



# Fire Evacuation Plan

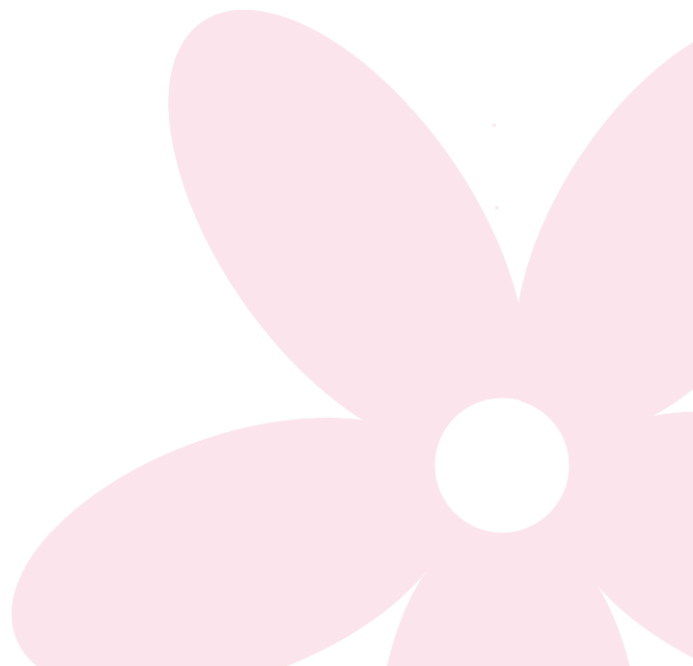
St Barnabas CofE Primary School

**Approved by:** St Barnabas LGB

**Last reviewed on:** March 2026

**Next review due by:** March 2029

This policy supersedes all previous Fire Evacuation plans.



## Fire Evacuation Plan

### This policy contains confidential information

#### Introduction

- Responsible Person: The Headteacher is the Responsible Person for fire safety procedures under the Regulatory Reform (Fire Safety) Order 2005.
- Calling 999: For any genuine alarm (not a scheduled drill), dial 999 as soon as the alarm is confirmed at the panel. Do not wait for visible smoke or flame.
- PEEPs: Personal Emergency Evacuation Plans will be in place for any child, staff member or regular visitor requiring assistance to evacuate.
- Clear Routes: Fire exits, corridors and assembly areas must be kept clear at all times. Hazards should be reported immediately.
- Review: This evacuation procedure will be reviewed annually, or earlier following any significant change to building layout, staffing or the fire risk assessment.

#### Overview

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in safe places.

Fire drills are carried out at least once a term and recorded on the fire log sheets, kept in the ' Fire' folder in the Business Managers office.

#### Objectives:

- to keep children and adults safe from danger.
- to evacuate the building quickly and in an orderly manner without panic and to take all children and adults to agreed places of safety.
- to ensure that the building is checked and all accounted for.
- to summon help quickly.
- to contain danger and preserve the building.

#### Strategies:

- The first member of staff to discover the danger will sound the alarm; by breaking the nearest glass point.
- Unless it is known to be a pre-arranged fire drill the emergency services (999) will be called by the Senior Office Assistant, Business Manager, or Senior Leader once the fire panel has been checked for zone affected. **Emergency services will only be called if there is evidence of smoke or flame.**
- At the sound of the alarm, continuous ringing of bell for 30 seconds or more all staff responsible for children will escort them quickly and in an orderly manner from the building to the agreed assembly point. Ensure that classrooms are empty before leaving.

- An Emergency trolley is kept in the main office containing -
  - Emergency Inhaler
  - Foil blankets
  - Pen/notepad
  - Class Registers
  - Fire policy and evacuation plan
  - Business continuity plan
  - Asset register
  - Pupil medical records
  - Pupil contact details
  - Asbestos management plan
  - Gate Key
  - Bolt Cutters
  - Whistle
  
- An entry system evacuation report will be printed at the time and taken to the main evacuation point in the playground by the Senior Office Assistant, this will show staff signed in on site.
- The class signing out sheets from the school office will be taken by the Senior Office Assistant to the evacuation point, this will show children signed out.
- The IPAD for sign in app containing visitor and contractors signing records will be taken to the evacuation point by the Senior Admin Assistant.
- The fire evacuation plan will be issued to all supply staff on their arrival to school.
- The dining hall will be evacuated by Lunch Time Supervisors by the Year 3 and 4 doors. In the event these exits are unavailable the nearest exit should be used, e.g the back of the hall, or the exit to the foyer.
- The Teacher will take out the green bags issued to each class containing epipens and inhalers as they evacuate.
- The Admin Assistants will take the registers for Nursery and Reception and go to the front of school assembly point for Nursery and Reception classes on the path. The Senior Office Assistant will take the registers and signing in details and go to the assembly point on the playground. Each will have a mobile phone and an emergency trolley act as the lead communication for each evacuation point. The Business Manager will ensure that all visitors on site are accounted for. The Pastoral Manager will ensure that all staff are accounted for.
  
- **As the attendance register reflects the true number of children and staff in school, at the start of the morning or afternoon, it is essential that they are completed quickly and accurately, and findings reported to the lead at the evacuation point.**
  
- Staff should be mindful of any child that is taken off site for illness or an appointment.
  
- On hearing the Fire Alarm, the Teacher will encourage the children to line up calmly at the nearest fire exit, taking the green grab bag with them, and lead out the children to the designated assembly point. The Teaching Assistant will check that the classroom is empty, and follow out the class at the rear, closing all windows and doors where possible.

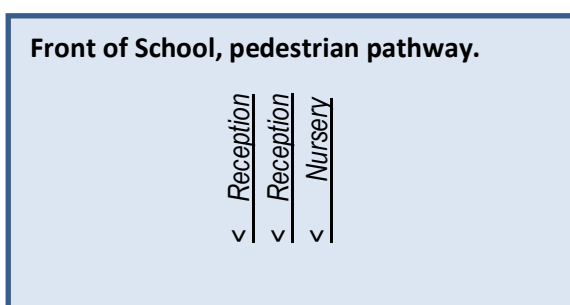
### **Evacuation and Assembly Points:**

- **NURSERY** – out of Nursery back door to the front of the school, line up on the path.
- **RECEPTION** - out of Reception's main front door to the front of the school, line up on the path.
- **SUNFLOWERS** – out of Sunflowers rear doors, assemble in the boxed in play area on the left side of the playground
- **YR1** (Both classes)- out of Year 1 Daffodils back door, line up on the top playground.
- **YR2** (Bluebells)- out of the corridor door down the steps to the playground, line up on top playground.
- **YR2** (Snowdrops)- out of the rear door of the classroom to the playground, line up in the top playground
- **YR3** (Ladybirds)- out of the rear door of the classroom to the playground, line up in the top playground
- **YR3** (Butterflies) -out of main door to the playground, line up in the top playground.
- **YR4**-(both classes)- down the corridor, out of the first set of annexe doors, down the ramp, line up in the top playground.
- **YR4**-(Dragonflies)- out of main door to the playground, line up in the top playground.
- **YR5** (Sparrows)-out of the door at the rear of the classroom to the exit, line up in the top playground.
- **YR5** (Kingfishers)- out of main door to the playground, line up in the top playground
- **YR6** (Robins)- out of the rear door of the classroom to the playground, line up in the top playground
- **YR6** (Wrens)- out of main door to the playground, line up in the top playground
- **Offices** – out of the front doors via foyer to assigned assembly points. Admin to take registers for Nursery and Reception round to the front of the school. Take a walkie talkie radio or mobile phone – contact office manager when classes are clear.
- **Satellite** - out of the exit at the rear of the building

- In the event of any exits being blocked, the nearest safe exit should be used. Emergency drill notices are posted around school and in every classroom and office. Staff should read the notices and be familiar with the evacuation routes.
- Children doing PE should go outside in their sports kit. No one should stop to collect items or return for anything, until an all-clear signal is given by the Head Teacher. (Deputy Head Teacher in Head Teachers absence).
- Once rooms are empty and if it is safe to do so, the windows and doors should be closed to prevent the spread of fire.
- The Business Manager should sweep the office areas and toilets if possible before evacuation.
- The TA's in Year 1/2 should sweep the Year1/2 toilets and area if possible as they evacuate.
- The TA's in Year 5/6 should sweep the Year3/4 toilets and area if possible as they evacuate.
- The TA's in 3/4 should sweep the Annexe toilets and library area if possible before evacuating.
- Sunflowers staff / Shining Stars staff should sweep the Satellite building and toilets if possible before evacuation to the rear playground.
- The TA's in Reception should sweep the Reception toilets and area if possible before evacuating.
- The Teacher will go to the playground and will give the all clear to return to school when possible.

**During the Evacuation**  
**Nursery and Reception**

- Take green grab bags containing epipens and inhalers located in class. Exit to the specified exit, or nearest safe exit to the front of the school. Line up as below –
- Teaching Assistant close fire door behind them.
- SEN teaching assistants shall accompany any child that they are responsible for.
- Try to evacuate in an orderly manner, walking and avoiding crossing with other classes.
- The Admin Assistant will meet you at the assembly point on the path, with the register and will have a walkie-talkie available to maintain contact.
- The Teacher should take a head count, and do the register, once all present and correct raise your arm and keep raised to indicate to your senior leader that everyone is accounted for.
- The Teacher must report any one missing.
- Do not leave the fire evacuation point until directly instructed by the Head of School/Deputy Head Teacher.
- Re-enter the building in a safe and orderly manner.



## Years 1 to 6

- Green grab bags containing epipens and inhalers located in class should be taken. Exit should be made to the specified exit, or nearest safe exit to the rear of the school, on the playground. Line up as below : –
- Teaching Assistants close fire door behind them.
- One to One / Intervention Teaching Assistants shall accompany any child that they are responsible for.
- Try to evacuate in an orderly manner, walking and avoiding crossing with other classes.
- The Senior Administrative Assistant will meet them at the assembly point on the playground, with the register and will have a mobile phone available to maintain contact.
- The Teacher should take a head count, and do the register, once all present and correct raise their arm and keep raised to indicate to Senior Leaders that everyone is accounted for.
- The Teacher must report any one missing by shouting 'missing'.
- The Senior Office Assistant will then provide the class register to determine who is unaccounted for.
- Do not leave the fire evacuation point until directly instructed by the Head of School/Deputy Head Teacher.
- Re-enter the building in a safe and orderly manner.

### **Rear of school, playground next to the play pod.**

< Year 1  
< Year 1  
< Year 2  
< Year 2  
< Year 3  
< Year 3  
< Year 4  
< Year 4  
< Year 5  
< Year 6  
< Year 6

- Fire marshals should sweep the part of school they are in and then leave the building. They should be able to determine where there is a fire and whether to call the emergency services. They should be able to use fire fighting equipment, only if it safe to do so. Training will be given to all nominated fire marshals.

**The plans for the evacuation of children during the school day assume that all staff are present. In the absence of individuals, the senior member of staff in the building shall ensure that others are delegated to specific tasks.**

### **Whole school evacuation for assembly in the hall:**

- Years 5 and 6, evacuate through the back door of the hall, out past Nursery to the front of the school on the path.
- Years 3 and 4, evacuate through Year 3 /4 corridor, to the top playground.
- Years 1 and 2, evacuate through the front hall doors to the front of the school, line up on the path.
- Nursery and Reception evacuate as guidance above.
- Procedure will follow as stated above.
- Fire marshals will sweep that part of school they are in and then leave the building.
- Admin staff will disperse to the evacuation points.

- The Head of School/Deputy Head Teacher will be responsible for determining when it is safe to return to the building.

### **Lunchtime Evacuation Procedure**

- Lunchtime Supervisors must evacuate the areas that they are responsible for at the time the alarm rings, including assisting children with mobility problems, through the nearest exit and assemble at the evacuation points as shown above.
- Once all children are evacuated teaching staff should ensure all children are safely accounted for as the procedure above.
- Lunchtime Supervisors should supervise line up of the children until further instruction.
- Procedure will follow as stated above.
- Fire marshals will sweep that part of school they are in and then leave the building.
- Admin staff will disperse to the evacuation points.
- The Head Teacher/Deputy Head Teacher will be responsible for determining when it is safe to return to the building.

### **Emergency evacuation – Lettings**

- Details of fire safety advice is given on the back of the Lettings information sheet.
- The Caretaker shall ensure that emergency doors are unlocked and hirers made aware of where they are, and a telephone is available in all areas of school and in the main office near the entrance.

### **Emergency evacuation – Contractors/Visitors**

- Contractors shall be made aware of the evacuation procedure by the office staff on arrival at the school.

### **Emergency evacuation – Shining Stars**

- Staff to be aware of the fire evacuation procedure and evacuate to the front of the satellite building if safe to do so, to the car park and assemble at the far end of the pedestrian pathway, sweeping the building as they go and taking any medication with them.
- A register will have been completed by the staff member in charge, they should do a head count, check that all children and staff are present. They will be responsible for ensuring all members have left the building.
- School is deemed to be open to staff from 7:00am. If an alarm sounds, all adults should leave the building and be responsible for themselves and for calling the emergency services.

### **Emergency evacuation –Before and after school activities**

- Clubs run after school shall be evacuated to the nearest evacuation point by the leader.
- A member of staff will be on duty during before and after school club activities to take charge of procedures. They should sweep any areas being used for their club, ie – the front foyer to the main entrance, the hall and toilets.

### **Emergency evacuation – Parent Evenings/School Events**

- Staff to ensure that parents/children in classrooms are evacuated to the assembly points. Parents will be responsible for the supervision of their own children at parents evening.
- Senior Leaders to carry out a sweep of the building.

- During a school performance/assembly in the school hall when parent are present, verbal instructions will be given, at the start of the performance, that in the event of an emergency parents should evacuate via the main entrance and assemble at the front of the building on the path. Children will be taken out by staff to the appropriate evacuation point.