



# SHJS Fire Evacuation Plan

Version 1.3 - Reviewed September 2025

## 1. PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point. On finding a bomb or having a report of a bomb or gas leak, a hand bell will be rung continuously. This is kept in the front office. On hearing the fire alarm or hand bell, staff and others will leave the building by the nearest exit and proceed to the assembly point. Where classes are in their own classroom, they have a predetermined route to the assembly point.

On hearing the fire alarm, the Estates team or a member of the Senior Leadership Team (SLT) will establish if the fire is genuine before requesting the monitoring station is called to cancel the fire brigade.

During the school day, confirmation that the alarm is genuine will be reported to the Headteacher, Pre-school Management, Wrap around Manager (or member of SLT) and staff at the assembly point. At this point if safe to do so, the school occupants will make their way into the Infant School Hall.

If it is a bomb, the police will also be informed. Once the building has been evacuated, a member of staff will be deployed to meet the Fire Service at the front gate.

## 2. ASSEMBLY POINTS

The assembly point is the Lower Playground or, outside of school hours (when dark), the car park at the front of the building. If required to vacate the site completely, then the exit will be the bottom gate to Oak Hill and proceed to Perins School under supervision of school staff.

If the field is being used for P.E or other activities, they will only go to the bottom playground if it is safe to do so. If it is not safe, then a member of staff will be deployed from the bottom playground to the field with the register and then will only come back if there is a person missing.

To access the lower playground from the field the perimeter path next to the Perins Pre-School is to be used. If unsafe, then the roll call will be held on the field.

## 3. EVACUATION MANAGEMENT

### EVACUATION MANAGER

The Fire Safety Co-ordinator or Responsible Manager will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary and if available.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.



## ROLL CALL MANAGER

The school office manager or admin officer will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Warden.

The class teacher is to check their pupils against a register list (supplied by the office team) and notify the Roll Call Manager if there is a child missing. Each class teacher will raise their hand in the air to show that all children in their class have been accounted for. The office will have recorded all absences and late arrivals on each class register sheet.

The Roll Call Manager will ensure that at least one member of staff is sent to each gate. Class teachers will remain with their class. LSAs who are working 1:2:1 with a child will remain with that child. All other members of staff are to report to the Head Teacher/Roll Call Manager and are to remain with them unless directed to go somewhere else.

## FIRE WARDEN ROLES

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point. Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm unless this has happened automatically.

All class teachers and other designated staff will be responsible for General Fire Warden duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary. Staff members not with a class or 1:2:1 will ensure their working space is clear, check the toilets and staff areas to assist with the evacuation of any pupil or staff member who may not have heard the alarm

## 4. VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what to do when they hear the fire alarm, the location of the assembly point and will be given information regarding the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Accompanied visitors/contractors will be escorted to the assembly point by their host. Staff and 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”, which will identify the needs and support actions necessary and details of that support.

**Caterlink Catering staff** keep their own signing-in log and the kitchen manager is to check their staff using this in the event of evacuation and pass this information to the Roll Call Manager.

**The Wrap Around Club (breakfast, after-school & holiday club provider)** will log in on the normal reception tablet. The appointed manager is to check their staff using this in the event of evacuation



and pass this information to the Roll Call Manager. If out-of-school hours The Wrap around are to follow the school's evacuation procedure as stated above using their own registers.

## 5. FIRE FIGHTING ARRANGEMENTS

Generally, with the exception of reactive firefighting to secure means of escape, priority will be given to evacuation.

Staff who feel confident may attempt to extinguish a small fire but only if safe to do so.

When staff use fire extinguishers they must follow the advice below: They WILL:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire

**When staff use fire extinguishers, they must follow the advice below:**

They will NOT:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established. Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion is affecting their breathing.
- When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

## 6. FIRST AID ARRANGEMENTS

The first aid kit and any pupils' medicines (if immediately at hand) will be taken to the assembly point and if possible, a first aider will be available to render assistance should this be necessary. PPE kit should be used whenever possible. The first aider or evacuation manager will be responsible for instigating requests for an ambulance should this be necessary.

## 7. EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. There is also a pack ready for the fire brigade in the school entrance lobby with the **code 999**.

This will include as a minimum the following information:

The asbestos register (or copy).

A drawing of the premises indicating:



- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.