



# Fire Evacuation Policy

|                           |                  |
|---------------------------|------------------|
| <b>Scope of Document:</b> | All Stakeholders |
| <b>Date of Approval:</b>  | October 2025     |
| <b>Version No.</b>        | 04               |
| <b>Review Frequency:</b>  | Annual           |

## **FIRE EMERGENCY PLAN**

### **High Point Academy**

The school is based on one site and is a two-storey building. All pupils have Special Education Needs.

Other regular users of the building:-

- Forward Education Trust Employees
- Multi-Agency Partners, e.g. School Nurse, School Doctor, physio, SLT, etc.
- City Serve – Kitchen staff
- Kindred – cleaning staff
- Bellrock – FM Contractors and Managers

The Head Teacher is the premise manager responsible for this building.

#### **1. Level One Risk Assessment and Fire Logbook.**

It will be the responsibility of the Head Teacher to ensure that a level one risk assessment is undertaken; this should be carried out with the assistance of the Site Caretaker and the schools FM provider. The risk assessment and the action plan must be recorded and shared with the Trust.

The fire logbook is located in the Caretaker's office. In the event of an emergency the fire logbook will be brought to the attention of the fire officer.

Details of flammable and/or hazardous substances kept on site are detailed and kept within the fire logbook.

#### **2. Fire Alarm**

The school fire alarm system can be activated in various ways; including break glass activation points.

The break glass activation points are located next to fire doors across the school building

Activation points also include smoke and heat detectors which are located across the school building.

All alarm activation points are identified on the building plans which are stored in the Caretakers office.

A termly regime of testing the fire alarm system is carried out by the Caretaker. A log of these checks is located in the Fire Logbook.

#### **3. Fire Exit Doors**

Fire exits are located across the school building.

There are several gates located around the school which may need to be opened during evacuation. Gates that have a combination padlock can be opened using the code (this is available from the School office). All staff are aware of the codes to the gates which have a key padlock.

All fire exit doors are identified on the building plans which are stored in the Caretakers office.

#### **4. Assembly Point**

There are two assembly points for the school; the location of these are:

- Muga
- Grassed area (back of the school)

Staff and pupils are instructed to assemble at their designated assembly point.

Communication between assembly points will be via radio.

If anyone assembly point becomes a risk, the fire co-ordinator will instruct all present to move to the second assembly point, which is located at the back of the school building.

#### **5. Fire Extinguishers**

Fire extinguishers are available throughout the school and are clearly labelled, identifying the type of extinguisher.

Regular visual checks of fire extinguishers are carried out. There is a record maintained of these checks which is kept in the Fire Logbook.

#### **6. Emergency Lighting**

Emergency lighting is located across the school building.

Regular checks of the emergency lighting is carried out. The emergency lighting test record is kept in the Fire Logbook.

#### **7. Fire Safety Monitoring Checks**

Monitoring checks are carried out on a weekly and monthly basis by the Caretaker. Details of these checks are recorded in the Fire Logbook. The Fire Logbook will be reviewed by the Trust on a regular basis as part of our monitoring and audit processes.

#### **8. Visitors / Contractors**

All visitors must sign the visitors' book located at school reception and wear a visitor badge throughout the course of their visit. If a visitor is not escorted by school staff at all times, it will be the responsibility of the host to inform them of the school emergency procedures, although they will be directed by Reception to read the evacuation procedures located in Reception, as they sign in.

Contractors must sign the visitor book located at school reception and wear a visitor badge throughout the course of their visit. Contractors should report to the Caretaker and state the nature of the work to be carried out and the impact this will have on the safe working practices within the school. The host will ensure that they are aware of the school's emergency procedures and if necessary how to raise the alarm in the event of an emergency.

In the event of long-term building work, emergency procedures will be discussed at pre commencement meeting and updated as work progresses.

## **9. Staff Training**

On the first day of work, new or temporary employees will read the emergency plan.

It is important that all school employees (teaching and non-teaching) undertake formal fire safety training. This includes general fire awareness training. It will be the responsibility of the school senior leadership team to ensure this is carried out on a regular basis. All training will be recorded in the Fire Logbook.

## **10. Fire Drills**

Fire drills will be organised between the Head Teacher and the Caretaker. There will be a fire drill carried out on a termly basis; one will take place in September to take account of the new intake and any new members of staff. One fire drill will take place during the lunch time period to ensure that Lunchtime Supervisory and Catering Staff are aware of procedures. We aim to evacuate the whole school and complete a roll call within 5 minutes.

Details of any fire drill will be recorded in the Fire Logbook by the Caretaker and the Trust will be informed of dates, times and any specific problems.

Following a fire drill there will be a debriefing session with senior leadership and the Caretaker; any issues raised through the debrief will be fed back into a review of the evacuation procedures as necessary.

## **11. Special Needs**

For those pupils who may need support to exit the building in an emergency will have an individual risk assessment produced for them on admittance into school; this will be updated, at least, annually. Relevant training will be given to those staff who require it.

As the school has a staircase, there is a dedicated refuge point for those individuals who need support to exit the building. There is an evacuation chair and an emergency telephone located at the refuse point. School staff who have received training will support individuals to exit the building using the evacuation chair.

## **12. Fire Evacuation Procedures**

The school's Fire Evacuation Procedures can be found in Appendix 1 of this document; a copy of these procedures will be given to staff annually or when updated. Brief Evacuation Procedures detailing the assembly point, is also displayed in areas across the school.

During an evacuation the lift will not be used.

## **13. Parents Evenings**

It will be the responsibility of the class teacher to escort any parents they may have in their classroom to the nearest fire exit and to the assembly area, which will be MUGA (First Point) or grassed area at the back of the school.

Staff will be briefed at the staff meeting prior to the parent's evenings.

#### **14. Special Events**

Parents and visitors must sign in at reception. Before the event begins, the event leader must brief all present about the fire procedures and the assembly point. Class staff will be responsible for ensuring that any pupils are evacuated safely from the event. Senior Leaders will be responsible for escorting parents and visitors to the nearest safe exit and assembly point.

#### **15. Out of School Hours**

The school does not operate any lettings.

Occasionally, the school may have contractors onsite out of hours. In these circumstances, the Caretaker must advise the contractors of the fire procedures for the school, providing an emergency contact telephone number.<sup>1</sup>

#### **17. Review**

The Head Teacher and the school senior leadership team must ensure that the emergency plan is reviewed on an annual basis, or sooner if there are any changes to staff that have specific responsibilities within this plan.

## FIRE EMERGENCY PROCEDURES

1. The person discovering the fire should immediately raise the alarm by the nearest call point.

***If you are aware that a pupil has activated the alarm by mistake, contact reception as soon as possible; you should however continue with the evacuation process until you are here a tannoy announcement informing you that you do not need to evacuate.***

2. Staff should escort the pupils (and visitors) out through the nearest **safe** fire exit to the Assembly Point. **DO NOT GO IN THE DIRECTION OF THE FIRE.** Staff must ensure that the pupils walk calmly and quietly. If it is possible, close windows and doors on the way out.

**DO NOT STOP TO COLLECT ANYTHING, INCLUDING PERSONAL BELONGINGS.**

**NEVER ASSUME THAT IT IS A FALSE ALARM, CONTINUE WITH THE EVACUATION PROCESS UNTIL YOU ARE TOLD OTHERWISE BY A TANNOY ANNOUNCEMENT.**

**ONCE OUTSIDE THE BUILDING, REPORT ANY SIGNS OF FIRE TO THE FIRE CO-ORDINATOR.**

3. Any pupil experiencing difficulties with the evacuation process should, if necessary, be assisted out of the building following their personal emergency evacuation plan (PEEP).
4. Staff, pupils and visitors should assemble at the relevant assembly point, as labelled on the Evacuation Procedures Plan displayed in every room.
5. The Senior Person in charge of the school at the time of the fire alarm will be the designated FIRE CO-ORDINATOR. In order to ensure that they are clearly visible they will wear a reflective waistcoat.
6. Fire marshals will investigate further and feedback to the Fire Co-ordinator the results of their investigations.
7. Fire Registers will be handed to teachers at the assembly point for their class group. Teachers must check the number of pupils and permanent staff in their classes, firstly by doing a head count and then by calling and marking the fire register.
  - a) Teachers must report to the fire co-ordinator with the results of the Pupil and Staff fire register count.

8. All other adults should report their presence at the assembly point to the Senior Administrator

The Administration Staff will report to the Business, Finance & Strategy Director; informing them of any missing person(s).

9. If a person is reported missing, the Fire Co-ordinator will designate 2 fire marshals to take steps to search for missing person(s) under the guidance of the Fire Service:

- a) Initially with a **FULL ROLL CALL**, then;
- b) A search from **OUTSIDE** the building, where it is obviously safe.

**DO NOT RE-ENTER THE BUILDING UNLESS YOU ARE TOLD THAT IT IS SAFE TO DO SO BY  
THE FIRE CO-ORDINATOR**

**DUTIES OF STAFF**

Fire Co-ordinator (This will be the most senior member of staff on site)

- a) Report their presence to the Senior Administrator;
- b) Ensure that all pupils and staff are accounted for;
- c) Take a decision on calling the Fire Brigade and instruct someone to do this;
- d) Liaise with the Fire Service on-site, giving them as much information as possible and informing them of any missing person(s).
- e) Ensuring that the school is safe to re-enter and informing staff when it is safe to do so.

Teachers:

- a) Escort pupils from the premises;
- b) Count pupils and their own class staff and mark fire registers;
- c) Report the results of roll call to the Fire Co-ordinator at the assembly point.

Fire Marshals:

- a) Report their presence at the assembly point to the Senior Administrator;
- b) Liaise with Caretaker to establish location of alarm activation;
- c) Liaise with Fire Co-ordinator about going back into the building;
- d) If necessary, and only in pairs, investigate the relevant area(s) for signs of fire;
- e) If fire confirmed leave the building at the nearest safe exit and report to the Fire Co-ordinator;
- f) If in doubt, leave the building and report to the Fire Co-ordinator awaiting support from the fire brigade.

Caretaker, or designated person:

- a) Check fire panel on exit of building;
- b) Report their presence, at the assembly point to Senior Administrator;
- c) Report location and any further details of alarm activation to the Fire Co-ordinator;
- d) Where relevant, reset fire alarm in discussion with Fire Co-ordinator.

Administration Staff:

- a) Ensure fire registers are printed and handed to teaching staff;
- b) Check off all visitors and non-class based staff;
- c) Report any missing persons to the Fire Co-ordinator.

Created: Sept 2025

Cook Supervisor:

- a) Check and confirm the presence of all kitchen staff;
- b) Report their presence at the assembly point to the Senior Administrator

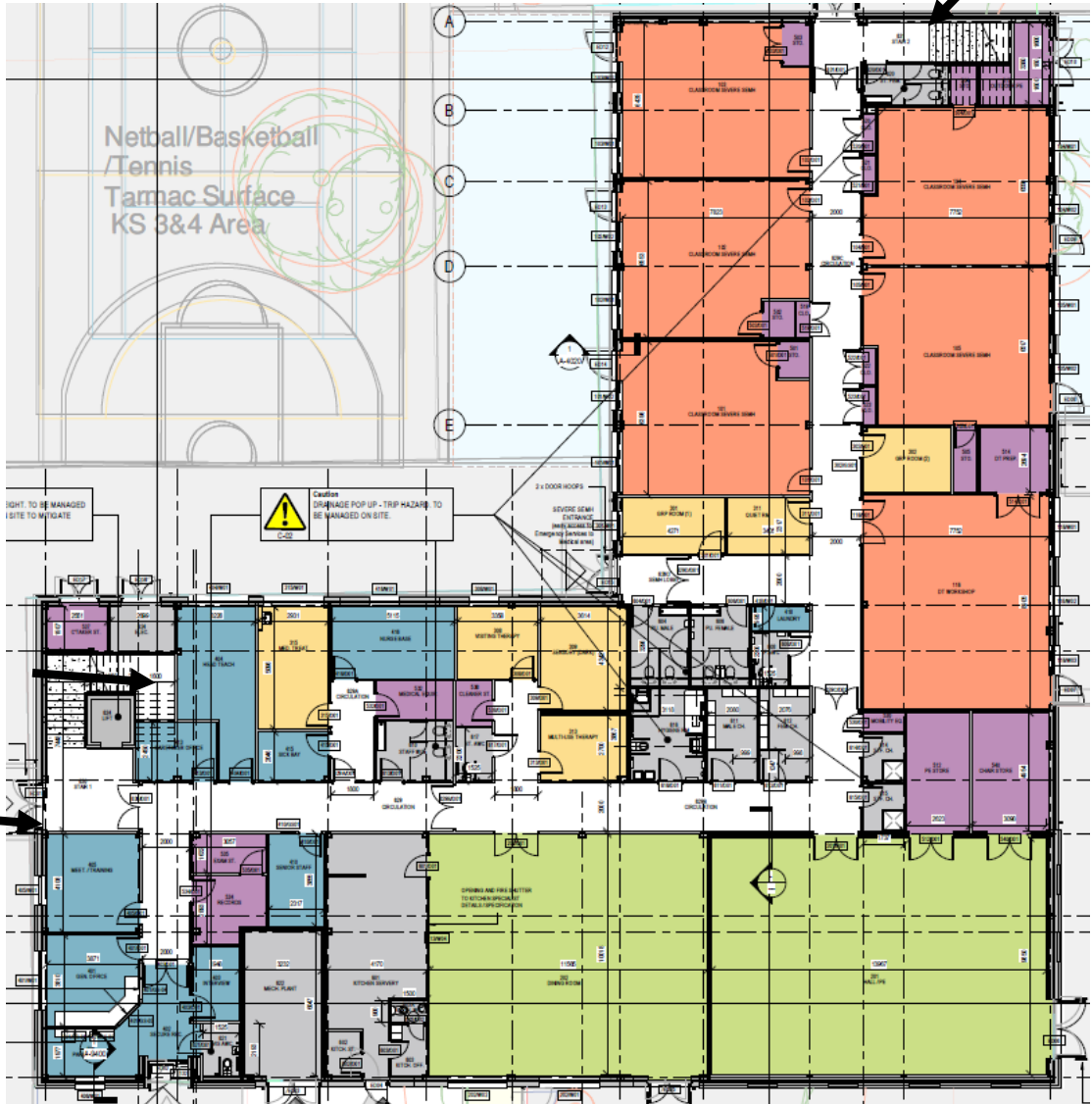
Visitors

- a) Report their presence to the Senior Administrator at the assembly point.

# Ground Floor

Fire Exit Points On each classroom

Fire Exit Point via Stairs



Fire Exit Point

# First Floor

