Evacuation Policy – Fire, Safety or Asbestos Evacuation Plan

Approved date	July 2026
Review date	July 2028

EVACUATION POLICY

Fire, Safety or Asbestos Evacuation Plan

Aim

To ensure the health, safety and wellbeing of all adults and children who are present on the school site. This evacuation plan should be read in conjunction with the Trust Health and Safety Policy and be supported with regular fire awareness training for staff and visual evacuation routes displayed in school.

Disabled or sensory impaired people should be supported to evacuate through a Personal Emergency Evacuation Plan (PEEP).

Legislation and Guidance

The Regulatory Reform (Fire Safety) Order 2005: which requires employers to take general fire precautions to ensure the safety of their staff

In creating this policy, the school contracts specialists in the field. A review of Risk Assessments for Fire Safety and Asbestos is carried out annually.

This policy has been created by and adopted by the Local Governing Board. Government documentation and information and advice from the HSE is researched to ensure compliance.

What to do if you discover a reason to evacuate:	1. In the event of a fire, electrical failure or an emergency such as asbestos the staff member will activate the alarm using the nearest Fire Alarm Point 2. A nominated member of staff will call 999 and meet the emergency services at the main gate and direct them to the incident 3. First aid and medical bags, e.g. should be brought out and a first aid post set up. 4. All casualties should be brought to the first aid post 5. A command post on the main playground should be set up and manned at all times. (By the HT or a member or DHT or the office team) 6. Nobody should leave the site during an evacuation.
Roles and Responsibilities	*1. Fire doors must never be wedged or otherwise held open at any time. Where briefly propped wedges must be removed when adults leave the area (The only exception is where doors are fitted with automatic release mechanisms)*

Conduct of staff and pupils	1. Do not stop to collect belongings, coats or towels 2. Do not re-enter the building for any reason until given the all clear 3. Teachers to lead their class out of the building and to their designated area 4. Support staff to follow the class down where possible

	5. Everyone should walk silently to the assembly point 6. Children should stand silently in line and listen for roll call 7. Support staff who are not working with a specific child or class should leave via the nearest exit and assemble at the nominated point
Doors to use and Assembly Points from Classrooms	In the event of an emergency evacuation – it may not be possible to exit as above. A dynamic risk assessment should be made by the adult as to which is the quickest and safest exit. If the fire blocks the designated route the class teacher should make a dynamic risk assessment and lead the children via the shortest available safe route.
Procedures when children are outside, lunchtime or playtime	1. Do not re-enter the building for any reason until given the all clear 2. Supporting adults to lead children directly to their designated assembly point from their current indoor/ outdoor location 3. Support staff to divide up to supervise classes and complete roll call where the class teacher is not present 4. Children should stand silently in line and listen for the roll call. 5. Staff who are not working with a specific child or class should leave via the nearest exit and assemble at the nominated point
Using Fire Extinguishers	1. Only trained members of staff, such as the fire marshals (HT/DHT), to use a fire extinguisher and only if it is safe to do so. 2. Trained staff should only attempt to put out a fire that they noticed themselves.
Calling 999	1. Call 999 even if the fire alarm is sounding. 2. If a false alarm is discovered this should be rung through on 999 so the fire officers can stand down. 3. If the evacuation is not the result of a fire the nominated person must clearly state what the emergency is.
Who is in charge	1. Head Teacher is in charge, if absent the line of command follows through from Deputy Head Teachers to most senior teacher.

Use of Registers	Attendance registers taken outside by the office staff will be used by teachers to confirm roll call Portable device will give the office team access to the visitor/ staff 'Sign in' app to complete adult roll call.
Disabled Exit	1. A disabled child will have their own PEEP
Fire Plan Access	1. All members of staff should have access to their own copy of the fire plan. 2. Caretaker, Head Teacher and Deputy Head Teacher should have a copy of the plan at home and a list of numbers for cascade plan. 3. A master copy of the plan should be held in the office, in the grab bag. 4. Blue signs will indicate the main exit point from each area of school. 5. Visitors should be notified of escape route
Contacting Parents	Parents will be contacted, as appropriate, in a timely fashion using a means that is safe to do so i.e. do not re-enter the building until the all clear has been given.

Out of hour's incident.	1. Head teacher to inform local radio stations and Peterborough City Council on the emergency.closures@peterborough.gov.uk email if school will be closed the following day 2. Post notices on gates regarding the situation and when school might open. 3. Headteacher and Deputy Headteacher should have a copy of this plan and list of home telephone numbers of staff and governors and use cascade plan 4. No member of staff should give interviews or comments on any written materials to the media. All enquiries should be directed to the Head Teacher or their nominee.

Appendix 1

Nominated Members of Staff and their role

Where it is not practical to nominate a specific staff member use the staff group column i.e. Year 1 TA		
Staff Group	**Nominated Staff Member**	**Action**
Office Team	Kelly Garford	Call 999 state nature of emergency. Inform Site Officer.
Office Team	Kelly Garford/ Claire Donaldson	Collect registers and hand out to staff once on playground. Complete checklist of year groups once registers complete. Note any missing children
Office Team	Kelly Garford/ Claire Donaldson	Staff and visitor roll call through 'Signin' App Take mobile device with app out
Sunflowers Nursery Provision	Manager/ deputy manager	School Fire Alarm Sounds in their building They exit their building, meet in designated assembly point and complete their own roll call updating SLT/ Office as appropriate
Insert areas of your school which would require a check on the way out of the building i.e. in addition to year groups you could have other areas to include i.e. Nurture, Preschool etc		
Year R	EYFS TA	Check the EY area is evacuated. Close all doors. Evacuate building.
Year 1	Year 1 Team	Check the classroom and art area area is evacuated. Close all doors. Evacuate building
Year 2	Year 2 Team	Check the classroom cloakroom, art area and

		toilet area is

		evacuated. Close all doors. Evacuate building
Year 3	Year 3 Team	Check the classroom year 3/ 4 toilet area is evacuated. Close all doors. Evacuate building.
Year 4	Year 4 Team	Check the classroom year 3/ 4 toilet area is evacuated. Close all doors. Evacuate building.
Year 5	Year 5 Team	Check the classroom is evacuated. Close all doors. Evacuate building.
Year 6	Year 6 Team	Check the classroom year 5/6 toilet area is evacuated. Close all doors. Evacuate building.
SLT/ Office Team/ site team	Headteacher/ Deputy Headteacher Caretaker Office Team	-Set up command post -Meet emergency services at main gate and direct to location. (In view of the number of team members available at any given time, flexibility around above using dynamic risk assessment)

Review – To ensure continued compliance with the FSO and associated guidance the school liaises with an external consultant after a fire incident or prior to the implementation of any change of use, increase in occupancy, structural alteration or any other change likely to affect fire safety. The property is routinely re-assessed depending on the process, construction and/or nature of any identified risks with High Risk being assessed annually, Medium Risk every year and Low Risk every 2 years, therefore if no significant changes occur the FRA should be

reviewed on the date stated on the cover.