



**St. Ethelbert's Catholic Primary School
and Nursery**

Fire Evacuation Plan

Date of Policy Issue : 22nd April 2025

Name of Responsible Person: Mr S D Marshall

Role of Responsible Person: Headteacher

Signature of Responsible Person: *S.D.Marshall*

Signature of Headteacher : *S.D.Marshall*

Signature of Chair of Governors: C. Turner

Date agreed: 22nd April 2025

Date to be reviewed: 21st April 2026

The school governors and leadership team will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974, and other statutory and common law duties.

We are committed to:

- Providing a safe and healthy learning and working environment with safe access and egress.
- Ensuring adequate emergency procedures are implemented, particularly in relation to fire or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non- curriculum activities.
- Consulting with employees and their representatives on health and safety matters. • Monitoring and reviewing our systems and prevention measures to ensure they are effective.


We expect all staff to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments. Every individual has to take personal responsibility for their own and their colleagues' safety and health, being aware of the potential hazards and acting to ensure they are eliminated, managed or avoided. Current legislation also requires that no employee intentionally interferes with or misuses anything provided by the school in the interest of Health & Safety.

Please be alert to any potential health and safety issues within the school and grounds and report them as soon as possible to the care taker, School manager or Headteacher.

The school has first aiders/appointed persons on site (listed and displayed around school). It has a number of paediatric first aiders, including in EYFS. Staff must have had the appropriate training before administering first aid or medication except in an emergency.

A list of First Aiders will be kept updated and displayed in each classroom.

Emergency instructions

1	<p>The action employees should take if they discover a fire</p> <p>Immediately operate the nearest alarm call-point. (Lift plastic cover and press round black circle)</p>  <p>If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks.</p>
2	<p>How will people be warned if there is a fire</p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p> <p>We do have a smoke detector in every room and cupboard in the school.</p>
3.	<p>How the evacuation of the building will be carried out</p> <p>On hearing the alarm: (constant, loud ringing bell)</p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point in the middle playground.</p> <p>Visitors should be escorted from the building and accounted for at the assembly point.</p>

4.	Identification of escape routes All exit doors can be used as escape routes. The staircase and routes leading to the front door are protected routes.
5.	Fire fighting equipment provided Fire extinguishers are located in circulation areas and near fire exit doors. Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks.

6. **Duties and identity of employees with specific responsibilities in the event of fire.**

On hearing the alarm:

NB. Procedures must ensure that there are steps taken to confirm the presence of a fire before calling the Fire and Rescue Service – Simon Marshall, Mary Dowd, Darren Kain, Jane Vernon will call the Fire brigade.

All staff will usher visitors out of the building and assemble at the muster point.

Fire Wardens will ensure:

- their areas are cleared of people
- The Fire Service is called
- registers are collected on the way out
- all doors and windows are closed
- a roll call is made to ensure everyone is out.

7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • visitors: the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit • contractors: must be given information about fire procedures and leave the building at the nearest exit • people with disabilities: specific arrangements may need to be made for those with disabilities. These arrangements may be made with the
	<p>assistance of the Headteacher or Learning Mentor responsible for health risk assessments.</p>
8.	<p>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • on confirmation of fire Simon Marshall, Mary Dowd, Darren Kain or Jane Vernon will dial 999 and ask for the Fire Service or other emergency service as appropriate (this may be best achieved using a mobile phone).
9.	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Simon Marshall, Mary Dowd, Jane Vernon or Darren Kain (in that order), or other member of the Fire Wardens, will liase with the Fire Brigade on their arrival. The priority is to ensure everyone has been accounted for.

10.	<p>The following arrangements and training is given to staff at the school:</p> <ul style="list-style-type: none"> • all staff - fire drills six times a year • all staff - fire briefing once a year (may be in conjunction with fire drill) • Fire Warden training: for designated fire wardens • record of training to be kept within fire manual • training to reviewed on a yearly basis and planned into budget • 6 montlhy fire alarm service • Weekly fire alarm/call point tests carried out by the caretaker and recorded on Statlog
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Fire Exit Points

The alarm is a continuous, very loud ringing sound. When you hear the alarm, everyone must remain calm and make their way to their designated assembly point.

Nursery	Leave through the nearest fire exit door (garden side) and walk across the grass onto the middle playground. Line up in your designated place.
Reception	Leave through the external classroom exit door and walk through the Reception outdoor classroom onto the middle playground. Line up in your designated place.

Year 1	Leave through the external classroom fire exit door and walk around the building onto the middle playground. Line up in your designated place.
Year 2	Leave through the corridor fire exit door and walk onto the middle playground. Line up in your designated place.
Year 3	Leave through the classroom fire exit door, turn left and walk straight onto the middle playground. Line up in your designated place.
Year 4	Leave through the nearest fire exit door (outside classroom, turn right). Walk across the front playground towards the church and around onto the middle playground. Line up in your designated place.
Year 5	Leave through the nearest fire exit door (opposite the meeting room) and walk left around the building onto the middle playground. Line up in your designated place.
Year 6	Leave through the classroom door, turn left and walk down the office stairs. Walk around
	the building onto the middle playground. Line up in your designated place.
Staffroom/PPA Room	Leave through the main door or Reception Class fire exit at the bottom of the stairs. Walk onto middle playground.
Sensory/Intervention Room	Leave through the Infant Hall fire exit and walk onto the middle playground.
Meeting Room	Leave through the fire exit opposite and walk around the building to the middle playground.
Library	Leave through the fire exit door, turn left and walk straight onto the middle playground. Line up in your designated place.

Main Office	Leave via the fire exit opposite the office. Walk around the building onto the middle playground. Line up in your designated place.
Dinner Hall	Leave through the Dinner Hall fire exit and walk around to the middle playground.
Church	Leave through the fire exit doors on the field side and walk around to the middle playground.

If your designated fire exit is obstructed then go to your next nearest, safest exit.



Middle Playground/Muster Points

Leaving the classrooms

- All children are to walk in silence to their designated area on the middle playground and then wait for the register to be taken. No talking throughout this process.
- All internal fire doors to be shut in each building. To release an open fire door, tap the plunger with your foot or push the plunger backwards with your hands. It should then release.
- All external doors can be opened without using your fob. The fob system is connected to the fire alarm system so will automatically cut out, enabling swift exit. In the event of failure then press the emergency button in the green box located by each door.
- One adult from each class should turn off the lights, shut the windows and doors in their classroom – this will make the Fire Warden aware that the room has already been checked.
- One adult from each room should bring the First Aid/medication belonging to that class.

Jane Vernon	Fire Warden
Darren Kain	Fire Warden
Simon Marshall	Fire Warden
Mary Dowd	Fire Warden
Drew Clinch	Fire Warden - nursery
Vicky Rees	Fire Warden - EYFS
Carol Milgate	Fire Warden
Jasmine Thorne	Fire Warden
Vicky Dobinson	Staff Attendance and Visitors
Anna Knol	Class Registers & Green/Red Cards

- Fire Wardens to check the building.
- No adults to collect personal items such as bags and coats.
- All adults to remain calm – the children will look to you for reassurance.

• Main Fire Wardens

Fire Wardens to check the toilets, communal areas and that classrooms have been checked (doors should be closed, showing this has been done). Fire Wardens should then make their way to the middle playground, using the nearest fire exit, and report findings to the Headteacher.

Once children are lining up in their designated area of the main playground

- Any children that were out of class in interventions or for other reasons, must be brought to their class with the adult they were working with.
- Anna Knol will give all teachers a copy of their class registers and a green and red card. Jane Vernon will do this in Anna's absence.
- Teachers must call the register and check they have the same number of children present.
- If all children are present, teacher to hold up the green card.
- If any children are missing, teacher to hold up the red card.
- Vicky Dobinson to check all staff/visitor members are present. Jane Vernon will do this in Vicky's absence

Administration Staff

- Take Registers, iPad for visitor/staff sign in records, mobile phone, Asbestos Register and a list of Hazardous Substances on the premises to the Assembly Point
- Distribute registers to class teachers
- Check all signed in staff and visitors are present
- When everyone is accounted for hold up GREEN CARD
- If someone is not accounted for hold up RED CARD
- Inform the Headteacher or Deputy Headteacher of any RED CARDS
- Inform that everyone in each class is accounted for
- Take Pupil Registers, Asbestos Register, list of Hazardous Substances and Visitor/Staff sign in records back to school at the end of the evacuation

Teachers/Support Staff

- Instruct children and adults to leave the school immediately by nearest available exit in an orderly and safe manner - you are responsible to ensure that children leave the building without running and talking - take a head count of children
- Remember to take the Class medicine box, Asthma inhalers, epi pens out to Assembly point
- First Aiders to take First aid grab bags out to Assembly point
- Line up at Assembly Point
- Check registers that all children for whom you are responsible are present
- When everyone is accounted for hold up GREEN CARD
- If someone is not accounted for hold up RED CARD
- Inform the Headteacher or Deputy Headteacher of any RED CARDS

If you become aware of any potential fire safety or evacuation hazards, please inform the Headteacher immediately.

Breakfast Club, After School Clubs, Wrap Around Care

- Instruct children and adults to leave the school immediately by nearest available exit in an orderly and safe manner - you are responsible to ensure that children leave the building without running and talking - take a head count of children
- Remember to take the Class medicine box, Asthma inhalers, epi pens out to Assembly point
- First Aiders to take First aid grab bags out to Assembly point
- Line up at Assembly Point (any number that is available)
- Check registers that all children for whom you are responsible are present
- Inform the Headteacher or Deputy Headteacher of anyone missing.

The main panels for Fire Alarm are located in each building next to the main entry/exit doors. The whole site is zoned as one, which is displayed by the fire alarm panels. This allows the Headteacher and fire brigade to locate the fire more swiftly.

Fire Alarm is monitored by Kent Coast Fire and Security - <https://www.kc-fs.co.uk/>

In the event of the fire alarm going off out of hours then Kent Coast Fire and Security will contact a key holder who will then come out to investigate

Key Holders in order of being called out

Caretaker – Darren Kain

Headteacher – Simon Marshall

Deputy Headteacher – Mary Dowd

Premises - Chris Marshall

School Manager - Jane Vernon

In the event of a fire then the key holder will contact the Headteacher and fire brigade. There must always be two key holders on site.