



CARLINGHOW
ACADEMY

FIRE & EMERGENCY EVACUATION PROCEDURES POLICY

Approved by:	Principal - Marie Fishwick		
Responsible department:	SLT		
Last review date:	September 2025	Last reviewed by:	Khatija Salu-Huq
Last updated:		Last updated by:	
Next review due:	September 2026		

It is essential that every member of staff reads and fully understands this procedure and retains it in their school file. Teaching staff should also have this procedure on display in their classrooms. It is also vitally important that the procedure is discussed with the children and all circumstances explained to them.

Fire practice procedures need to be held at least once per term, with various plans of evacuation being checked.

- Fire kills and we must do all we can to prevent it from starting and have clearly defined procedures in place for dealing with hazardous situations.
- Our first priority has to be to evacuate the children from the premises in a safe and secure manner in the event of the fire alarm being activated.
- In order to prevent a fire from occurring it is the responsibility of the Principal to ensure that procedures are in place to conduct regular checks of the premises and for known hazards to be eliminated.
- It is the responsibility of every adult within the building to inform the Principal of any concerns that arise from a Health and Safety issue, so that they can be dealt with in a manner that eliminates risk.
- The Caretaker has the responsibility of checking the alarm system on a weekly basis to ensure that it is in good working order and logging the date and time of the check.
- It is the responsibility of every adult as they move in and around school to raise the alarm, via the breaking of a Fire Alarm glass, if they come across the start of a fire. Unless the fire can be extinguished without an individual putting themselves in any danger, the first priority should be to evacuate the children from the building.

The Role of the Principal

- To have overall responsibility for the safety of all the personnel, adults and children within the building.
- To ensure that the building is maintained in a manner that complies with the LA/Dalkia/MAT Health and Safety procedures and in the process ensures that those aspects of the building and its content that come under the LMS formula as school responsibility are checked and compliant with the law. Secondly those aspects that are deemed to be the responsibility of the LA/Dalkia are reported to the LA/Dalkia for their immediate attention.
- The building is maintained by Dalkia and they need to be made aware of any faults as soon as possible via their Help Desk.
- To ensure that there is a proper procedure in place, which every child, adult and visitor to the school is aware of and able to comply with in case of an evacuation of the building.
- To ensure that the contents of the building are checked on a regular basis and are found to be in line with current Health and Safety practice, and that any equipment or content that is found not to be compliant is removed and replaced. (Inventories to be updated accordingly and dated.)
- To work in a co-operative manner with both MAT Safety Advisors, Dalkia and the Fire Service, taking note of their recommendations and adapting internal procedures accordingly.
- To trial various evacuation procedures at different times of the school day to ensure that they work in practice and to adapt them according to the outcomes.

- To ensure that there is a system in place to 'sweep' the building during and after its evacuation to be certain that everyone has left the premises. To then be able to confirm to the Fire Service upon their arrival that the building is empty of children, staff and visitors.
- To provide a system so that every visitor to the school is made aware of the evacuation procedures and what they need to do in case it becomes necessary. To provide a signing in and out system for every visitor to the school and provide clear notices around the school so that they know they must comply with the regulations and know where to find the signing book/tablet.
- To display prominently around the school building Fire and Emergency Evacuation plans for children, staff, parents and visitors to make them fully aware.
- To inform parents of the procedure via newsletters/website so that they are fully aware of them and that the school is doing all it can to ensure the safety of their children.
- To utilise the office staff to ensure that the Fire Service is alerted via 999 if the alarm is accidentally activated. (The fire alarm is connected to the fire station, so that when the fire alarm goes off in school it will automatically inform the Fire Service).
- To carry out with the caretaker a Risk Assessment survey of the building on a regular basis, at least annually, and report the results of that survey both to the Governors of the school, Dalkia and the MAT.
- To keep the Governors fully updated about all the procedures and amendments.
- The Principal needs to point out the dangers to all staff, visitors and children of any practices that are thought to be hazardous and a risk.
- The Principal MUST ensure that all staff are aware of the procedures, risk assessment reports and their location and are able to carry out an evacuation in any circumstances whether the Principal is on or off site, via the delegation of responsibility to the Vice Principal and other Senior staff.
- All Fire practices need to be logged and dated, noting the length of time to evacuate the building and any concerns that arise. A report should be made to the LA/Dalkia if any circumstances arise that are deemed to be their responsibility and adaptation should be made internally if any 'in-house' responsibilities are noted.
- Make the catering, cleaning, ARP & Medical Needs staff aware of all evacuation procedures and keep them informed of any amendments and the role they need to comply with.

The Role of the Vice Principal

- To work in close partnership with the Principal and to be fully aware of all the procedures.
- To deputise during the absence of the Principal making sure that in the event of any evacuation it is carried out safely and with all procedures adhered to. To report the matter to the Principal and inform him/her of any necessary amendments arising from the evacuation.
- If non-class based at the time of an evacuation, to take part in a 'sweep' of the premises.

The Role of the Assistant Principals

- To work in close partnership with the Principal and to be fully aware of all the procedures.

- To deputise during the absence of the Vice Principal making sure that in the event of any evacuation it is carried out safely and with all procedures adhered to. To report the matter to the Principal and inform him/her of any necessary amendments arising from the evacuation.
- If non-class based at the time of an evacuation, to take part in a 'sweep' of the premises.

The Role of the Caretaker

- The Caretaker has an essential role in the day-to-day management of the procedures and MUST keep the Principal fully informed of any issues that arise.
- On a daily basis the Caretaker must 'walk' the premises both internally and externally and in the process report any concerns that arise from a Health and Safety aspect to the Principal or in his/her absence the Vice Principal.
- Must ensure that all cleaning, combustible and hazardous materials are kept under lock and key at all times and stored away from children and the public who visit the school.
- On a weekly basis the fire alarm system should be 'tested' and the date and time noted in the Fire Log Book.
- Regular checks need to be made to ensure that all fire extinguishers are in good working order and a report should be filed to the Principal and the LA/Dalkia if any item is found to be faulty, so that it can be replaced as soon as possible.
- Work in co-operation with the Principal and staff of the school to maintain all procedures.
- Remove all hazardous material from the building on a daily basis and ensure that it is properly disposed of within a locked skip.
- Ensure that all fire exit doors are open every day and that there are no obstructions along exit corridors.
- Must check the maintenance of all fire exits and report any faults to the Principal and the appropriate section for repair.
- Must be aware of the evacuation procedures and be fully compliant with the key role he/she has to play during the evacuation.
- Must inform the cleaning staff so that they are aware of evacuation of the building after the children have left the premises and the exit doors that they will need to use.
- Must inform contractors who come onto the site of the need to sign in and out and their need to comply with procedures.
- To identify the location of the fire on the panel and report to the fire service.
- To record the time taken to evacuate the building during fire evacuation practices.
- Record all checks in the Fire Log book.

The Role of all School Staff (Teaching and Support Staff including ARP Staff)

- All staff should sign in and out each day at the main office.
- It is good practice for the Principal and the Office to be aware of all staff absences. All staff should inform the office of any absence from the building.
- To remain vigilant at all times to the hazards of fire and Health & Safety issues within the school and to report any concerns to the Principal and/or the Vice Principal.
- To report any defective equipment to the Principal and Caretaker and withdraw it from use until repaired.

- To fully understand and follow the evacuation procedures laid down by the school in the event of an emergency.
- To acquaint themselves to the geography of the school and the locations of fire extinguisher equipment.
- As part of their daily routine within and around the school to check for anything that is unusual e.g. suspicious packages, etc. and to report to the Principal/Vice Principal.
- To discuss with their classes as part of PSHCE evacuation issues and concerns that may arise. To display the evacuation procedures, red and green laminate cards and associated rules prominently within the classroom so that all the children are aware.
- In the event of discovering a fire to alert others by the breaking of a fire alarm glass as soon as possible.
- To remind all visitors that they need to sign in and out via the tablet.
- In the event of an emergency evacuation of the building with the children it is essential that the teacher takes the red and green laminated cards and the class laminated register located in the classrooms next to the fire evacuation procedures. The red and green laminated cards are a visual aide by the adult taking the roll call to indicate to the fire marshals as follows:

Green Card – All pupils registered on the evacuation report are present and safe.

Red Card – to indicate that a pupil is missing from the evacuation report.

- To ensure that doors are closed during the evacuation process if safe to do so.
- Report immediately to the Principal/Vice Principal anyone missing from the class, unless they are known to be in a withdrawal group with other staff.
- Members of staff who are responsible for small withdrawal groups should firstly escort the children to a place of safety and then attempt to relocate the children to their particular classes.
- All Staff need to be aware of other exit plans for if the normal way of exit is blocked by fire.
- Staff should lead the children out of their class in an orderly manner to a place of assembly. Children should not stop to collect clothing etc.
- Children need to be taught the different types of evacuation, which will be used dependent on the time of day and their location.
- If a class is in the gym, they should exit via the fire exit doors and proceed around the outside of the building to their usual assembly point at the front of school.
- **All internal classroom doors have thumb locks which are to be used to lock classroom doors in the event of an Invacuation / Lockdown only. The doors must not be locked at any other time so that people can get into the classrooms to exit and/or 'sweep' the room in the event of a fire.**

The Role of the Office Staff

- To ensure that all visitors to the school use the visitors signing in and out tablet.
- To ensure that visitors are aware of the geography of the building, where they need to go during an evacuation, etc.
- To ensure any defective equipment is withdrawn from use and booked in for repair.
- As and when walking around the school to remain vigilant at all times.
- In the event of the fire alarm being activated, the alarm connects to the central fire station (office staff will ring 999 if the alarm is activated accidentally).

- To leave the premises taking the staff, pupils, and visitors signing in/out books/tablet to the assembly point, along with the evacuation report and the red and green laminated cards located in the school office; and to inform the Principal of the number of visitors present that day.
- To take a copy of the emergency scheme out and the playground and church keys along with the emergency grab bag.
- The traffic barrier will raise automatically when the fire alarm is activated in order to give access to the Fire Services in to the car park.
- To ensure that there is proper up-to-date signage around the school.
- In the absence of SLT members, office staff may be called upon to take part in the 'sweep' of the premises.

The Role of the Lunchtime Staff & Senior Supervisor

- To be vigilant at all times to the risk of fire.
- To be fully aware of the procedures for lunchtime evacuation.
- The Senior LTA needs to inform the Principal or Vice Principal who will dial 999 (if the office staff are unavailable) when the alarm is activated accidentally.
- Office Staff will distribute the evacuation reports and the red and green laminated cards to the LTA staff and teaching staff who are present on-site so that a roll call can be made.
- To stay with classes of children in designated areas once they have been evacuated and await further instructions from the Principal and/or Vice Principal.

The Role of the Catering Staff

- To fully acquaint themselves with the evacuation procedures of the school and to follow them exactly.
- Prior to evacuation to turn off all equipment if possible.
- To acquaint all visitors to the kitchen of the evacuation procedures.
- To carry out a risk assessment survey within the kitchen in association with both the school and Catering Service's instruction.
- To alert the school if they discover a fire, via the breaking of a fire alarm glass.
- To receive training in safety procedures via the Catering Service.

The Role of the Medical Needs Team

- To fully acquaint themselves with the evacuation procedures of the school and to follow them exactly.
- To acquaint all visitors to the evacuation procedures.
- To carry out their own risk assessments & PEEPs.
- To alert the school if they discover a fire, via the breaking of a fire alarm glass.
- To receive training in safety procedures.
- In the event of an evacuation, they must check that all their staff, pupils and visitors have evacuated safely. They must then hold up the red or green laminated card, whichever is relevant, for the adult taking the roll call to see.

Parents

Parents need to be made aware of the school procedures for evacuation via newsletters/website. They also need to be informed of the policy statement via the display of the policy around the school.

Parents can assist by:

- being aware of the procedure;
- being vigilant in and around school;
- by extinguishing all cigarettes safely before they come onto the school grounds (in the bins provided);
- by reporting anything suspicious to the Office and/or the Principal;
- by talking with their children about the dangers of fire;
- by discussing with their children an evacuation plan for their home.

Appendix

Definition of a 'sweep' of the building.

In the event of an emergency, it is imperative in the first instance for staff to ensure that the children and visitors are safely and sensibly evacuated from the building.

Whilst this is taking place the following should also happen:

- The Vice Principal, Assistant Principals and the School Business Manager should make a 'sweep' of the building. Office staff & the Safeguarding Support Officer may be called upon if any of the above are not available.

Dividing the building into 3 areas, starting from the office end of the front corridor, the members of staff need to check every classroom area to ensure that everybody has left the premises. This sweep should include communal areas, toilets, etc. Which member of staff sweeps which part of the building will depend on the staff on site at the time of the evacuation. Office staff & the Safeguarding Support Officer may be called upon to take part in the 'sweep' of the premises if SLT members are absent.

Plans for the Evacuation of the Building

In the building there is signage that leads to an outside door which individuals can follow in the event of a fire. However, it will depend where the fire is located as to which exit a class takes to evacuate the premises.

Therefore, there are various options available for staff to take in the case of an emergency evacuation of the premises.

Plan A – Evacuation during session time.

- These need to be carefully adhered to by all staff and individuals need to make themselves fully aware of the routes available.
- If a fire alarm sounds whilst the school is in normal session the first thing is to ensure that the children and you, yourself, do not panic.
- All classrooms have external doors through which classes can be escorted to a place of safety.
- In the first instance, a place of safety is outside on the nearest playground. It will be necessary to relocate the class to a further place of safety at the front of the building – see evacuation plan.
- Make sure the red and green laminated cards are taken from the classroom, along with the laminated class fire register, on departure and that the doors are closed behind you.
- In the event of a fire the fire doors along the corridors will automatically close. This does not mean that you are prevented from opening them, but it may be slightly off-putting to see this happen.
- If a class is not in its normal classroom, they will need to evacuate the building from the location they are in, eg. Library, Interventions Room, etc. They can do this via the external doors.

- If a class is in a room without an external door, they will need to be escorted along a corridor to the nearest fire exit door.
- If a class is in the gym they should evacuate via the fire doors at either side of the gym. The children should not stop to get changed etc!
- Staff should be aware of children in their class who may be elsewhere at the time of evacuation, eg. in withdrawal groups, etc. They should expect that these children will be escorted out of the premises by the staff they are with and aim to be reunited with them once they are outside the premises, at the assembly point at the front of the school.
- Children should be made aware of the evacuation procedures so that they can feel confident about them.
- If a child has gone to the toilet, a member of the class support staff should ensure that they fetch them as soon as possible and reunite them with their group.
- All children who are disabled or in wheelchairs will need to be accompanied by an adult to the chosen place of safety as detailed in their PEEP.
- Once outside, a roll call of children, staff and visitors should be taken as soon as possible and anyone missing should be reported to a member of the SLT immediately.

Plan B – Evacuation at lunchtime, good weather conditions

- All children who are in the playground should make their way under the direction of the LTA staff to the assembly point at the front of the building.
- All children in the dining room should evacuate the building via the fire doors available and make their way to the assembly point.
- Staff on the premises should evacuate the building and go to the assembly point to meet up with their classes.
- The office staff should collect the evacuation report and the red and green laminated cards from the office and take them outside so that a roll call can be taken.
- The Senior LTA should ensure that all LTAs are aware of the evacuation process and discuss any points arising with the Principal.
- The Vice Principal, Assistant Principals and School Business Manager will conduct a sweep of the premises to ensure the building is empty.
- Office staff on the premises should dial 999 (if the alarm is activated accidentally) prior to leaving the premises and take out with them the signing in/out books/tablet and evacuation reports and the red and green laminated cards. A copy of the emergency scheme and the playground and church keys must also be taken outside along with the emergency grab bag.
- Kitchen staff should ensure that they turn off all equipment prior to evacuation of the building.

Plan C – Evacuation at lunchtime, bad weather conditions

- It is assumed that in these circumstances the children are either in their classrooms under the supervision of the LTA staff or in the dining hall having their lunch.
- Children in their classrooms should evacuate the building via their nearest exit. Normally this would be their external classroom door. They should then proceed under the direction of their LTA to their normal designated assembly point.
- Those children in the dining hall should evacuate the premises via the 'fire door' in the hall and make their way to the assembly point.

- Staff should adopt the same procedures as in Plan B to evacuate the premises and locate their classes.
- The office staff should collect the evacuation reports and the red and green laminated cards from the office.
- Office staff & Kitchen staff should adopt the same procedure as in Plan B.

All groups – notably KS2 should move around each side of the building in order to get to the front. All children will assemble on the sports field, except for the ARP children. The ARP children will assemble in KS1 playground away from the school building. If any of the ARP children are in mainstream school, they will leave the school building from the nearest exit and will be escorted by a member of staff to meet the rest of the ARP children in KS1 Playground at their assembly point. The gate from the path between the sports field and KS1 playground should be used.

Once the Fire Service arrives at the premises their first priority will be to find out if anyone is still in the building. It is for that reason that we need to be sure that everyone is accounted for by taking a roll call. The Principal and the Caretaker will liaise with the Fire Service.

The Fire Service will advise us once they have assessed the situation.



What to do in the case of Fire

- Ask the children to stop what they are doing immediately, to stand and form a line at the nearest fire exit (class teacher procures the red and green laminated cards & laminated class register - taking it with him/her).
- Ask the children to exit the building in a quiet and orderly fashion, making their way to the front of school - class teacher/ support assistant leading or bringing up the rear.
- The last person out of the room is to ensure that all doors are closed behind them.
- All classes will assemble at the front of school on the sports field in class order, with EYs near the ARP end of the field, KS2 at the opposite end & KS1 in between. ARP classes will assemble in KS1 playground away from the school building.
- Staff to stand in front of their classes so that they can be easily identified and checked off.
- Children in wheelchairs or mobility issues that may struggle on the sports field should assemble on the path in front of the sports field with a member of support staff.
- Visitors, Kitchen staff & Medical Needs Team should assemble on the path in front of the sports field.
- A roll call should be taken - anyone missing must be reported to the Principal/Vice Principal as soon as possible.
- No person is allowed to return to the building until the Principal/Vice Principal indicates that it is safe to do so.

FIRE MARSHALS:

MARIE FISHWICK - PRINCIPAL

ASMA RAWAT - VICE PRINCIPAL

JONATHON FITZGERALD - ASSISTANT PRINCIPAL

KHATIJA SALU-HUQ - BUSINESS SUPPORT MANAGER

DEBBIE GREENWOOD - BUSINESS SUPPORT OFFICER

CARLA ASTIN - SAFEGUARDING SUPPORT OFFICER