

## FIRE EVACUATION PROCEDURE

### Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

### 1. Discovery of Fire

Any person discovering a fire or suspecting a fire must immediately activate the nearest fire alarm call point and inform a member of staff without delay.

No attempt should be made to tackle a fire unless the individual has received appropriate training and it is safe to do so.

### 2. Upon Hearing the Fire Alarm

When the fire alarm sounds, all activities must cease immediately. Emergency Stop on all machines that require it. Staff shall instruct pupils to evacuate calmly and promptly via the nearest safe exit.

Personal belongings must not be collected. Stair lifts or mechanical lifting devices must not be used during evacuation.

Where safe to do so, staff should close doors behind them to limit the spread of smoke and fire.

### 3. Assembly Point

All occupants shall proceed directly to the designated Assembly Point:

Corner of Redcliffe Gardens and **Tregunter Road**

The Assembly Point must remain clear at all times.

### 4. Supervision and Roll Call

Teaching staff are responsible for ensuring that pupils in their charge evacuate safely. Registers shall be taken to the Assembly Point where a roll call shall be conducted immediately.

Any missing person must be reported without delay to the Responsible Person, who will liaise with the Fire and Rescue Service.

No person shall re-enter the building unless authorised by the Fire and Rescue Service or the Responsible Person following confirmation that it is safe to do so.

#### **5. Responsibilities During Evacuation**

Staff may be allocated specific sweep responsibilities for designated areas, provided it is safe to do so. Toilets and ancillary spaces should be checked where possible.

The Responsible Person or their deputy shall assume overall control at the Assembly Point and communicate with emergency services.

#### **6. Post-Incident Review**

Following any evacuation, whether drill or actual incident, a review shall be conducted to identify any issues and implement improvements where necessary.