



Fire and Emergency Evacuation

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Fire and Emergency Evacuation Procedure

1. Primary Actions

- On finding a fire activate the fire alarm at the nearest fire alarm call point. The fire alarm system automatically notifies the emergency call centre. This should be backed up by dialling 999 for the fire service by Reception / Office / Site Staff once it has been ascertained that this is a genuine alarm by the duty site member of staff.
- On hearing the fire alarm, which is a continuous alarm signal, the school buildings will be evacuated without delay. Staff, pupils and visitors will leave the building by the nearest emergency exit, as indicated by green fire evacuation route arrows, and proceed to the primary assembly point on the rear Playcourt adjacent to Sarum Road.
- Staff and pupils are not to stop to collect personal belongings.
- Teachers will act as Marshals, instructing pupils and others in their area to leave the building promptly, quietly and calmly.
- Kitchen, Science and DT staff will turn off all Gas and Electrical equipment that does not automatically shut off and proceed to the assembly point.
- All doors must be left closed to prevent fire & smoke spread but unlocked to provide access.

2. Assembly Points

- The primary assembly point is the Playcourt bordering Sarum Road.
- The secondary assembly point, which will be used if the primary cannot be accessed or as advised to staff, is the middle field.
- Out of the school day, during school events such as Open Evenings / Parent Evenings – all staff, pupils and visitors will evacuate to the Playcourt – regardless of any cars being parked.
- The assembly point for exams invigilators and candidates will be the grassed area just inside the main car park gate during exam periods only.
- Out of school hours, Community users will evacuate to the bus turning circle and conduct the roll call of their groups.
- The initial evacuation point for physically disabled pupils on upper floors is on the Sarum / Main block bridge outside the lift doors adjacent to Sarum block. If access to the bridge is blocked, physically disabled pupils are to be escorted by the LSA to the furthers stairwell in Main / Sarum blocks from the fire or obstruction.

3. Evacuation Management & Responsibilities

3.1 The Evacuation Manager

Site staff will assume the duties of this role, which are to:

- Check the fire alarm panel and go to the area indicated to check the reason for activation.

- Receive the phone call from the emergency call centre and advise whether it is a genuine emergency, and the fire brigade is required or a false alarm that does not require fire brigade attendance.
- Liaise with the fire brigade on arrival with site plans and building briefing material.
- Coordinate, disseminate and act on information from the assembly point and the fire brigade.

3.2 The Fire Safety Coordinator

The Senior Operations Manager will act as the Fire Safety Coordinator. In her absence a Deputy / Assistant Headteacher will undertake this role. The Fire Safety Coordinator will:

- Proceed to the assembly point and ensure orderly evacuation of the school buildings.
- Receive roll call reports from members of staff as nominated below and advise the Evacuation Manager (site staff) and fire brigade of personnel not yet accounted for.
- Liaise with the Local Area Fire Brigade once initial assessment has been made.

3.3 School Receptionist

On hearing the alarm, the school receptionist (second receptionist) will:

- Print the Visitor report from the InVentry Visitor management system.
- Collect the Master Staff lists (Teaching, Support).
- Collect the Asbestos Register.
- Report to the Fire Assembly Point.
- Conduct roll call of all Visitors and IT staff.
- Report to Fire Safety Coordinator when roll call complete with any discrepancies identified.

3.4 Office Manager

The Office Manager will:

- Ensure that office staff collect the Registers from the office for distribution to Tutors at the Fire Assembly Point.
- Ensure that member of office staff collects handbell for ringing in courtyard.
- Conducts roll call of Catering staff, Technicians and Site Staff.
- Receives reports from SENCO / Deputy SENCO and School Receptionist on support staff and visitors.
- Reports to Fire Safety Coordinator when roll call complete with any discrepancies identified.

3.5 Class Teachers

The Class teachers will:

- Supervise orderly exit from the teaching area making sure bags are left behind.
- Supervise pupils on their way to the Fire Assembly area, using designated routes from classrooms.

- Close doors on leaving classrooms.
- Ensure strict silence policy.

3.6 Tutors

The tutors (or in their absence the cover supervisor who took register) will:

- Report to the Fire Assembly Point.
- Stand at their Tutor Group nominated muster point.
- Collect the Register (from office staff) for their Tutor Group.
- Muster their Tutor Groups reporting when complete to the Year Head.
- Investigate and report discrepancies to the Year Head to be checked against electronic register and later arrivals / early departure list on Class Charts

3.7 Heads of Year

The Heads of Year (Deputy Heads of Year in their absence) will:

- Report to the Fire Assembly Point.
- Manage the mustering and roll call of their Year, against electronic register and, if required, InVentry list of pupils noted as late arrivals or as early departures - held by Receptionist.
- Conduct roll call of the Tutors in their Year.
- Report to the Fire Safety Coordinator when their Year Group is reported correct, or discrepancies identified.

3.8 Senior Finance Manager

The Senior Finance Manager will:

- Register all the Teaching staff who are not Tutors, including trainee teachers and the Senior Leadership Team.
- Conduct roll call of Cover supervisors.
- Report to the Fire Safety Coordinator when all Teaching Staff are accounted for or with discrepancies identified.

3.9 HR Officer / Head's PA

The HR Officer / Head's PA will conduct the roll call of:

- Administration and Finance staff, the Welfare Team and Matron.
- Report to the Fire Safety Coordinator when the roll call is complete with any discrepancies identified.

3.10 KS3 SENCO / KS4 SENCO

The KS3 SENCO / KS4 SENCO will:

- Conduct the roll call of PD Support staff and Learning Support staff.
- Report to the Office Manager when the roll call is complete with any discrepancies identified.

3.11 Resourced Provision Coordinator

The Resourced Provision Coordinator will:

- Collect walkie talkies held in PS department and communicate with Evacuation Manager to ascertain the location of the fire.
- All PD pupils on the ground floor will make their way to the nearest emergency exit assisted by their support staff and proceed to the evacuation point.
- Any PD pupils on the upper floors of Main or Sarum block will make their way to the external lift on the footbridge and wait for Resourced Provision Coordinator to advise on evacuation.
- Any PD pupils who are not able to reach the external lift should make their way to the furthest stairwell away from the fire / blockage where evacuation will be advised by Resourced Provision Coordinator using emergency ski pads if required.
- Resourced Provision Coordinator will communicate with Evacuation Manager and each other to advise of any P pupils who require evacuation and the stairwell location.
- If safe to do so PD pupils will make use of external lift - if not safe to do so, then Resourced Provision Coordinator will evacuate PD pupils with use of ski pads in accordance with the relevant PEEP.
- Resourced Provision Coordinator will advise Evacuation Manager when all PD pupils and themselves are clear of the building.

3.12 Community Manager

The Community Manager will:

- Liaise with Community users in the Tower / C1 complex to ensure that any community users have evacuated and have taken their own registers.
- Report to the Fire Safety Coordinator when results of register complete.

3.13 Assistant Headteachers

The Assistant Headteachers will evacuate the school buildings and deploy to where they assess they will have best effect to assist in the orderly evacuation. Once they are satisfied that the evacuation is properly managed then they will report, with other teaching staff, to the Office Manager to be accounted.

The Assistant Heads will be alert to the need for the routine to be adjusted to meet particular circumstances. It is impossible to be prescriptive for all eventualities, but the following will require a different response:

- The fire alarm is activated just before the start of the school day. This situation will require those in the school to evacuate to the assembly point as usual. Pupils will additionally be arriving on the school site – they will be required to wait at the main entrance until the situation is resolved. This will be achieved by an Assistant Headteacher deploying to the school gate and to the car park to prevent further access. Ideally, this will result in approximately half the Senior Leadership Team managing the evacuation in the assembly area and half controlling access to the school.

- The fire alarm is activated just after the final bell of the school day. In this situation it will be necessary to evacuate the building to the assembly point as usual but the ability to account for staff and pupils may be significantly compromised. In this instance the Assistant Headteacher will be required to quickly conduct search of the school premises to make sure that after school clubs and after-hours activities have vacated the building. Again, at least one Assistant Headteacher should position at the school gate to prevent personnel from re-entering the school premises.

3.14 Headteacher

The Headteacher (or Deputy Head in case of absence) will:

- Oversee all the above actions.
- Take reports from the Evacuation Manager, Fire Safety Coordinator and Fire Brigade and decide when dismissal of pupils and staff for return to school premises can safely be made.

4. Visitors, Contractors and those with additional needs

- Unaccompanied visitors and contractors will be provided with a Kings' School Health and Safety leaflet when they sign in at Reception. This will inform them of the actions to be undertaken in the event of fire.
- Accompanied visitors and contractors are to be escorted to the Fire Assembly Point by their host.
- Staff, visitors or pupils who may need assistance during evacuation or require special arrangements to enable them to hear the alarm, will be the subject of a "Personal Emergency Evacuation Plan" (PEEP) which will identify the needs and the support actions necessary.

5. Fire Fighting Arrangements

- In the event of fire, the priority for the school is safe evacuation. Firefighting using the extinguishers provided should be used only to secure a means of escape.
- Staff who have been suitably trained may attempt to extinguish a small fire but only if it is safe to do so.
- When staff use fire extinguishers, they must:
 - Only tackle small fires.
 - Ensure they have means of escape; that they are always between the fire and the exit.
 - Be supported by another person if possible.
 - Evacuate the building if the **first** extinguisher has had little or no effect on the fire.
- They will **not**:
 - Enter smoky atmospheres or where it is obvious the fire is rapidly developing or if the fire is well established.

- Start or continue to fight a fire if the visibility is deteriorating.
- Remain in the building if they feel unwell or if the fire is affecting their breathing.

When using fire extinguishers to tackle a fire, the underlying principle will always be to ensure personal safety. Do not over commit to extinguishing the fire.

6. First aid arrangements

The first aid kit will be taken to the assembly point by Matron who will be available to render any assistance as may be necessary. Matron will be responsible for instigating requests for an ambulance should this be necessary.

7. Emergency Information Pack

Site staff will collect the Information Pack, held in the Site Office and Reception and pass it to the Emergency Services.

8. Fire Marshals

The school does not have named personnel as Fire Marshals but does have pre-positioned Fire Marshal boards in each building. These are numbered boards and staff working in offices when the alarm sounds should take the board, assume the duties of Fire Marshal, don the pink surcoat and conduct the checks as detailed on the board. This requires a search of adjacent rooms to nominated offices to make sure that no people remain in the building after evacuation. On completion of the search the Fire Marshal will bring the board to the evacuation point so that it can be checked against the master list.

9. After the evacuation

The Evacuation Manager will advise the Fire Marshall and Headteacher when it is safe to re-enter the school buildings taking advice from the Fire brigade as required. The site staff will reset the alarm panel and check boiler house controls.

The Fire Safety Coordinator will conduct review of any incident, exercise or drill to capture and then act upon Lessons Identified.

10. Exams

A fire alarm during an external, formal examination will require invigilators to follow the procedure contained in the 'Instructions for Conducting Examinations' booklet:

- Instruct pupils to stop writing and take note of the time.
- If danger is immediate evacuate immediately.
- If no immediate danger, then instruct pupils to wait silently in their seats until advised of the situation by member of Kings' staff.

- If pupils need to be evacuated from the Sports Hall, they should proceed to the grassed area inside the car park gate.
- For exams taking place in the main school (MFL / Music) candidates should be evacuated to the top field such that they can be isolated from other pupils.
- Pupils should be registered using the exam attendance register.
- Pupils must not communicate with each other. Anyone caught doing so will not be allowed back into the exam once the fire has been appropriately dealt with.