

Fire & Emergency Evacuation Policy



Policy Statement

At Holy Trinity CE Primary School we embrace the vision for a highly educated society in which opportunity is more equal for children and young people – no matter what their background or family circumstances.

With Christian faith central to our ethos and teaching, we strive to provide a happy, caring environment to maximise learning and achievement.

Our aim is for this ethos to permeate every aspect of the curriculum – lessons, events, routines, out of school clubs, trips and visits – and this policy seeks to ensure that our vision is fully realised and adhered to by all members of the school community.

Governing Body

Lead Person	School Business Manager
Link Governor/Chair of Committee	Nicole Lyon
Committee	Finance and Resources
Date Reviewed	December 2025
Date Ratified	December 2025
Next review date	December 2027



FIRE AND EMERGENCY EVACUATION POLICY

Holy Trinity CE Primary School (HT) Mission:

Excellence in how we worship, learn and work together

“A thriving purposeful community of learners where adults and children work together in an environment planned for high quality teaching and learning and where all members of the school community involved in the successful development of children learning, work closely together for school improvement.”

Introduction

From October 2006, all establishments are required to have a Fire Risk Assessment for the premises and the staff that work in those premises as part of the Regulatory Reform (Fire Safety) Order 2005. The [Regulatory Reform \(Fire Safety\) Order 2005](#) has been amended by new legislation, including the [Fire Safety Act 2021](#) and most recently by changes made through the [Building Safety Act 2022](#) and associated [Fire Safety Regulations 2022](#). These changes require Responsible Persons to record fire risk assessments and other fire safety information, improve cooperation and coordination between those responsible, and increase the sharing of fire safety information.

As part of the risk assessment carried out by members of Holy Trinity CE Primary School's Finance & Resources Committee, this policy was written.

Key to the policy is the need to regularly train and update people and review the systems in place to ensure that they are robust in the face of a real emergency.

The policy will be regularly reviewed as part of the role of the Finance & Resources Committee following termly testing of the policy with the whole school.

All staff have a duty under the Health and Safety regulations to report anything that could affect their own or another person's health or safety. The continued effectiveness of this plan relies on all staff sharing any successes and concerns of the plan with members of the Finance & Resources Committee.

The safe evacuation of the buildings is of primary importance. Exits must be kept clear. Fire doors **MUST** be kept shut.

Fire drills need to be practiced so that all staff and children are aware of the procedures i.e. routes to be varied and on different days and times so that all staff can be included.

- A Practice fire drill will be carried out at least every term
- All new members of staff will be made aware of the policies and procedures.
- There is **NO SMOKING ALLOWED** on the premises
- Matches and lighters **MUST** be inaccessible to the children.
- Fire appliances will be checked annually and staff need to be aware of their position and how to use them
- Any recommendations made by the fire prevention officer must be carried out and adhered to.

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

- raise the alarm,
- evacuate the school,
- check all pupils out of the building,
- report the success of the evacuation to the Governing Body.

Clearly written instructions for a fire drill will be on display at all times in all rooms.

Preparation for Emergencies

1. It will be the responsibility of all staff to ensure they familiarise themselves with the evacuation route/procedure for each base they visit/use. All evacuation procedures are displayed at the fire exits.
2. The Headteacher will ensure Fire Safety Awareness among staff.
3. New staff will be inducted in the following:
 - Written fire evacuation procedure
 - Sound of alarm
 - Means of raising alarm in that location
 - Tour of building to include
 - Final exit doors
 - Call points (where the alarm is raised)
 - Assembly points
 - Alternative routes of escape
 - Position and importance of keeping smoke fire doors closed
 - Specific arrangements to the building
 - Location of firefighting equipment

Sounding of the Alarm

The alarm is only to be sounded on the following occasions:

- An emergency
- A planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly.

The alarm should be sounded for any emergency where the evacuation of the premises is needed. Examples include:

- Bomb threat
- Fire
- Gas leak
- Chemical leak
- Asbestos Alert
- Instructed by emergency services

Anyone discovering any of the above should sound the fire alarm by pressing one of the emergency call points.

Upon hearing the alarm, all staff should be aware of the role that they play in the safe evacuation of the building.

Role of Teaching Staff

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge.

Upon hearing the alarm, staff members should follow the instructions posted in their classrooms/teaching areas paying particular attention to the nearest route of escape.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Fire Wardens may need to walk the opposite way along corridors.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.

If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden upon reaching the Fire Evacuation Point.

Once outside and at the Fire Assembly Point, the staff member in charge of the class shall take a register to check what children are missing. Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of missing person.
- Place and time last seen and by whom
- Any other information on the person. E.g. medical, behavioural.

The staff member in charge of the class is then to supervise the class and await further instructions from the Chief Fire Warden.

Under no circumstances is anyone to re-enter the building unless the all clear is given.

Role of designated Fire Wardens

Chief Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The main responsibility of a Chief Fire Warden is to be a 'Last Person' check on the main escape routes out of the building.

Upon hearing the alarm, Chief Fire Wardens are asked to report to the main office only if they are sure the route is clear of danger and that they can safely evacuate the building.

Chief Fire Wardens will put on their high-visibility jacket and make their way along the above mentioned escape route ensuring the following:

- No one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection through the glass. Doors are not to be opened unless people are seen or heard on the other side. Check that fire doors are closed.
- Check that any child with a PEEP is evacuated safely.
- Report anything suspicious to the Chief Fire Warden.
- They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.

Upon leaving the building, ensure the outside doors are closed and report immediately to the Chief Fire Warden that the route has been checked and anything observed.

Role of the Fire Warden

The Fire Warden is in overall charge of any evacuation until either relieved by a member of the Fire and Rescue Brigade or other emergency service, or until the all clear is signalled.

The '**Grab Bag**' will be hung up at the collection point by the main office and will be taken outside by the Fire Warden or a member of the school office. The 'Grab Bag' will contain the necessary equipment for the role. This includes:

- Emergency Plan for the Fire and Rescue Brigade
- Torches
- Emergency Contact details
- Checklist of duties and actions.
- Paper and pencils
- Master key for gates and doors.
- Receiving a Bomb Threat Guidance
- First Aid Kit

Any missing or defective items should be reported to the Chief Fire Warden, deputy or head teacher immediately.

The Chief Fire Warden will carry out the following checks:

- Check of registers for missing children, visitors or staff members.

- Successful completion of any PEEPs.
- Check with Fire Wardens of safe evacuation and any relevant information related to the emergency.
- Possible reasons for alarm sounding.

The Chief Fire Warden will then decide whether to:

- Sound all clear and re-enter the premises
- Ring 999 from a mobile phone and summon Fire and Rescue Service, Police and Ambulance if required.
- Further evacuation from the Fire Assembly Point is needed. E.g. smoke blowing onto the playground.

General Notes:

- A member of the Admin Team will try and get round to all teachers with the Fire Drill Register Sheets but if short staffed this may not be possible. If staff do not have a register they should be using the 'headcount' method and use the classroom daily 'count' poster.
- Any staff who may be working in the kitchen are to meet on the KS2 playground. Last person to leave any room shuts the door. We must make sure all exit doors are closed.
- If there is child or a member of staff missing inform the senior member of staff present.
- Please can teachers discuss the above procedures with the class and remind them to leave via the nearest exit if they are in the toilet, and not to collect belongings etc.
- At lunch time the Staff on duty will line the children up on the playground and the teachers will join them on the playground. However the teachers and teaching assistants will know how many children should be present by familiarising themselves daily with the 'total of children present board' in the classrooms. Staff must remember to change the information if children go home for lunch.
- Checking responsibilities:
 - Headteacher/Deputy Headteacher general oversight of KS1/KS2/Staff
 - Upper Key Stage 2 Leader sweep of Year 5 and 6 classes on top floor
 - Lower Key Stage 2 Leader sweep of Year 4 classes and top floor toilets
 - Key Stage 1 Leader sweep of KS1 classes, cloakroom and toilets
 - EYFS Leader sweep of EYFS classes, toilets & hall
 - Premises Officer sweep music room and toilets
 - Support Staff Leader sweep of library and toilet nearby
 - SENDCo sweep of Year 3 classes on lower KS2 floor and downstairs toilets
 - School Business Manager calls 999 and account for admin staff & visitors
 - Admin Staff sweep toilets outside the office and library
- Under no circumstances should anyone return into the building without the Headteacher's permission. In the absence of the Headteacher, the Deputy Headteacher will make the decision. No-one will give the all clear until the fire services deem it safe to re-enter.

Appendix 1

Emergency Plan of School for Fire Brigade

