



St Anne's RC Primary

Fire Evacuation Policy

Approved Sept 2025

Review Sept 2026

Mission Statement

We grow together as a Catholic Faith Community, promoting Gospel values in all we do. We encourage each child to achieve their full potential—academically, spiritually, and socially—while fostering respect, friendship, and responsibility within our wider community.

We Grow Together in God's Love.

Rationale

We aim to encourage each child to develop their individual abilities—spiritual, academic, and social—fully and confidently.

Actions

In the event of a fire, staff members are responsible for the following:

- **Raise the Alarm:** Use the nearest break glass.
- **Evacuate the School:** Ensure all pupils and visitors are out of the building.

Staff Responsibilities

- **Familiarise with Exits:** All staff should know their nearest exit, including in common areas (see Appendix A).
- **Fire Evacuation Notices:** Plans are displayed in all areas of the school; staff should review these.



On Hearing the Fire Alarm

Classroom Staff/Support Staff

1. **Evacuate Children:** Lead children through the nearest fire exit (see Appendix A).
2. **Silence:** Children must evacuate quietly.
3. **Collect Essential Items:**
 - Asthma boxes from the classroom stock cupboard.
 - Register from the fire door.
4. **No Personal Belongings:** Do not stop to collect personal items.
5. **Assembly Point:** Evacuate to the end of the playground.
6. **Check Attendance:** Use the fire register at the classroom exit and report any missing children to the Headteacher, Site Manager, or Mrs. Smith.

Office Staff

- **Contact Fire Brigade:** Unless informed of a drill, call 999 immediately upon hearing the alarm.

Headteacher

1. **Monitor Evacuation:** Oversee the evacuation from the assembly points (main playground).
2. **Check Registers:** Teaching staff will raise fire registers; report any missing pupils/staff immediately.
3. **SLT Communication:** Raise hands if all phase staff are present; report any missing staff.
4. **Final Headcount:** Inform Mrs. Smith by phone once headcount is complete.

Fire Marshalls

- **Communication:** Carry mobile phones for communication.
- **Area Checks:** Fire marshalls may not be on site; areas will not be checked if they are absent.

Area Responsibilities

- **Mr. Walsh/Mrs. Platt (KS1):** Check Key Stage 1 areas, including classrooms, toilets, library, and The Haven. Report all clear to the Headteacher.
- **Office Staff (Mrs. Spiller and Mrs. Holt):** Check offices, staff room, meeting room, PPA room, and staff toilets. Report all clear to the Headteacher. Mrs. Spiller will take the emergency inhaler.
- **Mrs. Wood/Mrs. Jones:** Check all KS2 classrooms, toilets, library, hall, and kitchen.
- **Mrs. Smith:**



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- Report to the fire brigade regarding the fire control panel.
- Check visitor, staff, and volunteer sign-ins. Report any missing individuals to the fire control officer.
- Liaise with the fire brigade.

Kitchen Staff

- **Actions on Alarm:**

- Turn off and unplug equipment if safe.
- Evacuate via designated route.
- Close doors and windows upon leaving.
- Assemble at the back of the playground.
- No personal belongings should be collected.

Re-entry Protocol

No one may re-enter the building until given the all-clear by the Headteacher (for drills) or Fire Officers (for actual fires).

Safety Checks

- **Evacuation Routes:** Further evacuation from the rear playground can be arranged via the gate onto the shale pitch.
- **Fire Alarm Testing:** Break glass alarms are tested weekly and checked externally twice a year.
- **Fire Extinguishers:** Located throughout the school and serviced annually.
- **Main Fire Alarm Panel:** Serviced annually and located opposite the main entrance.

Evacuation Procedures

- **Appendix A:** Refer to for detailed escape routes.
- **Policy Distribution:** All staff receive key policies on their first day, which must be signed.
- **Visitor Information:** Fire Safety Information Leaflet provided upon signing in.
- **Regular Drills:** Conducted at least once per term, aiming for every half term.

Key Escape Routes



- Direct routes to assembly points are available from all areas. Additional evacuation via the shale pitch is possible in emergencies.
 - Fire exit signs are posted on all exits, which are kept unlocked and clear of obstructions.
 - Emergency lighting is tested weekly and serviced twice annually.
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Fire Fighting Equipment

- Various fire extinguishers are located throughout the school and checked weekly.
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Assembly Points

- **Main Playground**
 - **Front of School**
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Fire Risk Assessments

- Conducted annually.

Personal Emergency Evacuation Plans (PEEP)

- Individual plans for adults/children with disabilities, developed in consultation with relevant staff.
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General Fire Precautions

Includes:

- Pre-planning
 - Fire Risk Assessments
 - Emergency plans and PEEPs
 - Formulation of fire procedures
 - Fire drills
 - Provision of information, instruction, and training
 - Coordination with other premises users
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Fire Prevention Measures

- Good housekeeping and security



- Emergency signs/instructions and lighting
 - Control of contractors on site
 - Maintenance and inspection of electrical installations
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Fire Protection Measures

- Raising the fire alarm
 - Smoke and heat detectors
 - Escape routes and fire exits
 - Fire fighting equipment
 - Limiting fire spread
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Smoking Policy

It is illegal to smoke on school premises.

Note: The primary aim is to ensure everyone reaches a place of safety. Extinguishing the fire is secondary.

Appendix A: Exit Routes

Area of School	Evacuation Route
Classrooms	Classroom doors
Hall	½ out of KS1 corridor; ½ main entrance
Office/Meeting Room/Staff Room/PPA Room/Staff Toilets	Main entrance
KS2 Library	KS2 door
KS1 Open Area	KS1 corridor
Nursery	Nursery door
Haven	KS2 corridor
Rainbow Room	Rainbow room door



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ICT Room

KS1 corridor