NYES | Health and Safety

FIRE EVACUATION PROCEDURES

On discovering a fire staff must sound the nearest fire alarm immediately. This is done by activating the nearest manual call point/break glass unit.

In the event of the fire alarm sounding:

- **Evacuate immediately following the plan below.**
- Where possible all windows and doors will be closed if safe to do so.
- The school has no lifts or need for Evac chairs.
- At the assembly point a roll call of all staff, pupils and visitors will take place as quickly as possible (using registers, visitor books and staff signing in/out lists) to ensure all persons accounted for. Any missing persons will be reported to SLT/Admin
- No persons should re-enter the building until authorised to do so.
- Following a fire evacuation, staff will be asked for feedback to identify any potential issues and also provided with all relevant information in regards to the evacuation and any potential issues identified. If required a review of the fire risk assessment will be carried out.
- Any false alarms will be recorded. Records will identify the cause and any action taken to prevent further reoccurrence. Records will be kept in the Fire Safety folder.

Fire Evacuation Plan

EYFS Children and Staff (classes 1,2 & 3) to leave the building via the nearest fire exit and meet in the 'vehicle' play area at the far end of the Foundation Stage playground.

Key Stage One Building children and staff (classes 4 & 5) to leave through the main KS1 entrance fire exit and meet on the school field. The secondary route would be to leave the building through the main KS1 entrance fire exit and meet on the grass at the front of school, watching out for vehicles entering and leaving the site. Should this exit be unavailable then use the exits from EYFS and gather in the EYFS playground.

KS1 Annexe 1 children and staff (classes 6 & 7) to leave the building through the fire exits and meet on the **grass at the front of school,** being cautious of vehicles entering and leaving the site.

The secondary route would be to leave the building through the main entrance and meet on the school field with KS1.

Key Stage Two children and staff in the junior building (classes 10, 11, 12 & 13) to leave the building through their class fire exit and meet on the **grass at the front of the school**.

KS2 Annexe 2 children and staff (classes 14 & 15) to leave the building through the fire exits and meet on the **playground adjacent to the picnic area**. The secondary route would be to leave the building through the main exits (and small gate next to the Year 6 Annexe) and meet on the grass at the front of school.

KS2 Annexe 3 children and staff (classes 8 & 9) to leave the building to leave the building through the fire exit and meet on the **playground adjacent to the picnic area**. The secondary route would be to leave the building through the main exits (and small gate next to the Year 6 Annexe) and meet on the grass at the front of school.

Hall evacuation: Lunchtimes/Assemblies/PE

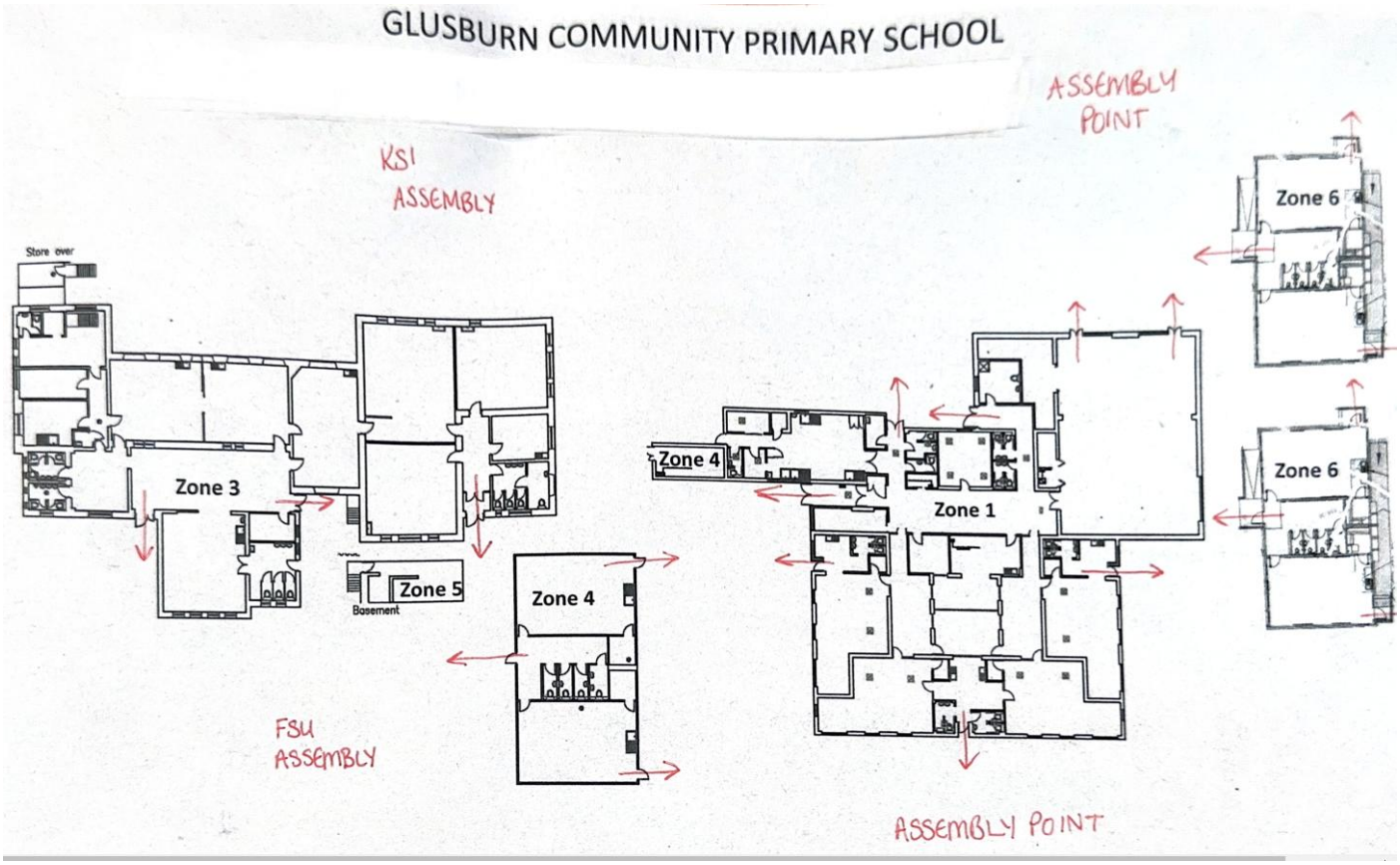
All children and staff to leave the hall via the two fire exits and meet on the **playground adjacent to the picnic area**.

Kitchen staff Staff to leave the school through the entrance to the kitchen and meet on the **grass in front of school**. The secondary exit would be to leave the school using the fire exit by the staff toilets, meet on the school field. The 3rd exit would be via the schools main entrance.

Admin staff

Staff to leave the school via the main entrance and meet on the **grass in front of school**. The secondary exit would be to leave the school using the fire exit by the staff toilets, meet on the school field.

Lunchtime and Break times – All children and staff should remain in the outdoor areas, moving away from the building and meeting on the **playground adjacent to the picnic area**. Children and staff who are in the building should exit by the nearest fire/exit point, meeting on the school field, if it is safe to do so. As a secondary meeting point, they should meet on the grass at the front of school. Children and staff should NOT take a longer route through the building to get to the school field.



Fire Evacuation Plans are displayed in the following areas around the site:

- Every classroom
- Shared areas
- Offices

Signed:	K Smith
Date:	21.08.2026
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