




# Fire and Emergency Evacuation Procedures

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**September 2025**

<b>Signed (Chair of Trustees):</b>	
<b>Date:</b>	<b>September 2025</b>
<b>Date of Review:</b>	September 2026

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

## **FIRE AND EMERGENCY EVACUATION PROCEDURES**

This document details the fire and emergency evacuation procedures for the premises.

Staff should ensure that they are familiar with these procedures and act upon the requirements.

### **1. ACTION WHEN THE FIRE ALARM SOUNDS**

- Leave by the nearest fire exit, taking any visitors with you.
- Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

### **DISABLED PERSONS**

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit, from where they can join the rest of the school at the assembly point if safe to do so.

### **2. ACTION ON DISCOVERING A FIRE**

- Raise the alarm without delay
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

### **3. SUMMONING THE FIRE & RESCUE SERVICE**

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building or the Headteacher/ Head of School, Deputy, Assistant Headteacher or Member of Senior staff will do so or be instructed to do so from the assembly point.
- Upon their arrival, the Headteacher/ Head of School, Deputy Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder)

### **4. ROLL-CALL**

- Each teacher will be given their register upon arriving at the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived in the playground.

### **5. FIRE DRILLS**

Fire drills are carried out each half term and logged in the fire log book. Staff are rarely warned in advance of these drills to maintain authenticity and reduce complacency. Some fire drills involve an exit route being blocked off to mimic what could happen in a fire.

## **6. FIRE MARSHAL PERSONNEL (Teachers / support staff)**

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.
- Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Headteacher/ Head of School, and in their absence a Deputy/Assistant Head Teacher upon your arrival at the assembly area.

## **7. STAFF ABSENCES**

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

## **8. VISITORS AND CONTRACTORS**

All visitors and contractors should report to the appropriate member of staff, signing in on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service. The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system. Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

## **9. EVACUATION ROUTES**

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

## **10. FIRE ALARM TEST**

The fire alarms are tested on a weekly basis. The outcomes of these tests are recorded in the fire log book.

## **11. FIRE FIGHTING EQUIPMENT**

Firefighting equipment will be examined and tested at least once a year by a competent service engineer. This document should be brought to the attention of staff and any temporary workers at the school.