assembly point . The check is to ensure that all children and staff have vacated the building.

If you think there may be a fire:

3.3. Sound the alarm using a call point located near exit doors;

3.4. Leave by the nearest exit (or signposted route to direct to assembly point) taking any children you are responsible for and visitors with you;

3.5. Close all doors en route;

3.6. Assemble at the designated Fire Point;

3.7. Duties of specific employees carried out including taking a roll call and contacting the Fire Service;

3.8. Liaise with the Fire Brigade.

3.8A. If someone discovers a fire, first they must sound the alarm, pressing the nearest call point (a red break-glass/plastic panel). Push the glass/plastic firmly where indicated. 999 should then be called.

Note: The Fire Brigade will respond automatically outside of the hours of 9am - 5pm, term time. If the alarm is raised during school working hours, it will not be responded to unless requested via a 999 call.

3.8B. On hearing the fire alarm (a continuous alarm), all staff and children must leave by the nearest exit (or signposted route to direct to assembly point) and head towards the designated assembly point; children to walk in twos. Any Parents/Carers, temporary staff, visitors, contractors or other third party guests inside the school building at the time of an evacuation proceed immediately to the school playground and wait outside on the right hand side of the playground until further instruction.

3.8C. Do not attempt to put out the fire (unless qualified and confident to do so). Should the directed route be blocked, an alternative route should be taken, going out of the next nearest exit point (Appendix 7). Should there be a fire in the stairway, children and teachers will remain in their classes and await rescue. Only if authorised to do so, fire escape keys can be used to unlatch the safety latch on the upstairs windows.

3.8D. Should Jungle Jim be in use, apparatus must be immediately moved to the side to avoid blocking the exit and to eliminate this as a trip hazard. Skid pad is available for any children unable to walk down the stairs (due to disability).

3.8E The baby room staff will have access to a moveable trolley that has the capacity for 6 babies at once. This fits through the internal and external doors around school as necessary.

Note: The double doors adjacent to the front office will not automatically unlock due to fire regulations specific to this area of school. To exit, the emergency release panel needs to be activated by breaking the glass/plastic green panel situated to the right of the double doors.

3.5a. All doors must be closed on exit from the classroom. Belongings should be left. Support staff to ensure all children have left the room before checking there are no persons in the toilet. They will ensure the external door is closed behind them bringing their laminate colour card and their register Master Copy (unless able to access it digitally).

Note: At the time of writing this policy, there are no current disabilities that require the skid pad to assist evacuation. The lift will not be operational during an evacuation.

3.6a. See Appendix 2 for Fire assembly points.

3.7a. Site team, office staff and members of the leadership team will carry out their specific duties. In the event that the fire alarm has been sounded, one member of the office team will check the front panel to locate the area identified. They will then radio to a site team member who will investigate if it is safe to do so. Only^[CS1] the trained personnel who know how to put out a fire safely will be able to assess whether it is safe to put out themselves (Site team to be first port of call). If not, the site team member will radio back to call 999.

3.7b. Another office member will then monitor the front entrance gate to stop any visitors entering. Multi-way communication will be maintained between the office and the site team. Designated Fire Marshalls will patrol specific zones (if it is safe to do so) en route to the assembly point to ensure everyone has evacuated. All staff will congregate at different assembly zones on the playground.

3.7c. Another member of the site team or the senior leader will open the external gate to the car park to allow for the Fire Brigade to enter.

3.8a. The site member and senior leadership team will liaise with the Fire Brigade. Should any member of staff or child not be accounted for, the site team will investigate (if it is safe to do so). This must be reported to the Fire Brigade and they will advise and search for the missing individual if it is not safe for the site team to do so.

4.0. Returning back to school

4.1. All Fire personnel to ensure all children and adults (including visitors) are accounted for.

4.2. Once the office team and site team (and Fire Brigade, if necessary) have confirmed the building is clear and safe to return, the staff and children can then re-enter.

5.0. The evacuation plan (suspicious package, bomb threat etc.)

5.1. Where an evacuation procedure is deemed safer than a Lockdown (see Invacuation/Lockdown policy), the following steps must be taken, similarly to a fire drill. However, this will be done under advice from the emergency services and direction will come from them:

5.2. Sound the alarm;

5.3. Leave by the nearest exit (or signposted route to direct to assembly point);

5.4. Close all doors en route;

5.5. Assemble at the designated Fire Point;

5.6. Duties of specific employees carried out;

5.7. Liaise with the appropriate authoritative bodies.

5.8. If the threat is phoned in:

5.9. The person taking the call must remain calm and keep the person on the phone for as long as possible, attempting to gain as much information about the threat and the person making the threat.

6.0. If the threat is in person, on the school premises (inside the building)

6.1. The person(s) dealing with the person concerned must remain calm and keep the person calm as long as possible, attempting to gain as much information about the threat. They should try to keep the person restricted to one room and seek support where possible.

7.0. In both cases:

7.1. Make notes of the conversation. If the call is taken on the main office line, then activate the 'call recording'

facility where possible.

7.2. Whilst this is happening, another office staff member must dial 999 and seek advice. It is fundamental to listen to advice at this point. A member of the senior leadership team will need to be notified as well.

7.3. If the decision of the emergency services is to evacuate the school, they will advise on how best to do this. We will relay to them that we have a "Meeting Point" (Location A) which is accessible via various routes that lead away from school.

7.4. This will only be initiated once advice has been given on how to do this.

7.5. Should the advice suggest the Fire evacuation procedure is necessary for these situations, the procedure should be as follows:

7.6. First, sound the alarm, pressing the nearest call point (a red break-glass/plastic panel). Push the glass/plastic firmly where indicated. 999 should then be called.

7.7. On hearing the fire alarm (a continuous alarm), all staff and children must leave by the nearest exit (or signposted route to direct to assembly point) and head towards the designated assembly point; children walk in twos.

7.8. All doors must be closed upon exit of the classroom. Belongings should be left. Support staff to ensure all children have left the room before checking there are no persons in the toilet. They will ensure the external door is closed behind them.

7.9. See Appendix 2 for Fire assembly points.

8.0. Site team, office staff and members of the leadership team will carry out their specific duties. A member of the leadership team will authorize the evacuation and continuous contact will be maintained with the police.

8.1. Another office member will then monitor the front entrance gate to stop any visitors entering. Multi-way communication will be maintained between the office and the site team. All staff will congregate at different assembly zones on the playground.

8.2. Another member of the site team or the senior leader will open the external gate to the car park to allow the police to enter, should this be required.

8.3. Staff to remain extremely calm and inform the children where we are heading; no mention of the threat is necessary. As per any walk or school trip, staff to be distributed evenly along the line, ensuring road safety is adhered to. One (two if possible) member(s) of staff to assist any crossings.

9.0. Returning back to school

9.1. A senior member of the leadership team will liaise with the appropriate bodies, monitoring and reviewing the situation.

9.2. If the threat is eliminated, and it is safe to return, staff will accompany the children returning back from the "Meeting Point". The same route but in reverse.

9.3. Should it be deemed safe for the children to be dismissed to parents/ carers from the meeting point, then the office will make the relevant calls to parents/ carers to collect their child(ren) from the Meeting Point.

10.0. If a suspicious package is found:

10.1. The following must be considered when assigning suspicion to the object(s):

What makes it suspicious?

Who initially found it?

What time was it first found?

When was the area last checked/ found to be clear?

Is it hidden?

Is it typical to the environment where it was found?

Is there CCTV coverage of the area?

Has something been tampered with or does it look out of place?

11.0. A member of the senior leadership team should be alerted.

11.1. The object must not be approached, tampered with or attempted to be moved.

11.2. Following the instructions above, a member of the senior leadership team will direct the course of action based on advice received and evacuate using the above procedures.

11.3. Advice sought and obtained from:

11.4. Action upon delivery of any suspicious delivered

item: <https://www.cpni.gov.uk/action-upon-discovery-any-suspicious-delivered-item>

11.5. Possible Indicators that a delivered item might be of concern: <https://www.cpni.gov.uk/possible-indicators>

12.0. Explorers and clubs

12.1. The fire evacuation plan is available situated next to the exit points. See Appendices 10 onwards.

12.2. Explorers (Before and after school club) and other clubs will follow the exact evacuation procedure as outlined above:

12.3. Sound the alarm; is there an independent alarm |(we should say how it sounds)

12.4. Leave by the nearest exit (or signposted route to direct to assembly point);

12.5. Close all doors en route;

12.6. Assemble at the designated Fire Point;

12.7. Duties of specific employees carried out.

12.8. Children exit in twos. One adult will remain on the front concourse to escort any visitors off site and stop anyone from entering.

12.9. Designated Fire Marshalls: escort all children out of the building; the other to patrol and check designated zones (see Appendix 1) ensuring there are no children or adults left.

13.0. Staff to take their own on-going updated paper registers out with them and account for the children. One member of Explorers to radio/ liaise with the site team to investigate the fire and to search for anyone left behind, if it is safe to do so.

13.1. Once it is safe to do so, authorisation will be given to Explorers to re-enter the building.

14.0. Policy review

14.1. Due to the importance of this procedure, to ensure this is as accurate as possible, a decision has been taken to review this annually.

15.0. Appendix 1

EMERGENCY EVACUATION PROCEDURES

In brief:

3.3. Sound the alarm;

3.3a. *If someone discovers a fire, first they must sound the alarm, pressing the nearest call point (a red break-glass/plastic panel). Push the glass/plastic firmly where indicated. 999 should then be called.*

3.4. Leave by the nearest exit (or signposted route to direct to assembly point);

3.5. Close all doors en route;

3.6. Assemble at the designated Fire Point (children in 2s);

3.7. Duties of specific employees carried out; do we have a list of these

3.8. Liaise with the Fire Brigade.

Further details:

15.1. Evacuees rendezvous on the school playground.

15.2. Parents/Visitors will wait by the sheltered area outside the studio (see assembly point map).

15.3. Alarm sounding... escort adults and children to their fire assembly point in the playground. Specialist teachers to escort children to their designated zones.

15.4. Leave by the nearest exit (or signposted route to direct to assembly point),

Close all doors;

Children will exit in twos.

Skid pad available for the stairway if required.

15.5 Directed route blocked? Use an alternative route as shown on the evacuation map.

If the stairway is blocked, remain in class.

15.6 Fire Marshals to check designated zones (if safe to do so) to ensure that all classrooms and toilets are clear of children and adults during the evacuation. Children with mobility needs are appropriately assisted.

15.7. If staff are out of school with a group of children, the office will have records of this. Classes out of school will carry out their own registers according to their risk assessments.

15.8. The Site Team or a member of SLT will unlock the double gates by the studio for emergency vehicle access if needed.

15.9. Class teachers are responsible for class registers - they will raise their designated laminate colour card to signify once all children are accounted for. The Office and Inclusion team are responsible for accounting for the staff and Visitors. If a child is unaccounted for, the Headteacher is to be informed immediately.

16.0. Any persons on the front concourse who have not signed in will need to evacuate outside the school boundary. An office member will police this area.

16.1. In the event that the school site should be deemed unsafe and an evacuation is necessary, the above measures should be taken.

16.2. Should a decision deem it necessary to evacuate the entire premises, children will walk, escorted by staff, to *Location A*. An Office member will take pupil contact details. Parents/carers will be informed.

16.3. Any children or members of staff with mobility needs are driven to *Location A* by **members of staff who carry business insurance on their vehicle.**

Appendix 2. Assembly points:



Staff:

Class teachers and support staff (with their class)

Catering team

Specialist staff

SLT

Office team

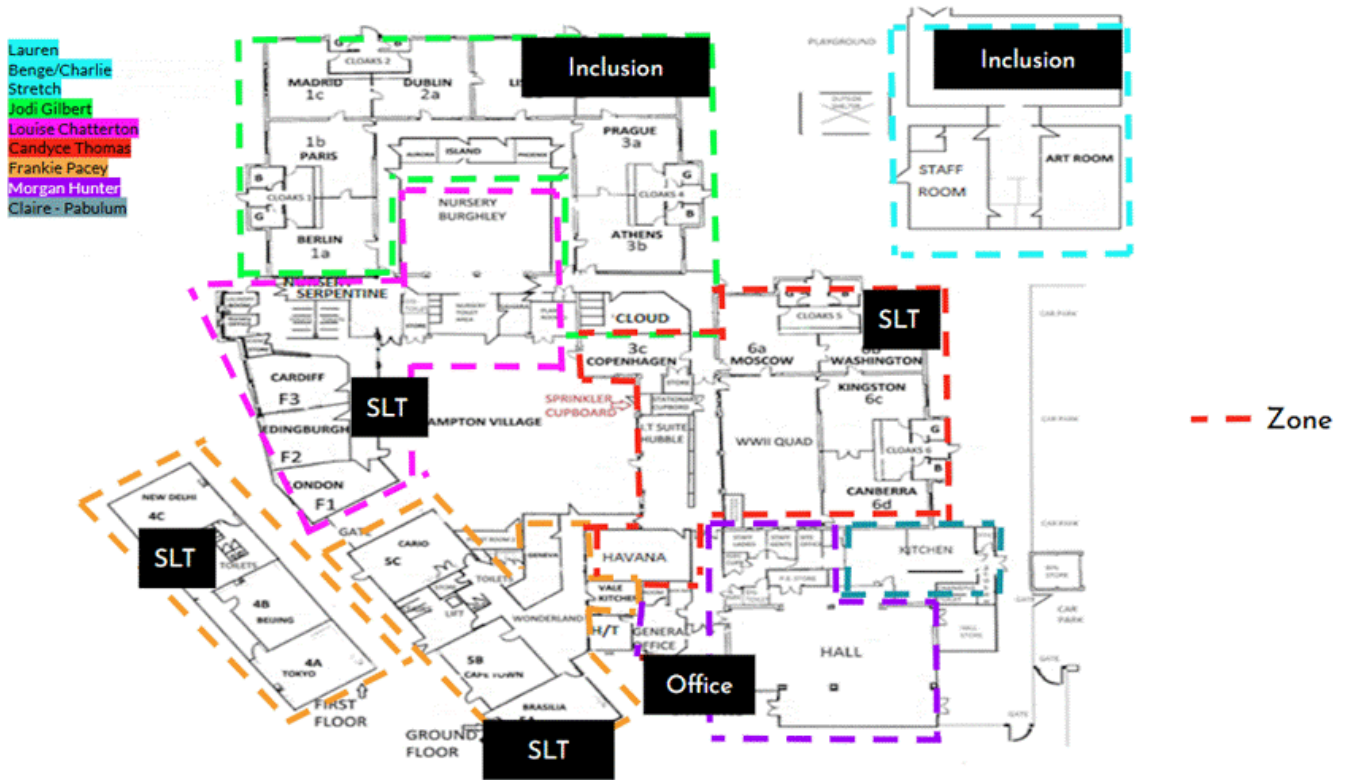
Site team

Visitors - signed in

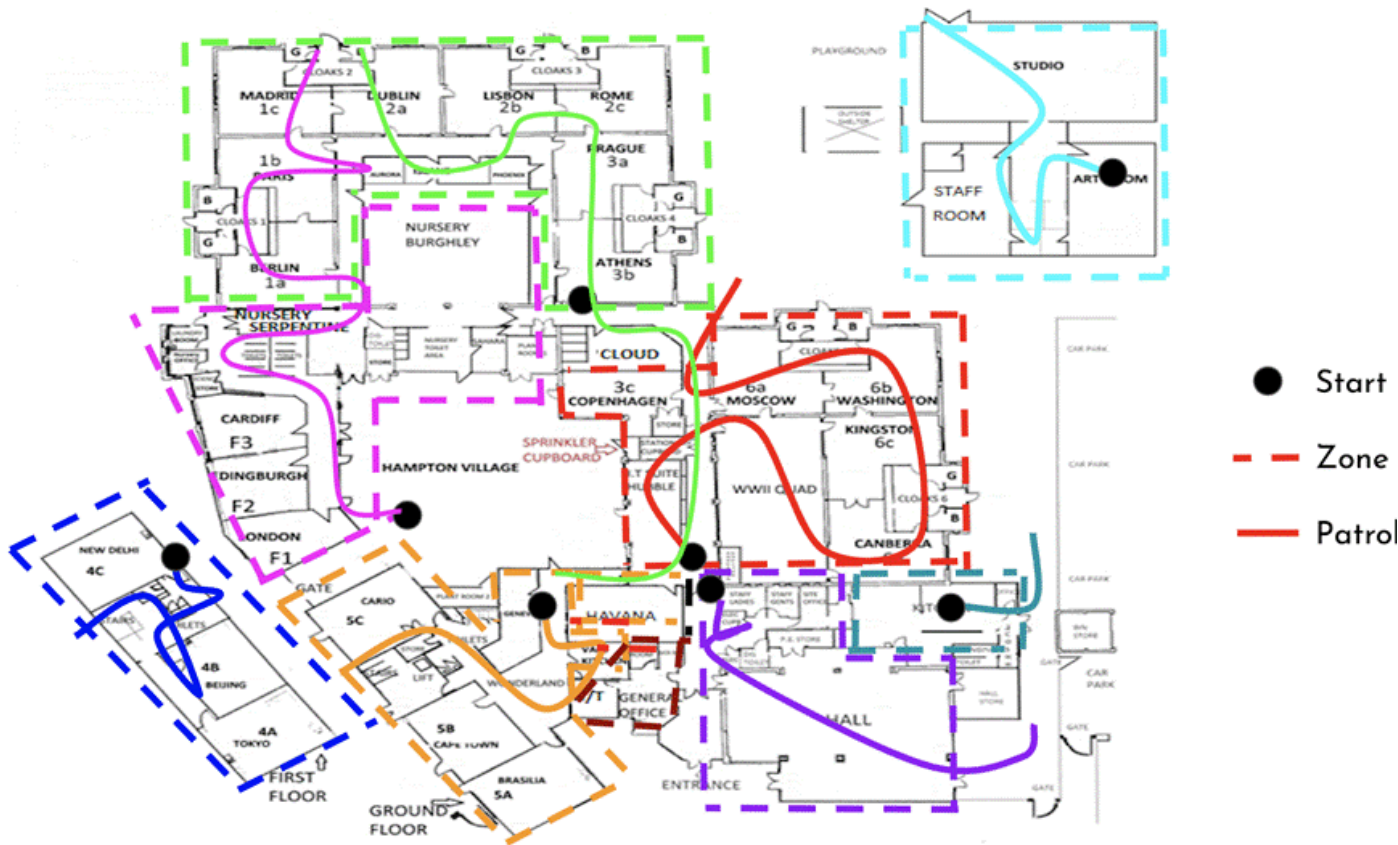
Appendix 3. Fire evacuation checklist:

	What	Who
	Children, class teachers and TAs lining up in designated zones	Teachers
	Open car park gate if required How is it key access?	Headteacher/SLT
	All classes have laminated colour card raised (to signify all children are accounted for)	Teachers
	Specialists walk classes to designated zones - <i>if class is being covered.</i>	Specialist Teachers
	Report anyone missing to Headteacher/ Deputy	Anyone
	All doors closed	Teachers/ Fire Marshalls
	Fire zones checked	Fire Marshalls
	Staff accounted for Main playground	SLT & inclusion
	Communication via Radios between front office panel and site team	Office and SLT
	Check panel and report to Site team	Office staff
	Investigate fire zone	Site team
	Call Fire Brigade (if asked to do so)	Office
	Check the building to ensure it is safe	Site team
	Headteacher/ SLT instructs it is safe to return back in the building	Everyone

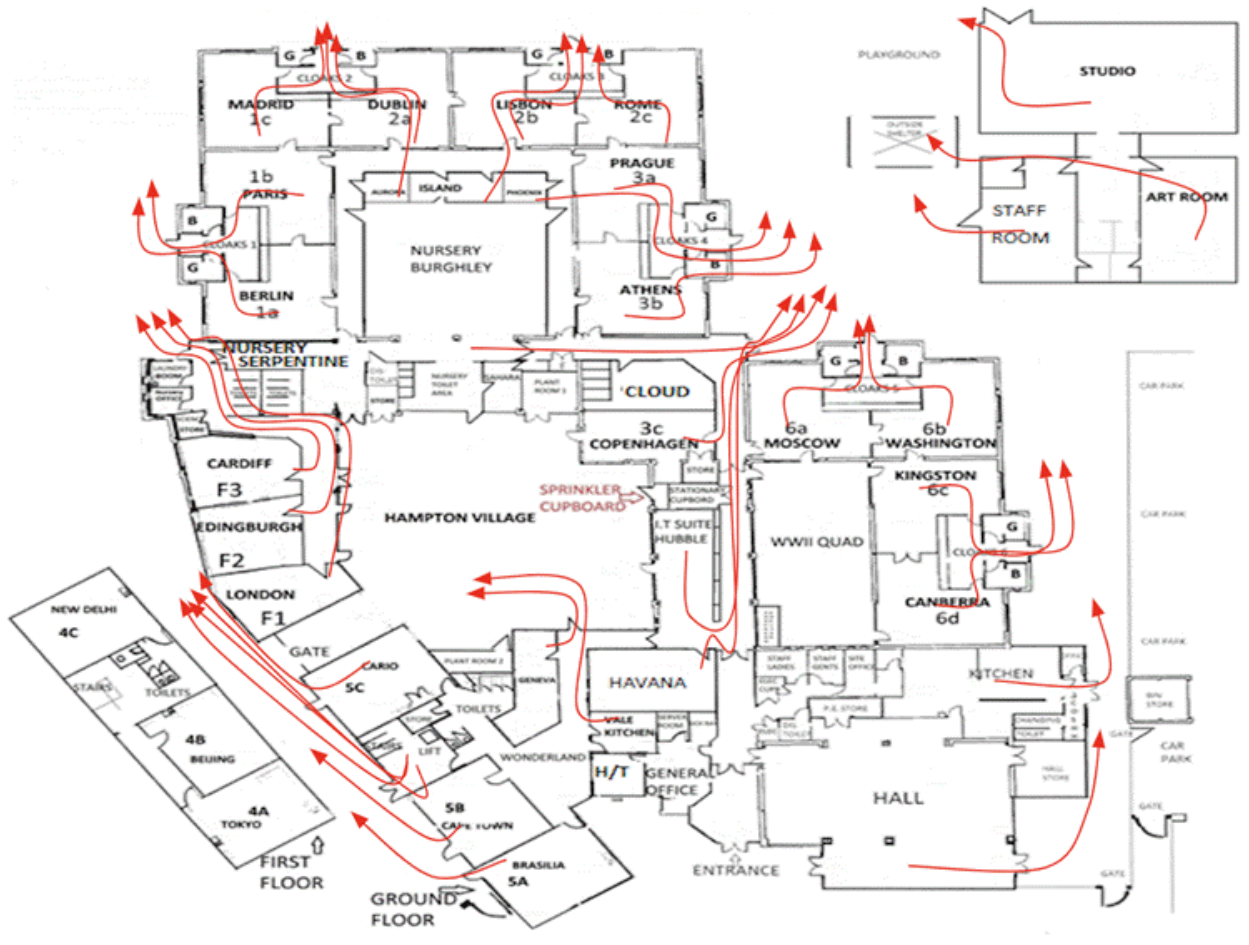
Appendix 4. Fire Marshall zones:



Appendix 5. Fire Marshall's patrol paths:

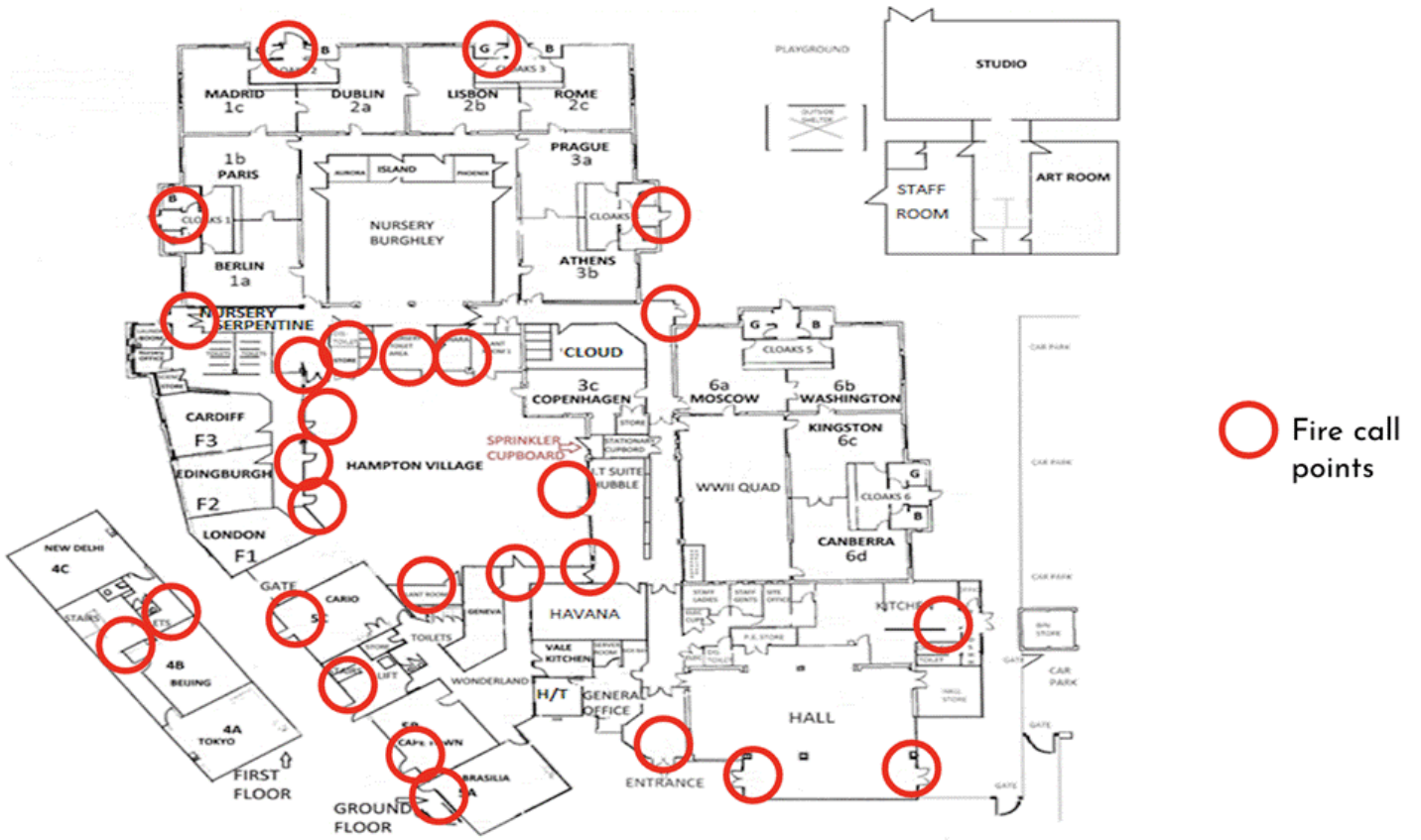


Appendix 6. Evacuation routes:

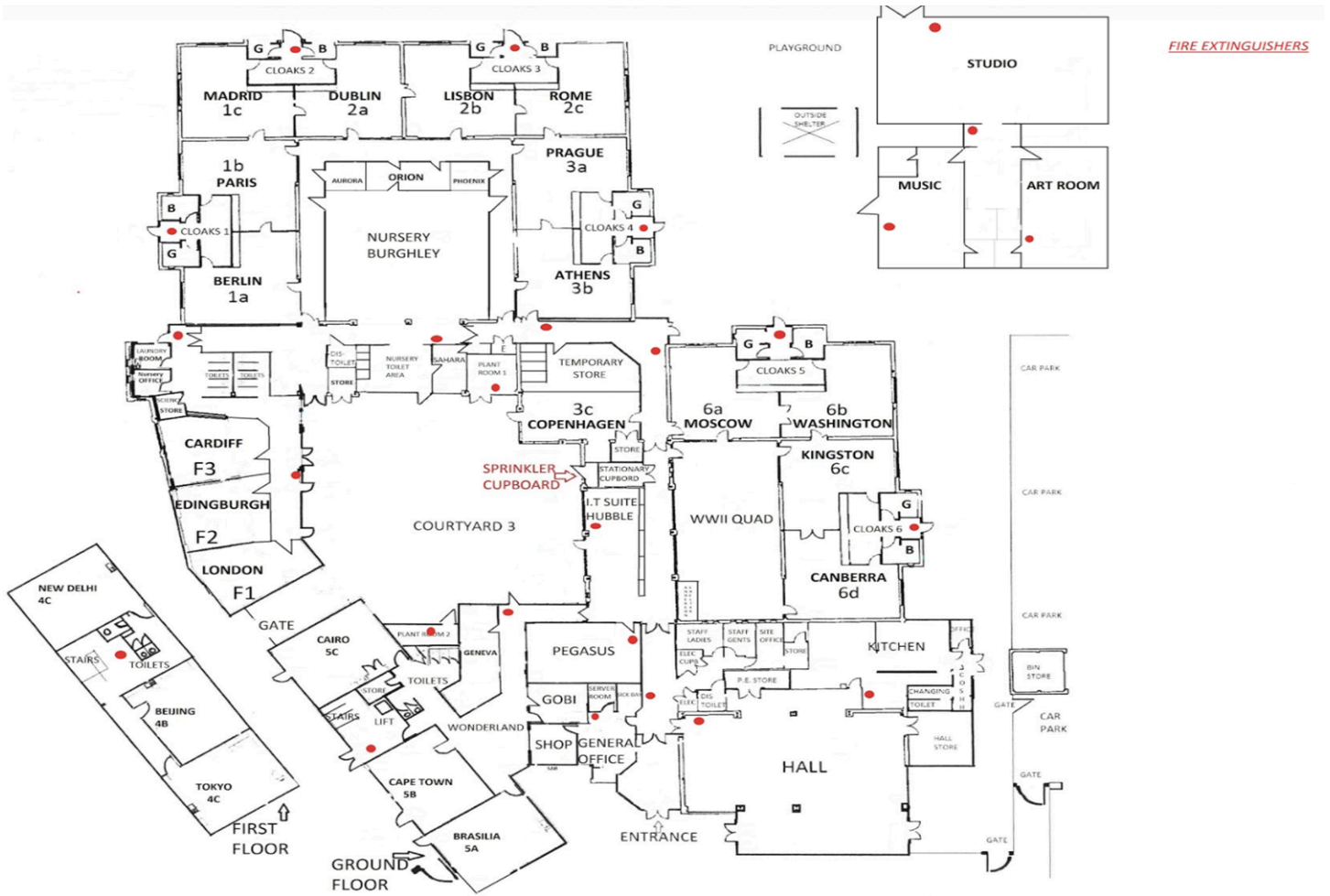


Traffic

Appendix 8: Call points



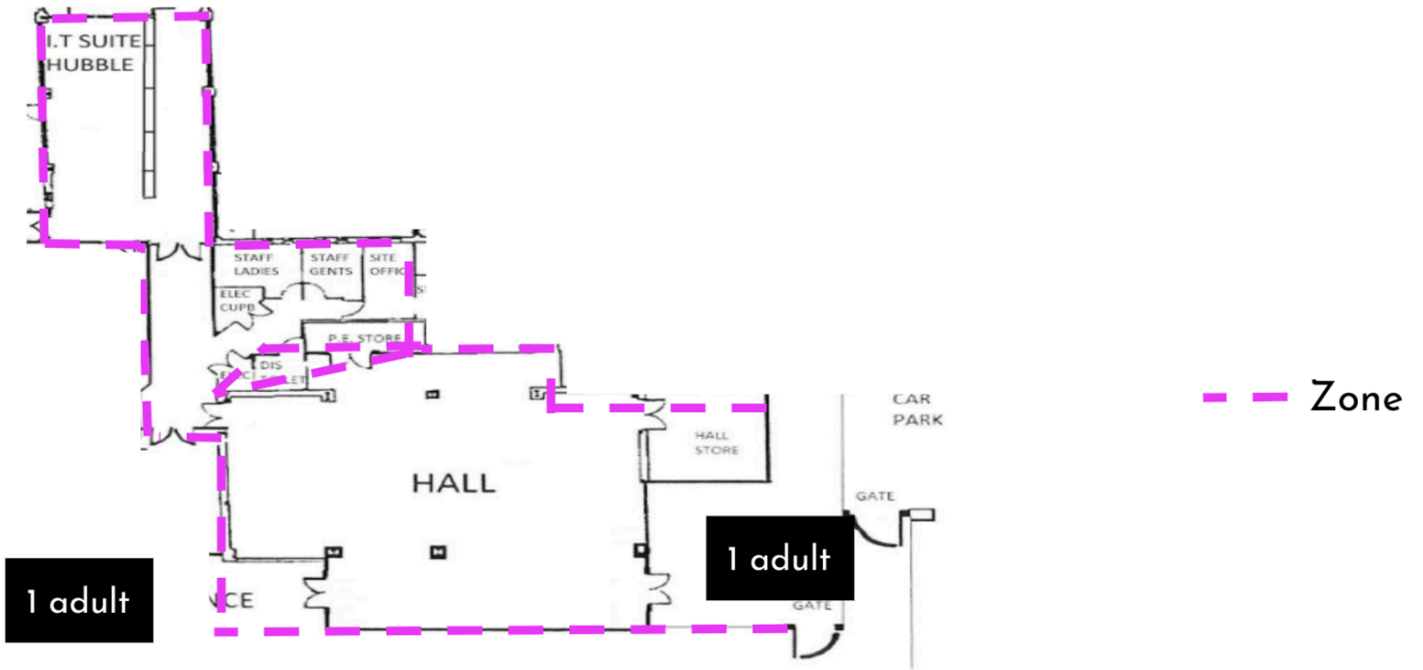
Appendix 9: Fire extinguisher points



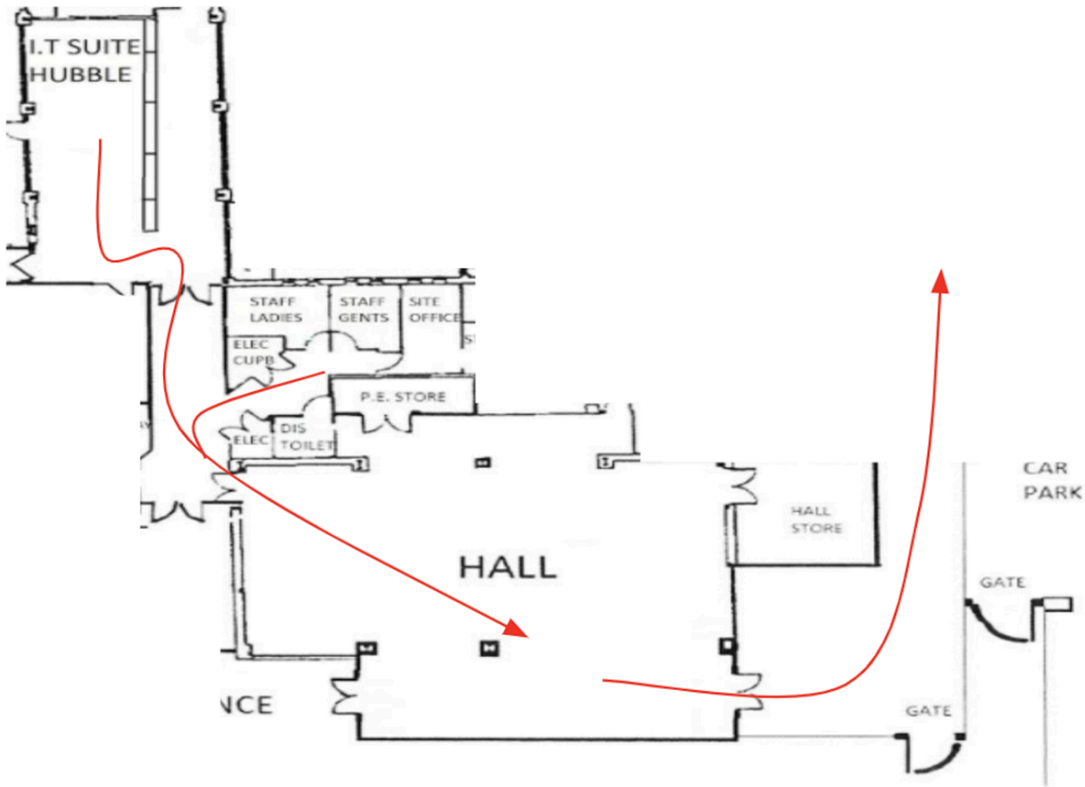
Appendix 10: Clubs and Explorers - assembly point



Appendix 11: Clubs - Zones

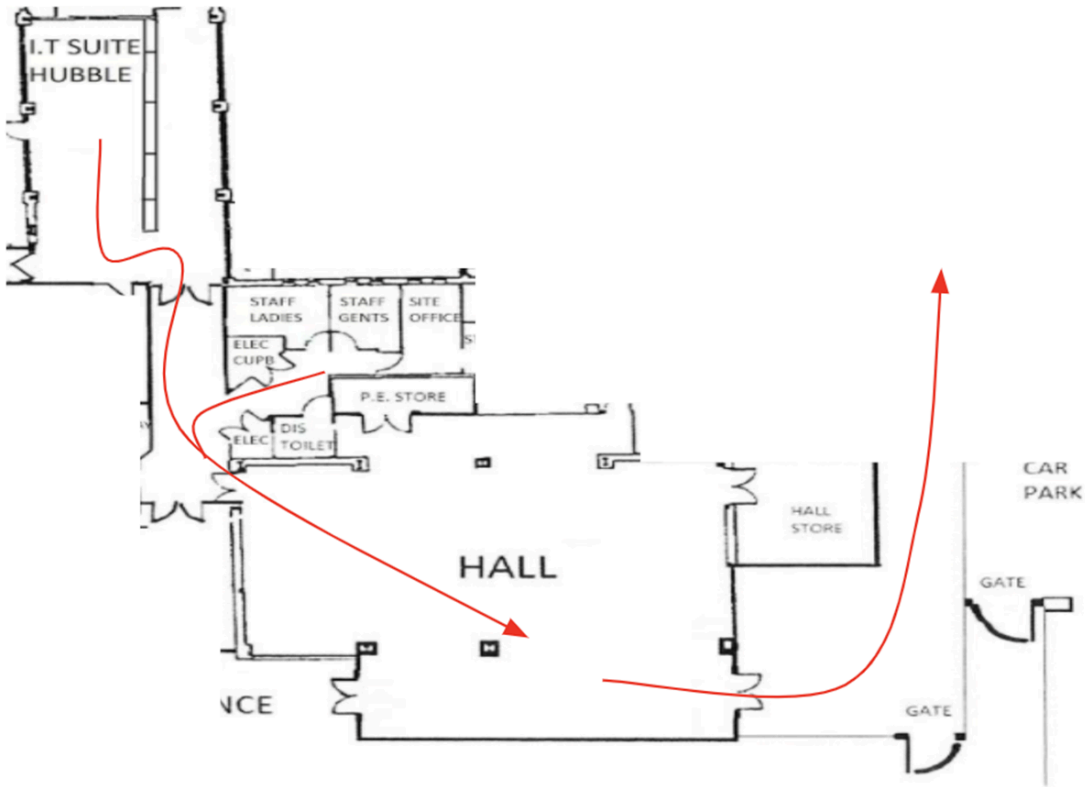


Appendix 12: Clubs - Traffic



Traffic

Appendix 14:explorers - Traffic



Traffic