



<b>Policy Area:</b>	Emergency evacuation procedure		
<b>Date:</b>	September 2016	<b>Policy code:</b>	E2
<b>Last reviewed:</b>	September 2025	<b>Reviewed by:</b>	Esma Izzidien
<b>Next review:</b>	September 2026	<i>(For all review dates see end of document)</i>	

The designated fire warden (**Anthony Thomas**) and deputy fire warden (**Esma Izzidien**) make sure school premises are compliant with fire safety regulations. They escalate concerns to the school director who seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

### Fire drill procedure

On discovering a fire:

- Raise the alarm immediately. Calmly raise the alarm by pressing the call button or calling out.
  - Immediately evacuate the building under guidance from the Fire Warden
  - Using the nearest accessible exit to lead the children out, **assemble on the football pitch in the playground in lines according to classes**. If this area is not safe due to a large fire the fire warden will direct everyone to assemble across the road at the entrance of Buzz trampoline park.
  - Fire doors will close automatically. Non-fire doors may have guards on them for safeguarding of young children. *Only if possible*, remove these as leaving to isolate the fire.
  - Leave the building by the quickest route.
  - The fire department is automatically contacted on activation of the alarm. Dial 999 if the alarm failed to activate or if any doubt and ask for the fire service (not from the inside of the building, unless safe to do so)
  - Remain at the assembly point until the fire warden says it is safe to go back in the building.
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- Do not stop to collect personal belongings on evacuating the building
  - Do not attempt to go back in and fight the fire
  - Do not attempt to go back in if any children or adults are not accounted for
  - If the fire is behind a closed door do not open it.
  - Do not use the lift.
  - Do not fight fire **unless** it blocks your route of escape.

**If you are unable to evacuate safely:**

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the fire warden of your location and identity of the children and other adults with you.

The Fire Warden is to:

- Direct staff and children out of the building
- Telephone emergency services: dial 999 and ask for the fire service if there is any doubt the automatic call did not work
- In the fire assembly point area – on the football pitch , ensure each teacher has checked the children against the register (if this area is not safe due to a large fire the Fire Warden will direct everyone to exit to the stable block or car park depending on the fire location.)
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.
- Inform the Director, Esma Izzidien, as soon as possible of the event if she is not on site.

Lead teachers are to:

- Evacuate their class in a calm and orderly fashion under the direction of the fire warden
- Take the class fire evacuation bag with them provided it is safe to do so (contains burns kit, emergency contact details, foil blankets etc)
- Take the fire evacuation register with them
- Line class up at the assembly point and check all staff and children are present against the register

### **Individualised personal emergency evacuation plan (PEEP)**

Any student or staff with a disability or additional need that is not adequately met by the above procedures will need an individualised PEEP prepared. This will need to be communicated to all staff and in particular the fire wardens. This document should be kept in their all about me folder and a copy in the School fire safety folder (section 9).

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#### ***Review of policy dates:***

<b>Date of review</b>	<b>Reviewed by</b>	<b>Notes</b>
02/2016	Esma Izzidien	
08/2016	Esma Izzidien	
08/2017	Esma Izzidien	
08/2018	Esma Izzidien	
01/2019	Esma Izzidien	
01/2020	Esma Izzidien	
11/2021	Esma Izzidien	Location change
01/2022	Esma Izzidien	
January 2023	Abigail Eynon	Changed names
January 2024	Abigail Eynon	Changed name

Sept 2025	Esma Izzidien	
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