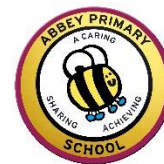




Fire Evacuation Procedures

Reviewed September 2026
Next review due: September 2027

VERSION CONTROL			
Version	DATE	AUTHOR	CHANGES
1	Sept 25	N Harris	Updated staff roles



Fire/ Evacuation Procedures Guidance for Staff and Volunteers – September 2025

On discovering a fire/smelling smoke/ bomb threat any member of staff/adult/pupil must press the nearest fire alarm call point.

Pupils should exit via their designated door onto the school playground to their allocated fire assembly point.

Kitchen staff should exit via the kitchen door/ nearest exit and office staff should exit via the main entrance.

No member of staff should re-enter the building until directed to do so by the senior fire officer or Headteacher in a fire drill.

Member of Staff responsible	Role during evacuation
Sally Endy Clerical Assistant Stand by: Charlotte Mellors	• Call 999 • Exit via the front door • Open the secure line gate to the assembly point • Assist with first aid/reassurance • Ensure all staff and visitors are accounted for • Raise hand to indicate all staff and visitors are accounted for • Note numbers unaccounted for and possible location and inform the Head Teacher
Mr Pratt/Mrs Wright Site Manager/Cleaner in Charge Stand by: Charlotte Mellors	• Open the secure line gates in F1B to provide access for the fire brigade • Go to the main gates at the bottom of the drive to direct the fire brigade and to prevent people walking up to school. • Go to the main assembly point
Miss Webster Clerical Assistant Stand by: Charlotte Mellors	• Exit via the front door • Take laminated fire registers to the assembly point • Take I Pad / phone to the assembly point • Ensure all staff and visitors are accounted for • Raise hand to indicate all staff and visitors are accounted for
Headteacher Stand by: Deputy Head	• Ensure all staff and pupils are accounted for promptly and all evacuation procedures have been undertaken • Note numbers unaccounted for and possible location • Co-ordinate safety of pupils and staff and liaise with fire officers
Foundation Stage 1 (A) Miss Owen	• Exit via external classroom doors • Assemble on the school playground in two lines • Do a headcount • Take the register by calling names if total numbers do not match with the headcount • Raise hand to indicate to the Head of School that all are accounted for
Foundation Stage 1 (A) Mrs Cooper	• Check Foundation Stage 1 Classroom, Toilets, Store cupboards and exit via the Foundation Stage external classroom door

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Standby Mrs Brennan	
Foundation Stage 1 (B- Hive) Miss Munnings	- Exit via external door and open the green gate giving access to the playground - Assemble at the right hand side of the KS2 playground in a line Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Headteacher that all are accounted for
Foundation Stage 1 (B- Hive) Miss Browning-May	- Check Foundation Stage 1 Classroom, Toilets, Hive office, and exit via the Foundation Stage external classroom door - Exit via external door and through the green gate to the playground
Foundation Stage 2 Miss Chick Mr Blackwell	- Exit via external classroom doors - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Head Teacher that all are accounted for
Foundation Stage 2 Mrs Coalwood	Check all Foundation Stage 2 Classrooms, Toilets, Store cupboards and exit via the Foundation Stage external classroom door
Year 1 Teacher Miss Stirland	- Exit via external classroom door - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Head Teacher that all are accounted for
Year 1 Teacher Mrs Stevens	- Exit via external classroom door - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Head Teacher that all are accounted for
Year 2 Teacher Mrs Townsend	- Exit via external classroom door - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount

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	• Raise hand to indicate to the Head Teacher that all are accounted for
Year 2 Teacher Miss Hitchcock	• Exit via external classroom door • Assemble on the school playground in two lines of girls and boys • Do a headcount • Take the register by calling names if total numbers do not match with the headcount • Raise hand to indicate to the Head Teacher that all are accounted for
Year 3 Teacher Miss Bytheway	• Exit via staircase and through the stairwell fire exit • Assemble on the school playground in two lines of girls and boys • Do a headcount • Take the register by calling names if total numbers do not match with the headcount • Raise hand to indicate to the Head Teacher that all are accounted for
Year 3 Teacher Miss Nuttall	• Exit via staircase and through the stairwell fire exit • Assemble on the school playground in two lines of girls and boys • Do a headcount • Take the register by calling names if total numbers do not match with the headcount • Raise hand to indicate to the Head Teacher that all are accounted for
Year 4 Teacher Mrs Savage	• Exit via staircase and through the stairwell fire exit • Assemble on the school playground in two lines of girls and boys • Do a headcount • Take the register by calling names if total numbers do not match with the headcount • Raise hand to indicate to the Head Teacher that all are accounted for
Year 4 Teacher Miss Marriott	• Exit via staircase and through the stairwell fire exit • Assemble on the school playground in two lines of girls and boys • Do a headcount • Take the register by calling names if total numbers do not match with the headcount • Raise hand to indicate to the Head Teacher that all are accounted for

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Year 5 Teacher Ms Thomas	- Exit via staircase and through the stairwell fire exit - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Head Teacher that all are accounted for
Year 5 Teacher Miss Coleman	- Exit via staircase and through the stairwell fire exit - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Head Teacher that all are accounted for
Year 6 Teacher Mr Potter	- Exit via staircase and through the stairwell fire exit - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Head Teacher that all are accounted for
Year 6 Teacher Miss Spalding	- Exit via staircase and through the stairwell fire exit - Assemble on the school playground in two lines of girls and boys Do a headcount - Take the register by calling names if total numbers do not match with the headcount Raise hand to indicate to the Head Teacher that all are accounted for
Dep Headteacher Rachel Wolfe Stand by: Kate Summerville (Lead HLTA)	Sweep of the top corridor starting at one end depending on where they are located and leaving through the nearest fire door to the end.
Assistant Headteacher Kelly McKeeman Stand by: Kate Summerville (Lead HLTA)	Sweep of the bottom corridor (including Hall and Studio) not the Hive and leave the building by the KS2 playground.
Library/Art Room	- Exit via staircase and through the stairwell fire exit - Assemble with the class on the school playground in two lines of girls and boys

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Main Hall	• Exit via the hall fire exit • Assemble with the class on the school playground in in two lines of girls and boys
Studio	• Exit via the hall fire exit • Assemble with the class on the school playground in two lines of girls and boys
Glow Room/Food Room	• Exit via the stairwell fire exit • Assemble with the class on the school playground in two lines of girls and boys
School Kitchen Staff	• Exit via kitchen door onto the school playground • Assemble with visitors and office staff
Senior Mid-day Supervisor	• If in the hall evacuate children via the fire door in the hall • Ensure all MDSAs are outside with their designated class
MDSAs/Play Leaders	• If inside, evacuate children via the nearest exit – hall/classroom door/stairwells and assemble in class groups on the school playground in two lines of girls and boys • If outside line classes up on the school playground in their separate lines
Visitors to School	• Exit via nearest door and assemble on the school playground with the office staff by the basketball nets next to the KS2 trim trail
Hall – lesson time, lunch-time, assembly time	• Hall doors to be closed immediately • Exit via the fire door in the hall • Assemble classes on the school playground in two lines of girls and boys
Staff Room Headteacher's office /PPA Room	• Exit via staircase and through the stairwell fire exit • Assemble with the class on the school playground
Breakfast/ After School Club	• Exit via the hall fire exit • Assemble on the school playground in separate lines