

POLICIES AND PROCEDURES

EVACUATION POLICY

LAST POLICY UPDATE APRIL 2026

1.1 Aim

To ensure that, in the event of fire or any other similar situation, children and adults evacuate the building quickly and safely, a procedure has been developed by the school.

1.2 Rationale

This ensures that when the fire alarm rings, students and adults should leave the building in a quick and safe manner. The School will confirm as early as possible that all students are outside the building and with adult supervision.

1.3 Prevention of fire from the school community

With a significant number of young people on site at any one time our principle aim is, by acting in a responsible and considered manner, to prevent a fire breaking out in the school or the grounds. Acting in a responsible way can reduce fire risk.

The following points are provided as a guide and are not definitive – we should all use our common sense in taking sensible precautions to reduce the risk of fire:

- Electrical appliances in school are safety inspected. Staff should not plug in items that have not been included in our annual electrical safety check.
- Portable heating devices should only be used if supplied by the school and included in our annual electrical safety check.
- Smoking, Vaping or Juuling is not allowed on any part of the school grounds. This is in accordance with law. If an adult is seen smoking on the school grounds, it is our collective responsibility to ask them to stop.
- Smoking is not permitted in the school or outside the school's main entrance. Please take extreme care with all smoking materials and make sure that they are safely extinguished and disposed of in a suitable receptacle.
- Cigarette butts should not be left on the ground as, especially in the summer months, this presents a very real risk both to the school and to our neighbours as well as presenting a very bad image of our school.
- Fire doors are designed to prevent the spread of fire, smoke and toxic fumes. They should be left closed and should never be propped open.
- Fire escape routes are clearly marked throughout the building. They should be kept clear at all times.
- When leaving a room, all electrical equipment should be switched off and if necessary, unplugged to prevent a 'standby' state. This includes lights, fans, computers and any other equipment.

1.4 Responsibilities

All adults in school should be familiar with this policy at all times and able to respond immediately on hearing the fire alarm.

The role of the Fire Marshal is to, when the fire alarm sounds, check their designated area to ensure that it is clear and report to the Senior Fire Marshal at their designated assembly point. Fire Marshals

are not expected to fight fires and should never put themselves in a position where they are at risk. All staff and students should cooperate with the Fire Marshals and follow the instructions given to exit the building in a safe and efficient way.

1.5 On discovering a fire: Indications

Alarm Operation

Any adult discovering a fire must, without hesitation, sound the alarm by operating the nearest fire alarm. If a child discovers a fire, they should inform the nearest adult. In the case of a Fire Drill, the people responsible for the building will start the alarm. In the event of a power failure, battery powered back-up alarms are located on each floor.

Calling the Fire Brigade

All outbreaks of fire should be reported to the fire brigade. It is the responsibility of the Administration staff to call the fire brigade.

Tackling a Fire

Tackling a fire is always secondary to life safety. A fire, other than one which can be readily extinguished, should not be tackled unless safe to do so. Evacuating the premises is more important than fighting the fire. The school is equipped with fire extinguishers and these are safety checked once per year.

Fire Drill

The school will ensure:

- A fire drill is completed at least once a year.
- Staff have copies of evacuation plans and they are displayed in the classrooms and offices.

1.6 Evacuation Procedures

DURING THE COURSE OF THE NORMAL SCHOOL DAY

On hearing the alarm:

1. The **person in charge of the class** must lead the line and indicate the exit route.
2. All property should be left behind and, if possible, windows and doors shut.
3. The following staff (marshalls) will be responsible for checking the toilets and communal areas are empty:
 - a. Primary ground floor, Gym and sports court: Admissions
 - b. Primary first floor: Finance
 - c. Secondary first floor: School Office
 - d. Secondary second floor: Exam Office
 - e. High School area: School Head
 - f. Canteen: Coordinator of Services
4. Students and adults in any school area must leave via the nearest emergency exit and walk to the **Assembly Point**.
5. If the above is not possible due to safety reasons, they must exit the building via the second nearest emergency exit. This logic applies also if this is not possible.
6. Displays with the emergency exit and advice are visible in all the school areas. All the emergency exits are properly indicated so that they can be easily identified by people at school. This is also indicated in the evacuation posters available in all the classrooms and spaces at school.
7. Students and staff who may be in the playground must be informed by the person in charge of the ground floor and must go to the **Assembly Point**.

8. Once at the Assembly Point, students line up in their classes (see map below). The office staff will issue registers and Form Tutors will perform a roll call, fill in the class list and hand the register to the School Office.
9. The School Office will check that all adults and children are accounted for and contrast with an **attendance register of the day**.
10. Classes should stand still and quietly until the School Office informs that they can return to the school building.
11. The School Head will inform the School Office, after checking with the different marshalls, that the students and adults in the assembly point can return to the school. Then, School Office will inform everyone at the assembly point that they can return to the school.
12. The return to school must be done with students lining up, and going together with their class tutors, group by group. This must start at EY and finish with Y13 students. Adults must go at the beginning to ensure enough adults are back at school when all students start to arrive together with their class tutors.
13. As the attendance register reflects the true number of children in school each day, it is important that it is completed quickly and accurately. Please ensure that children arriving after registration has taken place report to the school office. Teachers should be mindful of any child that is later taken off site for illness or an appointment.
14. If any visitors are present, the adult they are working with should ensure that they know what to do.

DURING BREAK OR LUNCH TIMES

On hearing the alarm

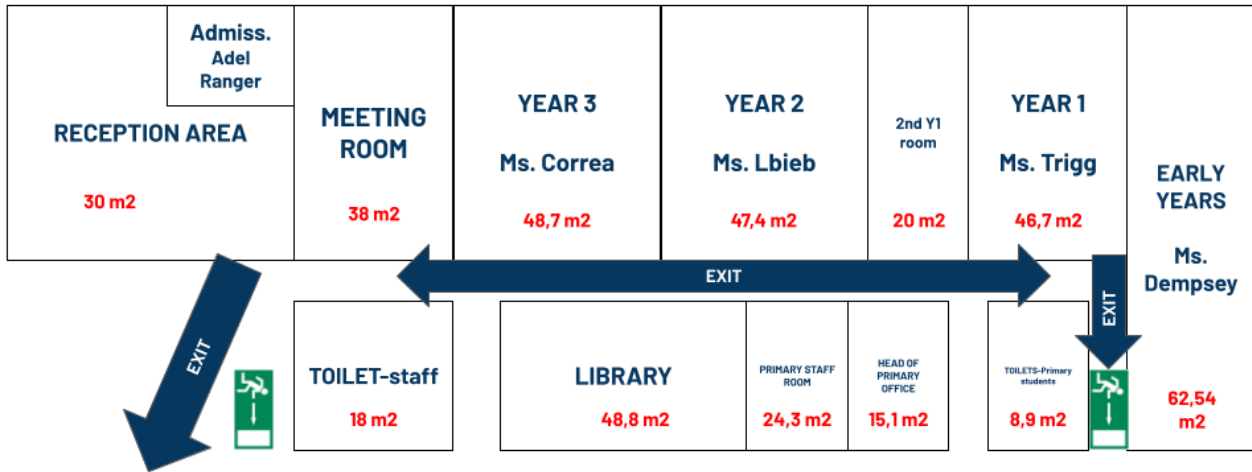
- Students and adults in classrooms should evacuate in the manner described above.
- Any adult/s on duty in the playground should instruct students to line up and then direct them out of the Main Entrance gate to the Assembly Point.
- Teachers and/or assistants of those children should meet them as soon as possible.
- Any adult/s on duty in the dinner hall should ask students to stand.
- Students should be instructed to leave, class by class, using nearest available exits.
- All students should make their way to the Assembly Point and should be joined by their teachers and/or assistants as soon as possible.
- Once at the Assembly Point a roll call will take place, as detailed above.

After the fire alarm

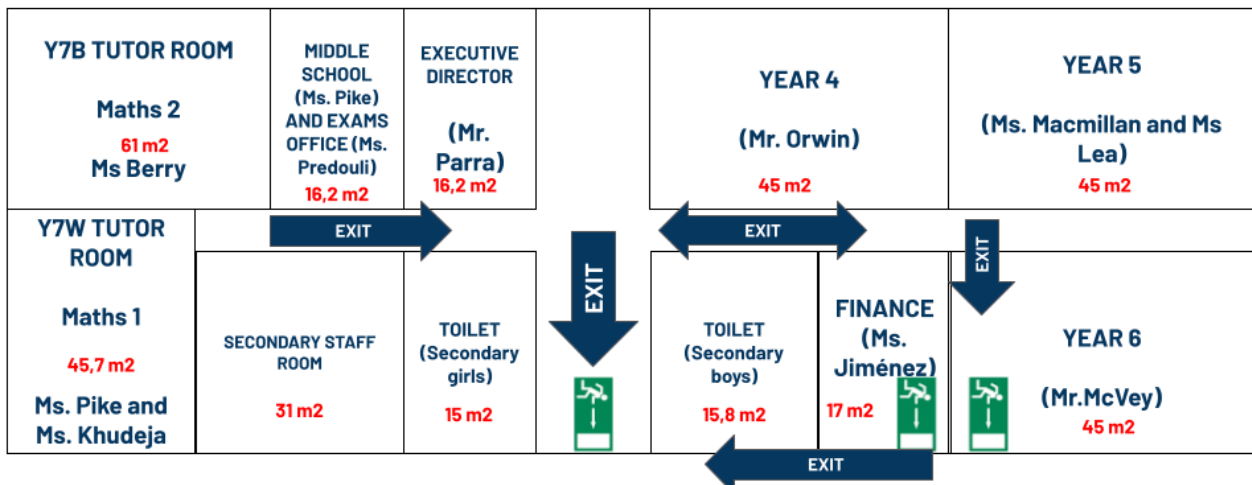
The maintenance team will be responsible for:

- Checking all doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all doors can be opened quickly and easily.
- Rubbish and waste materials are not being allowed to accumulate.
- Checking the fire alarm regularly.
- Ensuring extinguishers are checked on a regular basis.

1.7 Evacuation Procedures MAP

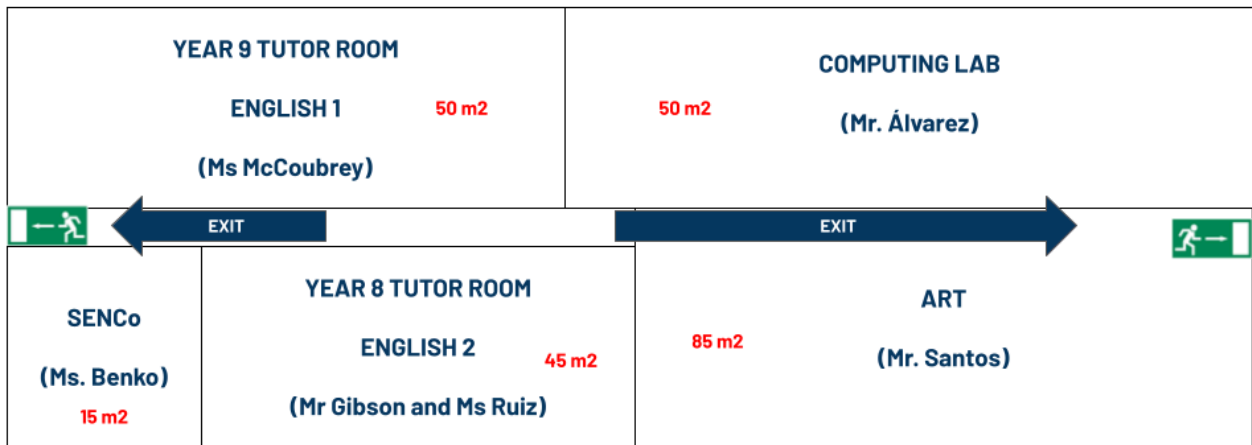


**GROUND
FLOOR-main
building**

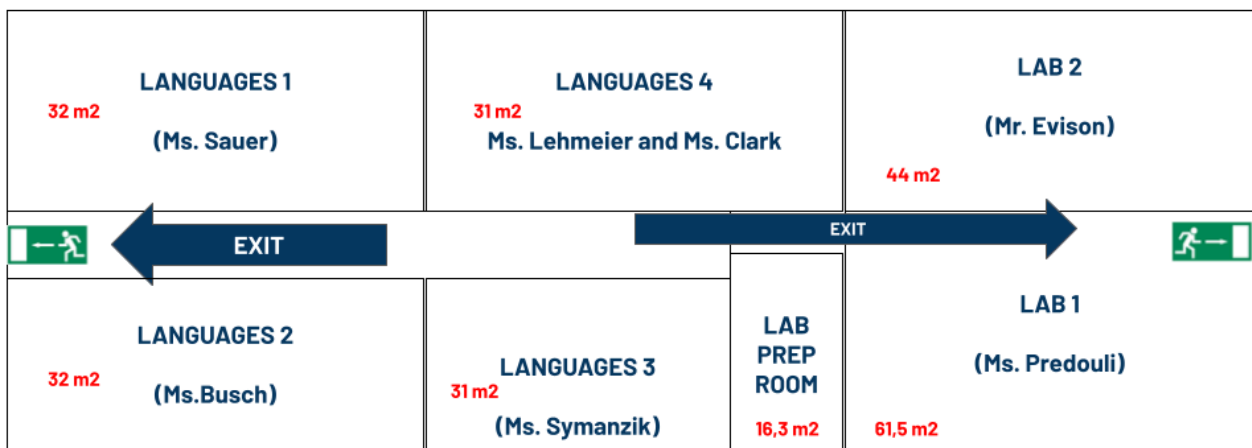


**FIRST
FLOOR-right wing**



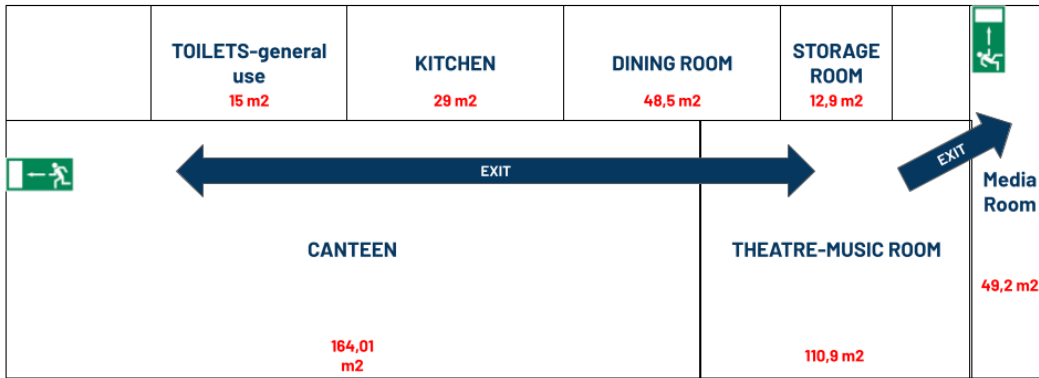


FIRST FLOOR-left wing



SECOND FLOOR

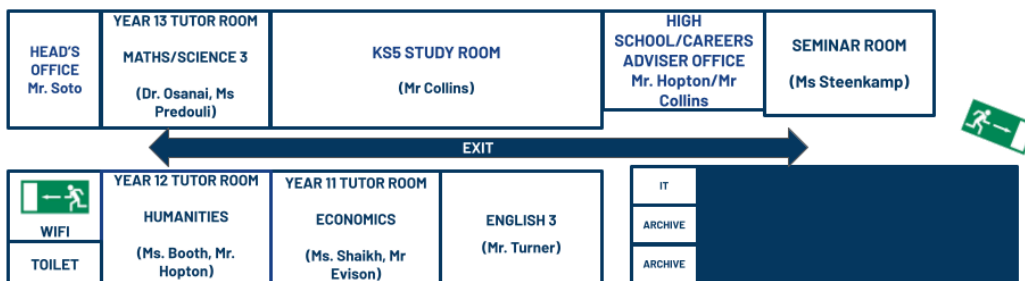




GROUND FLOOR-canteen area



INDOOR GYM



HIGH SCHOOL FLOOR-distribution





1.- Keep calm

2.- Leave all belongings behind

3.- Close all windows

**4.- Follow a staff member to the
emergency exit**

5.- Walk in a single file and keep quiet

**6.- Assemble in the designated assembly
point**

**7.- Alert a staff member if you notice a
missing student**

8.- Await further instructions



SUMMARY-evacuation instructions