

St William of York Catholic Primary School



Emergency Evacuation Policy & Procedure

Signed *G Prendergast* Chair of Governors

M Murphy Head Teacher

Date: 27th November 2025

Review date: November 2027

St William of York Catholic Primary School

Emergency Evacuation Policy

Introduction

The safety of all children, visitors and staff at St William of York is paramount. Governors and the Headteacher will ensure procedures are in place for the safe evacuation of children, visitors and staff from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

Staff Responsibilities and Training

Staff are responsible for their own safety and the safety of the children in their care. Staff must ensure that they are fully conversant with and ensure that, in the event of an evacuation, they follow the procedure detailed in this policy. This policy should be read in conjunction with the Health & Safety Policy and Lockdown Policy & Procedure.

Training will be provided as staff join the school as part of the induction process. Existing staff will be asked to confirm that they have read and understood the content of this policy on an annual basis. (Appendix 5) All staff will receive Fire Safety Awareness training at least every three years.

Fire Marshals will receive training to ensure they are fully aware of their role and responsibilities during and after a whole school evacuation.

Protective Equipment - Fire Extinguishers

Fire-fighting equipment is provided throughout the school and is marked with the appropriate signage. Only persons who have received training in the use of fire extinguishers should attempt to use them. Fire Extinguishers should only be used by trained staff if the fire is minor and can be tackled without putting those staff at risk.

Inspection Procedures/Good Housekeeping practices

The school has a Property Management agreement with Cunliffes which includes all statutory areas to ensure that school is fully compliant with all legal duties. Part of this agreement includes the Fire Risk Assessment which is completed annually and is reported to governors. The last Fire Risk Assessment was completed by Inspire Building Control Ltd on 3.11.2025. Portable Appliance Testing is also carried out annually and was last completed on 10.11.2025 by HT Compliance Services Ltd.

The School Caretaker carries out weekly Fire alarm checks and checks on Fire Extinguishers and Emergency lighting on a monthly basis. Outcomes are recorded and actioned as necessary.

In addition Fire Extinguishers and Emergency lighting are serviced annually and the Fire Alarm is serviced quarterly all by outside providers.

An evacuation exercise takes place at least once a term. A record is kept of the results and these are disseminated to all staff.

Daily visual checks are carried out by the Caretaker but all staff are encouraged to report any concerns as follows;

- On the physical state of fire extinguishers
- Checking that exit routes are free from obstruction and are left unlocked
- Reporting any other defects or concerns to the Headteacher, Caretaker or School Office.

Evacuation Procedures

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices, signs and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

The person who first discovers the fire should without hesitation activate the nearest fire alarm break glass point. See Appendix 2 for list of where these are located.

The overriding duty of staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire, if it would be safe to do so. See Appendix 3 for list of where extinguishers are located.

Classroom Staff/Support Staff - (Appendix 1)

On hearing the fire alarm the person managing the class/group/individuals will line the children up quickly and quietly and escort them through the nearest fire exit.

Staff in classrooms must collect the Emergency Evacuation Register (class list) which is located by the classroom external exit door along with the medicines basket/box containing medicines &/or inhalers & the records file.

Do not stop to collect any belongings

All doors and windows should be closed before leaving the building.

The designated assembly point for main school is the school playground. At the assembly point classes will line up in year group order. (The assembly point for Nursery is at the front of the Nursery building. Nursery staff are to use a mobile phone to advise the Fire Officer/Marshal when the Nursery has been fully evacuated and everyone is accounted for. If contact cannot be made by this method one member of Nursery staff should quickly walk over to the main school assembly point to report in person.)

Staff will check children against the Emergency Evacuation Register and immediately inform the Fire Officer (Headteacher or School Business Manager) of any missing children. It is important that this is done as quickly as possible. The Fire Officer will wear a high visibility jacket for ease of identification.

Office Staff

Unless otherwise informed that a fire drill is to take place, a member of the school office will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.

The Emergency grab bag and Emergency Plan will be taken out along with a mobile phone.

The visitor, staff and contractors signing in books is available on a QR code to be taken out to the evacuation area. Any persons missing must be reported to the Fire Officer.

Kitchen Staff

When the alarm is activated kitchen staff will:

Turn off and unplug any equipment if safe to do so.

Evacuate out of the external kitchen door, walk around the front of school onto the playground by the path at the side of Reception class to the assembly point.

Close doors and windows as you leave.

Do not stop to collect personal belongings.

All other staff

When the alarm sounds leave the school by the nearest exit and go to the assembly point on the playground.

Do not stop to collect any belongings.

No-one may re-enter the buildings until they have been given the all clear by The Headteacher or Fire Officer.

Fire Wardens

The school has three Fire Wardens who are responsible for checking that their area has been fully evacuated. They have received training on their responsibilities during an evacuation. Fire Wardens are the only staff authorised to go into the school building rather than to leave via their nearest exist. They will wear a high visibility jacket for ease of identification.

- Lindsay Boardman - All rooms in Reception & Key Stage 1 area including toilets & Computer Suite.
- Sharon Middlehurst – All rooms by the School Office, Staff Toilets, Staff Room, School Hall/PPA room and Kitchen.
- Julie Hunter – All rooms in Key Stage 2 including toilets & meeting rooms.

Key Escape Routes

All areas have direct escape routes to the assembly points on either the main school playground or outside Nursery area.

If necessary, if the playground assembly point is too close to the school building to ensure safety, pupils and staff can further be evacuated on to the school field.

Fire exit signs are posted on all exits.

All exits are kept unlocked and clear of obstructions.

There is emergency lighting on key routes throughout the building.

Personal Emergency Evacuation Plans (PEEP)

This is an individual plan for means of escape from fire/emergency for adults/children with a disability. These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general fire precautions will include:

Pre-planning
Fire Risk Assessments

Making emergency plans
Formulation of fire procedures
Fire Drills
Provision of information, instruction and training
Cooperation and coordination with other premises users

Fire Prevention Measures

Good housekeeping and adequate security measures
Emergency signs/instructions and emergency lightning
Control of contractors working on site
Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

Raising the fire alarm
Smoke and Heat Detectors
Escape routes, fire exits
Fire-fighting equipment
Limiting the spread of fire by closing doors & windows

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.



Fire/Evacuation Procedure

ACTION IN THE EVENT OF FIRE

If you discover a fire:

Break the glass of a fire alarm call point.
Close doors and windows to the room if safe to do so.
Leave the building by the nearest exit and go to the assembly point on the playground.
Dial 999.

Important:

You may tackle the fire with an extinguisher but only if it is safe to do so and you have received appropriate training.

If you hear the fire alarm:

Reassure the children by your calm behaviour and direct them towards the nearest exit.
Close the doors and windows to the room if it is safe to do so.
Collect the Emergency Evacuation Register for your class & the medicine/inhaler basket/box & file.
Leave the building and go to the assembly point on the school playground.
Make sure children walk and are quiet.

At the assembly point:

Children to make one line and remain quiet.
Teacher/Supervisor to take the register.
Children to answer clearly.
As quickly as possible report to the Fire Officer that all class are present/or who is missing.

Important:

Do not stop to collect belongings
Do not re-enter the building until the Fire Service have declared it safe to do so
If it is a fire drill only re-enter the building when told to do so by the Headteacher or designated person.

Location of Break Glass Points

Main School

- Main front door by the school office
- In the corridor near the staff room
- In the corridor near the staff room next to the doors into Key Stage 1
- By the external doors on the Key Stage 1 corridor
- By the doors to the Reception play area outside Year 1
- Reception class – 1 next to each external door
- Year 1 – next to external door
- Year 2 – next to external door
- School Hall – next to external doors to playground
- School Kitchen – next to external doors
- In the corridor by the doors to Key Stage 2
- Year 3 – next to external door
- Year 4 – next to external door
- In the corridor outside Year 4 near the door to Year 5/6
- Year 5 – next to external door
- Year 6 – next to external door
- Outside Year 5/6 by the external doors

Nursery

- By the main front door
- By the old front door
- By the bi-fold doors at the back of the room

Location of Fire Extinguishers

Main School

- Main Entrance – Co2 & Foam
- Computer Suite – Co2
- Outside Reception Class – Water
- Reception class – Fire Blanket
- School Kitchen – Co2, Hot Chemical & Fire Blanket
- School Kitchen Breakfast Club Prep area – Fire Blanket
- School Hall – Co2 & Foam
- Junior copier – Co2
- Outside Year 3 – Foam
- Outside Year 6 – Foam
- Staff room – Fire Blanket

Nursery

- Outside office – Co2 & Foam
- Kitchen – Fire Blanket
- Next to the door leading to the main room from the cloak room.

Location of First Aid Equipment & First Aiders

First Aid Boxes are located;

- Between Year 1 & Reception
- Staff room
- Outside Year 6
- Nursery
- School Office

First Aid qualified staff are as follows;

First Aiders 2025/26

First Name	Surname	Classroom	First Aid Course	Expiry
Eve	Bryning	Nursery	Paediatric First Aid	11/07/2026
Debbie	Stanistreet	Nursery	Paediatric First Aid	11/07/2027
Kelly	Strom	Nursery	Paediatric First Aid	03/06/2028
Linda	Stalker	Reception	Paediatric First Aid	22/10/2027
Fiona	Gadie	Reception	Paediatric First Aid	04/06/2027
Emily	McDonnell	Reception	Emergency First Aid	19/09/2028
Olivia	Eden	Year 1/Lunch	Emergency First Aid	07/10/2028
Claire	Parkinson	Year 2	First Aid at Work	07/05/2028
Sophie	Convery	Year 3/Lunch	Emergency First Aid	26/02/2027
Julie	Hunter	Year 4/Lunch	Paediatric First Aid	11/07/2027
Tracy	Rennie	Year 4/Lunch	Paediatric First Aid	15/06/2026
Suzie	Boden	Year 5/Lunch	Emergency Paediatric First Aid	11/11/2028
Eleanor	Nevin	Year 6	First Aid at Work	25/06/2027
Amy	Fairclough	ASC/Lunch	Emergency First Aid	15/04/2027
Michele	Ward	ASC/Lunch	Emergency Paediatric First Aid	23/09/2028
Michelle	Greenwood	ASC/BC/lunch	Emergency First Aid	26/03/2027
Joanne	Morris	BC/Lunch	Emergency Paediatric First Aid	30/09/2028

Emergency Evacuation Policy & Procedure

I _____ confirm that I have read and understood the Emergency Evacuation Policy & Plan.

Signature _____

Date _____

Please complete & return this page to the school office.