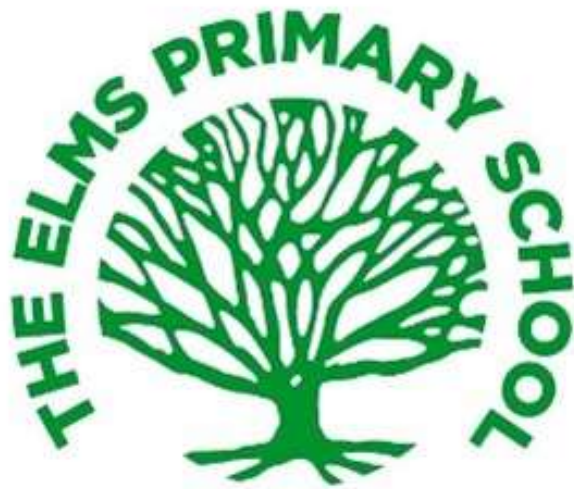


Fire & Emergency Evacuation Procedures

The Elms Primary School



2026-2027

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire Drills

Fire drills are carried out each term and logged in the fire log book. Staff are not warned in advance in order to maintain authenticity and reduce complacency.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building with support, preferably via the same exit route as the rest of the school.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Head of School

The Head of School will take the role of **Chief Fire Warden** (or SLT member in their absence) and will ensure there is a Fire Safety evacuation procedure and that preventive and protective measures are in place. They will ensure that all maintenance checks are carried out in line with Oxfordshire's Health and Safety advice and that repairs are completed. They will liaise with the emergency services on their arrival. Depending upon the site of the fire, the Head of School/Member of SLT will meet the fire services in the staff car park on Woodview (SN7 8EL or front of school on Gloucester Street)

Office staff

In the event of a fire, office staff should telephone for emergency assistance if the alarm sounds (*except when a scheduled practise is taking place.*)

Office staff will take out:

- Emergency Evacuation Bag
- Pupil contact details (purple file)

- Staff / Visitor/ Contractors signing in sheets

Teaching Staff

All teaching staff have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures and to take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked. Teaching staff should ensure that their children leave the building quickly, safely and quietly. Designated Fire Wardens may need to walk the opposite way along corridors. Teachers should carry their class radio in order to await confirmation of suspected fire zone. Teachers should be the last person to leave the classroom and shut the door behind them.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulties in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children. If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden upon reaching the Fire Assembly Point.

The staff member in charge of the class shall take a register to check if any children are missing. Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the class is then to supervise the class and await further instructions from the Chief Fire Warden.

Office staff will take out with them the laminated class list which shows which children are absent.

Finance Team

When the Finance Team hear the bell, they will leave their office/where they are and assemble on the red cage. The register will be taken out by the Primary Fire Warden or Deputy Fire Warden and taken on the red cage. They will hold up the register once completed the Fire Warden knows everybody is accounted for.

Primary Fire Warden – Danielle Bradley

Deputy Fire Warden – Sam Bradley

Under no circumstances should anyone re-enter the building, until all clear signal is given

Fire Wardens (FW)

Fire Wardens are members of staff who have the responsibility of ensuring communal areas of the school have been cleared and to aid evacuation. All FW & CFW will carry radios to alert and update others on current situation. The person nearest to the fire alarm panel will locate the zone and alert others via radio.

Area	Primary	DEPUTY FW	Area of Responsibilities
Block A	Laura Loveridge	Roxanne Le-Roux-Whittaker	Check upper floor and pupil toilets / Dining Hall
Office	Roxanne Le-Roux-Whittaker	Laura Loveridge	Check Zone panel on alarm / Collect signing in and Evacuation bag
Block B	Jessica Fowler	Sarah Henman	Block B
Block C	Joe Moore	Sam Heath	Check all cloakrooms / check staffroom / check toilets
EYFS	Shelley Howell	Emma Aspel	Check all cloakrooms
Site Manager	Alex Hancock	Shelley McIntosh	Liaising with Fire Services and Alarm company

The Fire Wardens are: See above

In the event that any of the primary people listed above are absent from school, the deputy FW will step in

The main responsibility of the designated Fire Warden is to conduct a '**Last Person**' check on the main escape routes out of the building. Fire Wardens will wear a high visibility jacket and will carry a radio to receive up to date information on location of fire etc. They will make way along the escape route ensuring that no one returns into school and check the following:

- All classrooms are checked for people with a verbal shout, '**Anyone there?**' and a visual inspection
- Ensure **fire doors are closed**
- Ensure that any child or adult with a PEEP are evacuated safely
- Report anything suspicious to the Chief Fire Warden. They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit
- Upon leaving the building, the Designated Fire wardens will ensure the outside building doors are closed and will report immediately to the Chief Fire Warden

Chief Fire Warden (CFW)

A Chief Fire Warden will be nominated during a scheduled practice and in the event of a fire. The role of the CFW is to co-ordinate the Fire Wardens – this will be the Head of School in normal circumstances (or a member of the SLT if the Head of School is not on site).

Non-Employees

The school will inform non-employees, such as volunteers and visitors, of the fire safety procedures for the premises by issuing an H & S leaflet on entry. The information will include any part they will be expected to play in the evacuation of children from the premises.

What staff should do if they discover a fire:

Staff should break the nearest break glass point on their way out of the building and report the location of the fire to a Fire Warden **as soon as possible** after ensuring children in their care have evacuated to the correct designated assembly point.

- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.

What children or visitors should do if they discover a fire:

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit. Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out:

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. **The last person out of an area should be an adult.**

Staff should close the door behind them on leaving the room. Staff and children should move quickly and quietly and should not run. Children do not need to line up until they reach the assembly point.

Classroom staff should know the number of pupils they have in class at any given time for a quick headcount at the assembly point.

In the event of an emergency evacuation and during scheduled practices:
Evacuation Exits and Assembly Point on school playground

Area of school	Designated exit in case of fire	Assembly point
Block A Ground floor: Classroom/ Admin Office/Toilets/ Dining Hall First Floor: Finance Teams/Music room/Meeting room	In the first instance: Leave via the reception office door and walk normal route to playground. Poplar to leave via their classroom entrance and walk normal route to playground. <i>If this area is blocked through fire, the following entrances can be used:</i> Use the door by school office or front of school entrance, and then walk around Gloucester St and round to Library Garden. Poplar to leave via the black gate to avoid bottle-neck congestion or via their back entrance and along Gloucester Street and round to Library Garden Exit through reception door and through playground or exit via Gloucester St and walk round to Library Garden.	Red Area Playground Gloucester Street Library Garden
Block B Ground Floor: Classes Ash Class and Laurel Class First Floor: SEND office and The Nest	Leave via the doors at the front of the block or if blocked the alternative exit is the main School Hall exit in Sycamore.	Red Area Playground
Block C Left side of block: Classes: Sycamore, Hawthorne and Library Right side of block: Classes: Poplar, Willow, Cedar and Beech Head and Assistant Head's office Snug Intervention Rooms	Fire door back of classroom and out through playground entrance or <i>If this area is blocked through fire</i> via blue gates and through to Library Garden Main double doors by toilets and walk past playground or <i>If this area is blocked through fire</i> Across through the library, down the stairs and out through main Block C entrance. Leave school via the blue gates and assemble on Library Garden	Red Area Playground Gloucester Street Library Garden

EYFS block	Via their main entrance or through black gate or <i>If this area is blocked through fire</i> via the Town Gate entrance and assemble in Library Garden	Red Area Playground Gloucester Street Library Garden
Main Hall	Via the tunnel exit or <i>If this area is blocked through fire</i> via the Town Gate entrance and assemble in Library Garden	Red Area Playground Gloucester Street Library Garden

If the designated exit is blocked by the fire, you will need to use the nearest exit.

If the fire is in the EYFS block, the assembly point will be the Library Garden. Blue gates will be opened and Town gate entrance. Exit Red Gate if further distance from fire is required and assemble on school field.

All children to line up in classes in the zone in silence; staff to use registers to check pupils present and to alert the fire warden if any child is missing.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, *it is imperative* that children are never left alone in the classrooms or play areas during lunchtime. All staff including the Lunchtime Supervisors should be extremely vigilant during lunch and breaktimes in ensuring children are not in areas without adult supervision. If an evacuation is needed at lunchtime, a Fire Warden will go onto the playground, sound the alarm and also blow a whistle and call 'Emergency Evacuation' upon which the staff will walk pupils to the designated assembly points. In the absence of the teaching staff, Lunchtime Supervisors should take responsibility for the roll call and counting the children.

Receiving a Bomb Threat Guidance

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However, this disruption can be minimised if the recipient of the threat knows how to handle it.

TELEPHONE THREAT

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device has been or will be placed and wants to minimise personal injuries and/or property damage; OR
2. Wants to disrupt normal activities by creating anxiety and panic.

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition, the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

WRITTEN THREAT

If a written threat is received all materials, including envelopes and containers, must be

saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

No solution can be offered to eliminate either bomb threats or planted bombs, so organisations need to implement both good physical security and comprehensive bomb threat response plan.

Reviewed By: Joseph Rubba September 2026

Next review date: September 2027

All staff received electronic copy and paper copies are around the school exits and staffroom.