



Pentland Primary School

Fire Safety and Emergency Evacuation Policy

Policy Reviewed and Adopted:	Autumn Term 2025
Date of Next Review:	Autumn Term 2026
Responsible Officer:	Headteacher

Introduction

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.

Aims

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 recorded on the fire drill log (located on The OneDrive). 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 closest emergency call points.

Upon hearing the fire alarm (a continuous ringing of the fire bell) or if an emergency occurs: All adults and children are to leave the building in an orderly fashion by the nearest external door and make their way to the designated assembly points for registration (see school plan).

Non-Negotiables:

- No-one is exempt from leaving the building (this also applies for fire drills)
- No-one is to delay evacuation for any reason
- No-one is to wait/look for missing children
- Children must be made familiar with the procedures, instructed to leave by the nearest exit and make their way to their assembly point, if not in class when the alarm sounds. They must not return to class.
- No one is permitted to return to the building until instructed to do so by the Headteacher or a member of the Senior Leadership Team.

Persons with limited mobility

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 appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point. Personal Emergency Evacuation Plans (PEEP) are in place within the school office to ensure staff are fully aware of their obligations.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Head Teacher

The Head Teacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with Health and Safety advice and that repairs are carried out immediately. During an evacuation the Head teacher will walk the route from their office through to the KS1 fire exit doors. The Head teacher will check the library, Parent room, OT room, KS1 toilets, paper cupboard and link way corridor along the route. The Head Teacher (or Deputy Head Teacher) and Chief Fire Warden will liaise with the emergency services on their arrival. Depending upon the site of the fire the HT (or DHT) and Chief Fire Warden will meet the fire services on the car park.

Deputy Head teacher

During an evacuation the Assistant Head teacher will walk the route into the Year 3 & 4 corridor and out through the fire exit doors into the KS2 yard checking the staffroom and staff toilets in this corridor before leaving the building. In absence of the Assistant Head Teacher, Laurie Kidd or Lis Featherstone will check these areas.

Office staff

In the event of a fire, Karen Taylor, or in their absence, admin staff should telephone for emergency assistance using the school phone or their mobile phone if the alarm sounds (except when a scheduled practice is taking place).

Office staff will take out:

- Mobile Phone
- Class registers
- Gate keys

Teaching Staff

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. 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 line up quickly and safely and walk out of the building quietly and in single file. Designated Fire Wardens may need to walk the opposite way along corridors.

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 difficulty 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.

Emergency medication (Epipens or Asthma Inhalers) will be collected upon leaving the classroom, where practicably possible. This must NOT inhibit the evacuation of the school.

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.

Under no circumstances is anyone to re-enter the building until the all clear is given.

Teaching Assistants

Teaching Assistants also have responsibility for the safe evacuation of the children they are with. Teaching Assistants have the responsibility to be the last person out of the room and therefore ensuring that the internal door to the classroom is closed as well as the fire exit door. Staff have responsibility for checking areas:

Mrs Owens – Nursery Toilets in 2s room

Mrs Donnelly – Nursery Toilets in 3s room

Mrs Steele - Reception toilets and ensuring the fire doors are closed in these rooms as well as the class door to nursery

Mrs Love – KS1 toilets

Mr Littlefair –KS2 toilets

Designated Fire Wardens

Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The Designated Fire Wardens are:

- Miss Hamilton (Headteacher)
- Mrs Hill (Assistant Headteacher)
- Mr McGhee (Caretaker)

The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building.

Designated Fire Wardens will make their way along the escape route ensuring the following:

- No-one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection.
- Doors are not to be opened unless people are seen or heard on the other side.
- Ensure fire doors are closed.
- Ensure that any child with a PEEP is 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 doors are closed and report immediately to the Chief Fire Warden that the route has been checked and anything observed.

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 Designated Fire Wardens, this will normally be the Headteacher or Assistant Head in their absence.

All other staff

All other adults will cooperate in the emergency procedures in event of a fire.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. 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 call point on their way out of the building and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground to the 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 firefighting 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. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

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 and make their way to the designated assembly point for registration (see school plan).

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 but do not run. In the event of an emergency evacuation and during scheduled practices:

Designated Assembly Points:

- All children: Along the grass edge where the playground ends, opposite their classroom area.
- Office Staff: Reception play area, along the grass edge near the woodland area.
- Kitchen Staff: KS2 play area, along the grass edge.

If you are in another part of the school, you are expected to remain with the children in your care and exit the school via the nearest exit and assemble on the nearest Designated Assembly Point.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in any part of the school during lunchtime. All staff including the Lunchtime Supervisors should be extremely vigilant during lunchtimes in ensuring children are not in the school without an adult present. If an evacuation is needed at lunchtime, a Designated Fire Warden will go onto the playgrounds, sound a whistle and call 'Emergency Evacuation!' Upon which the Lunchtime Supervisors will assemble the children into their class line at the designated assembly points. In the absence of the teaching staff, Lunchtime Supervisors should take responsibility for the roll call and counting the children. The register will be provided by the Office in the same manner as if it were during class time.

Dry Lunchtimes - outdoor play

Lunchtime Supervisors are to assemble the children into their class line at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits. Staff in the building or classes will check toilets, computer suite and classes on their way out of the building.

Wet Lunchtimes - indoor play

Lunchtime Supervisors and pupils to leave through designated exits and assemble at the designated assembly points within this plan. This would be the same procedure as if the alarm sounded during class time.

Lone Workers

Lone workers include any staff who are on site outside of normal school hours, or who may be working in isolated areas of the building without immediate access to colleagues. Their safety in the event of a fire or emergency must be given special consideration.

- Lone workers must ensure they always carry a mobile phone while on site.
- The school's fire alarm system is audible throughout the building. In the event of an alarm activation, lone workers should immediately follow the same evacuation procedures as all staff.
- After evacuating the building, lone workers must proceed to the designated assembly point.
- On reaching the assembly point, the lone worker must immediately make contact with a member of the Senior Leadership Team (SLT), or in their absence, the designated fire warden, to confirm they are safe.

Appendices 1

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 had 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.

Conclusion

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.