



OAKLANDS
SCHOOL

Fire and Emergency Evacuation Policy and Procedures

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Reviewed by	Suzanne Nutley
Approved by	Dr Julie Smith, Chair of Governors

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURES

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General

The person responsible for organising the school's fire precautions is the Headteacher

Responsibilities

- Ensuring that Fire Marshalls carry out a fire evacuation drill at the beginning of the school year and at least once every half-term
- Recording the significant results of the fire evacuation drills.
- Ensuring that the Fire Log is kept up to date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

Key Points

This Oaklands School Fire and Emergency Evacuation Policy and procedures complies with the Regulatory Reform (Fire Safety) Order 2005.

School premises meet requirements set out in regulations and any necessary actions are undertaken relating to any changes in regulations or regulatory demands.

Fire drills are regularly (at least once per half term) carried out in 'the school day'. Exit routes are clearly marked in all areas of school premises.

Fire and Emergency Signs mark all emergency escape routes, exits and the identification of fire-fighting equipment and comply with the Fire Precautions (Workplace) (Amendment) Regulations 1999.

Disabled visitors are to be assisted during the evacuation, as necessary.

All staff have completed the annual certificate in fire safety and the annual certificate in the role of a fire warden. School Business Manager also attends Fire Marshall and Fire Safety Management training with local authority.

Procedures

This document details the fire and emergency evacuation procedures for the premises (Appendix A). Staff should ensure that they are familiar with these procedures and act upon the requirements. On the first day of inducting agency staff to Oaklands School they are informed of the school procedures.

Teachers or Class Leads to go through social story with pupils half termly (Appendix B). Classes to have to hand headphones etc for those pupils who struggle with the sound of the alarm.

Action When Fire Alarm Sounds

- Leave by the nearest fire exit, taking any visitors with you. Do not delay your exit to collect belongings. For pupils who do not have their shoes on they are taken out to the playground as normal and the school has some spare shoes which are taken out along with the emergency box.
- Close windows and doors behind you
- Go immediately to the assembly area (on the playground). Ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

Disabled Persons

All disabled pupils and staff have a Personal Emergency Evacuation Plan (PEEP) written with them as

part of the admissions/induction process.

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 from the nearest safe exit, and make their way to the refuge point, from where they can join the rest of the school at the assembly point if safe to do so.

Action on Discovering a Fire

- Raise the alarm without delay. There are emergency call points throughout the building.
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

Summoning the Fire and Rescue Service

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Headteacher, or in their absence the person in charge will do so or be instructed to do so from the assembly point.
- Upon their arrival, the Headteacher, or in their absence the person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder)

Rollcall

Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff and visitors have arrived at the assembly point.

Fire Drills

Fire drills are carried out each half term and logged in the fire logbook. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

All fire drills are recorded in the fire log book. Any findings are emailed to all staff and any further findings are implemented by School Business Manager

The timings of the fire drills will vary to allow all pupils and staff to experience different exit routes and routines depending of where they are in the day e.g. during lunchtime, break time etc.

Fire Marshall Personnel (Teachers / Support Staff)

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any person/s present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the

general direction of one

- Do not delay your own evacuation if you encounter somebody who refuses to leave inform the Headteacher, and in their absence the person in charge, upon your arrival at the assembly point.

Staff Absences

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

Visitors and Contractors

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

Fire Fighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

Fire Risk Assessment

This is to be carried out annually or sooner if any changes to the premises. A review will take place annually.

This document should be brought to the attention of all staff and any temporary workers at Oaklands

School.

Alarm Monitoring

The school is monitored externally with the key responders in the following order - School Office number, School Business Manager, Assistant Headteacher, Headteacher and Executive Headteacher.

False Alarms

In the event of a pupil setting off the alarm by a dysregulated pupil or on purpose, all normal fire procedures apply. If a member of staff know this has been a false alarm, a member of the Senior Leadership Team will inform all pupils, staff and visitors that it is safe to return to the building. The fire monitoring company will call as per normal procedure and will be informed that it was a false alarm.

Appendix A

Fire Evacuation Plan – April 2025

What to do in the event of a fire

Raise the alarm	Find the nearest Fire Emergency Call Point
	Lift plastic guard and push black button
Alarm Heard	Fire wardens to take action to safeguard pupils, staff and visitors.
	Teachers or Class Lead take the children out of the building via nearest fire exit
	Leave all personal possessions
	Gemma Robinson to grab 'GRAB BOX' and registers
	Nominated Teaching Assistant to check their nominated area
	Suzanne Nutley to check fire panel and call Emergency Service 999
Assembly Point	All pupils, staff and visitors to gather by Assembly Points (in the front of the building, on the playground by green fencing)
	All classes to line up for register
	Class Teacher or Class Lead to check all children.
	Gemma Robinson to check staff and visitors are present. Report any missing persons to Suzanne Nutley or other nominated person
	First aiders to attend to any casualties
	Fire Wardens and First Aiders to liaise with Emergency Services
All Clear	Wait for the 'All Clear' from Fire Warden before re-entering the school
	Should it not be possible to re-enter arrange for pupils to go home
	Staff and any pupils unable to go home should be relocated to Herongate Centre by Fire Wardens

Be cautious if walking to The Herongate Centre, as Emergency Vehicles may be driving on site.

Areas to be Swept by Nominated Person

Ground Floor

Fire Warden from Cedar Class to Check:

- Cedar Classroom
- Cedar Sensory Room
- Admin Office
- Girls Toilet (ground floor)
- Boys Toilet (ground floor)

Headteacher or Assistant Headteacher to Check:

- Deputy Headteacher and Assistant Headteacher Office
- Cleaners' Cupboard
- School Business Manager Office
- Staff Room
- Dark Room
- Headteachers' Office
- Shower Room
- Disabled Toilet
- Toilets in Reception Area

Fire Warden from Hazel Class to Check:

- Hazel Classroom
- Cloakroom
- Nappy Changing Room
- Play Therapy Room (if safe to do so)
- Spare Classroom (if safe to do so)
- Staff Kitchen (if safe to do so)

First Floor

Fire Warden from Willow Class to check:

- Willow Classroom
- Willow Sensory Room

- Elm Classroom
- Boys' Toilets (1st floor)
- Under the Stairs and by Rear Fire Exit

Fire Warden from Maple Class to check:

Maple Classroom

Maple Sensory Room

Girls' Toilet

Medical Room

Fire Warden from Chestnut and Pine Class to check:

- Pine Classroom
- Chestnut Classroom
- Chestnut Sensory Room

Exit Routes (if clear)

- SLT Office and Reception out through front door
- Cedar class through front door
- Hazel class out through back door
- Willow class down the stairs and out through lower stair exit or front door
- Maple class down the stairs and out through lower stair exit or front door
- Elm class down the stairs and out through lower stairs or front door
- Ash class down the stairs and out through lower stairs or front door
- Chestnut class down the spiral staircase
- Staff Room down the spiral staircase

Fire Exit Doors

- Main reception door
- Fire door at bottom of staircase by electrical cupboard
- By Play Therapy / Speech and Language Room
- Hazel Classroom
- By Chestnut Classroom, top of spiral staircase

Appendix B – Social Story for Pupils



when



fire alarm



sounds



listen to



everyone



must



stop



your



trusted adult

