



GRANGE INFANT SCHOOL
FIRE EMERGENCY EVACUATION POLICY (FEPP)

Responsible Manager (RM)	Sam Myers Headteacher (HT)
Fire Safety Co-ordinator (FSC)	Sue Fairs School Business Manager (SBM)
Assembly Point	Main Playing Field

At Grange Infant School the health & safety of all staff/pupils and visitors is a priority. This policy has been prepared to ensure safe procedures are in place to minimise the risk of fire & to outline emergency procedures to ensure the safe evacuation of the building in the event of a fire. Its contents are frequently shared with all staff in the school and procedures are regularly practised. This policy should be followed in conjunction with the Health & Safety policy and both are updated annually.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 requires all employers and occupiers to carry out fire risk assessments in their workplaces and implement appropriate fire safety measures by the development of a Fire Plan. The person in control of the premises, or the Responsible Manager (RM), is the designated "responsible person" under the Order and is therefore responsible for ensuring:

- A suitable and sufficient fire risk assessment is undertaken for the site by a competent person.
- A suitable fire plan is developed taking account of the nature and size of the site, and this is undertaken with the co-operation and co-ordination of others where the site is shared.
- The provision of information and training for staff and other building users on the fire safety arrangements including fire drills and firefighting, with specific training for those with particular duties in the Fire Plan e.g. Fire Marshals.
- Adequate means of fire detection, raising the alarm, means of escape, signage, firefighting equipment, emergency lighting and a means of summoning the emergency services is provided.
- Regular fire drills are undertaken.

Regular inspection, servicing, monitoring and review of the above apply. Further detailed guidance is provided by Hampshire County Council Fire Safety.

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest fire alarm call point
- Evacuate the school without delay using the nearest exit
- Proceed to the assembly point on the main field
- Check all pupils/staff/visitors are out of the building

All staff should be aware of the nearest exit not only in their classrooms but other areas of the school. Fire Action/Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans. Fire exit signs are posted on all exits. There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis by the Site Manager and fully serviced twice a year by Hampshire County Council (HCC) approved reactive maintenance contractors, currently EMCOR. **On hearing the fire alarm, the following staff procedures/duties will take place:**

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Assistant Administrative Officer (AAO)

- The pupil, visitor's and staff register must be taken to the assembly point
- The school registers will immediately be distributed at the assembly point on the main field
- Collect the first aid kit from the medical room which will be taken to the assembly point
- **NO ONE** should stop to collect any belongings

Responsible Manager (RM) and Fire Safety Co-ordinator (FSC)

- The RM and FSC will monitor the evacuation of the premises from the assembly point
- To enable them to monitor the assembly points, staff will raise the fire registers if they tally
- Any missing pupils/staff/visitors must be reported immediately to the RM/FSC
- When the headcount has been completed the AAO will inform the RM and FSC that everyone is present

Classroom/Support Staff

- On hearing the fire alarm, the person managing the class/group/individuals will take the children out through the nearest external exit
- Children must be encouraged to evacuate the building in silence
- Staff will take their class/individuals/group of children to their respective class line
- Staff will check children against the class register and immediately inform the RM/FSC anyone missing
- **NO ONE** should stop to collect any belongings

Fire Marshal (FM) Staff

On hearing the fire alarm, all staff will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point. Nominated school staff will have designated fire marshal responsibilities as detailed in Appendix 1 and 2.

All FMs will be responsible for General Fire Marshal duties in their designated areas of responsibility ensuring that they:

- Encourage everyone in their area to leave the building promptly
- Check toilets, classrooms, all areas (if safe to do so)
- Close all doors and windows on leaving (if safe to do so)
- Complete the evacuation check list form and report their findings to the RM and FSC
- Remain available at the assembly point to assist as necessary
- **NO ONE** should stop to collect any belongings

Contracted Catering Staff

On hearing the fire alarm, all staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as they leave
- Report to the assembly point on the main field with the staff register
- Staff will check against the register and immediately inform the RM/FSC if anyone is missing
- **NO ONE** should stop to collect personal belongings

TJ's Wraparound Club

If on site and on hearing the fire alarm, all staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as they leave

- Report to the assembly point on the main field with the staff and children's registers
- Staff will check against the register and immediately inform the school's RM/FSC if anyone is missing
- **NO ONE** should stop to collect personal belongings
- Implement TJ's Emergency Evacuation/Forced Closure Procedure Policy

No-one may re-enter the buildings until they have been given the all clear by the RM/FSC, in the case of a fire drill or Fire and Rescue Safety Officers, in the case of a fire/incident.

Additional Information and Evacuation Procedures

- The main fire alarm panel is situated on the wall inside the main school entrance doors. A weekly test is carried out by the Site Manager and the panel is serviced twice a year by HCC approved reactive maintenance contractors, currently EMCOR.
- Bells and break glass units are situated throughout the school buildings. These are tested on a rota basis weekly by the Site Manager.
- All areas have a fire action plan notice which also indicates the nearest escape route and fire assembly point.
- All exits are kept unlocked and clear of obstructions.
- Visitors and contractors are supplied with Fire Safety Information, printed on the back of their visitor's pass, when they sign in at the school office.
- Fire drills are carried out termly, with a minimum 3 times per year.

Fire Fighting Equipment

There are CO2 and Foam extinguishers throughout the building. See attached map at Appendix 3. These are checked weekly on a rota basis by the Site Manager and serviced annually by an external specialist contractor.

Key Escape Routes

All areas have direct escape routes to the fire assembly point. If necessary, pupils, staff and visitors can further be evacuated from the site via the school field. (Bomb threats/gas leaks).

Fire Risk Assessments

Risk assessments are carried out annually or reviewed and updated following an incident/accident.

Personal Emergency Evacuation Plans (PEEP)

This is an individual plan for means of escape from fire/emergency for adults/children with a disability/additional need. These are put in place by the Special Educational Needs and Disability Co-Ordinator (SENDCO) after consultation with parents/carers and staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Termly fire drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users
- Feedback observations and findings to all staff following the termly fire drill

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment
- Provision of information, instruction and annual training

Fire Protection Measures

- Raising the fire alarm
- Smoke detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire
- Provision of information, instruction and annual training

Guidance documents to be read in conjunction with this policy

- Fire Safety Manual
- Disaster Recovery Plan
- Emergency Management Plan

Fire Safety Training

All staff and volunteers are given a Health and Safety induction on their first day by the FSC. This contains all Health/Safety Data, access to policies and Fire Evacuation guidance/procedures and will be refreshed when the arrangements are reviewed. All staff will be involved in practice fire drills to test those arrangements. Staff will also undertake Fire and Non-Fire Emergency e-learning annually.

Fire Risk Assessment Principles & Practice attendance training will be provided to staff nominated as fire safety co-ordinators who will have a responsibility to carry out a suitable and sufficient fire risk assessment, an evacuation plan and management plan in the workplace as required by the law.

It is illegal to smoke on our school site. It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Agreed: This policy was agreed and ratified at the Governing Board meeting held 19th November 2025

Review: This policy will be reviewed annually.

Date for next review: November 2026

Signed
Headteacher



Signed
Chair of Governors



Appendix 1 to Fire Evacuation Policy - Fire Marshal Responsibilities

1 PRIMARY ROLES

Responsible Manager (RM) is the Headteacher (HT), Sam Myers

Deputy RM is the Deputy Head (DHT), Emma Poate

Fire Safety Coordinator (FSC) is Sue Fairs School Business Manager (SBM)

Designated Fire Marshals (FM) are Sam Myers (SM), Emma Poate (EP), Sue Fairs (SF), Kirstie Allison (KA), Sarah Lee (SL) and Michele Kennell (MK)

2 DESIGNATED AREAS (ZONES)

Zone 1 - KA/SF

Office, Medical Room, Nest, SENDCO, HT/DHT Office, Staff/Visitor's Toilet, Site Manager's Office. Exit by the main school door and make your way onto the field via the KS1 playground – Gate key code see Admin Team

Zone 2 – HT/DHT

Hall, PE Cupboard, Served and toilet, Quad area and the Staff Room

Exit by the hall external door into the YR playground then make your way onto the field – Gate code Admin Team

Zone 3 - YR Staff in the Starlings, and YR Sensory room not with children

YR Sensory room and Starlings Classroom and Toilets, Maths & Art cupboard, YR Corridor & Toilet

Exit by the YR corridor external door into the playground, make your way onto the field – Gate code Admin Team

Zone 4 - SL or staff in the Sparrows /Blackbirds classes not with children

Library, SBM Office, Stationery Cupboard, Sparrows and Blackbirds Classroom, Shared Toilets

Exit by the external door by the shared toilets then make your way onto the field

Zone 5 – KS1 staff not with children

Magpie's class and Toilets, ICT Suite and Toilets

Exit by the ICT suite external door then make your way onto the field

Zone 6 – Y1 Staff in the Robins and Chaffinch classes not with children

Robins Classroom, Shared Cloakroom, Corridor Area and Toilets, Chaffinch Classroom

Exit by the Y1 corridor external door then make your way onto the field

Zone 7 MK or staff in the Owls classroom and TJs/Intervention room not with children

Owls Classroom, TJs/Intervention room, Shared Cloakroom and Toilets and the Aviary

Exit by the external door from the last room that you have checked is cleared, then go to the field

3 FIRE ALARM DRILLS

On hearing the fire alarm and if safe to do so, the FMs/Staff are responsible for clearing the designated zones during evacuation. They will:

- Wear distinctive Fire Marshall armbands in order that they can be clearly identified
- Collect the evacuation checklist sheets from the designated zones
- Sweep the building in the zoned areas
- Report to the RM and FSC at the assembly (muster) point
- Give the completed checklists to the FSC

The FMs/Staff will sweep the designated areas and ensure that the following are clear:

- Zone 1 Check the main office, Nest, SENDCO, HT & DHT Office, staff toilets, medical room, Site Manager's Office, Visitor's toilet and the corridors closing all doors
- Zone 2 Check the Staff Room, Hall, PE room, Quad and the served/toilet closing all doors
- Zone 3 Check the YR Sensory room and toilets, Starling Classroom and toilets, YR corridor toilet, Maths and Art cupboard, closing all doors
- Zone 4 Check the Sparrow Classroom, Blackbird Classroom, shared toilets, stationary cupboard, SBM

office and the library including corridor areas, closing all doors

- Zone 5 Check the ICT Suite and toilets, Magpie Classroom and toilets, corridors and close all doors
- Zone 6 Check the Robin and Chaffinch Classroom , the shared corridor, toilets, close all doors. Leave the building by the fire exit at the end of the Y1 corridor.
- Zone 7 Check the Owls Classroom and TJs/Intervention room, shared cloakroom area and toilets and the Aviary, close all doors

Action to be taken by all contracted catering staff upon hearing the fire alarm:

- Only if safe to do so, staff will check and switch off any utility supplies and unplug electrical equipment
- Only if safe to do so, close all windows
- Leave the building by the nearest fire exit route and proceed to the assembly point on the main field
- Assist children and visitors where necessary
- Class teachers to supervise the children at the assembly point with TA assistance if available, if lunchtime then DHT with the LSA assistance.
- Admin team will exit the building with the class registers and deliver to the assembly point to initiate roll call – report to RM/FSC once roll call complete
- SBM to exit with the visitors and staff signing in/out reports then deliver to assembly point and initiate roll call with the help of the admin team – report to RM/FSC once roll call complete
- Contracted catering team to exit the building with their staff signing in/out register and once at the assembly point initiate roll call – report to RM/FSC once roll call complete
- Maintain all safe working practices in line with whole school risk assessment.

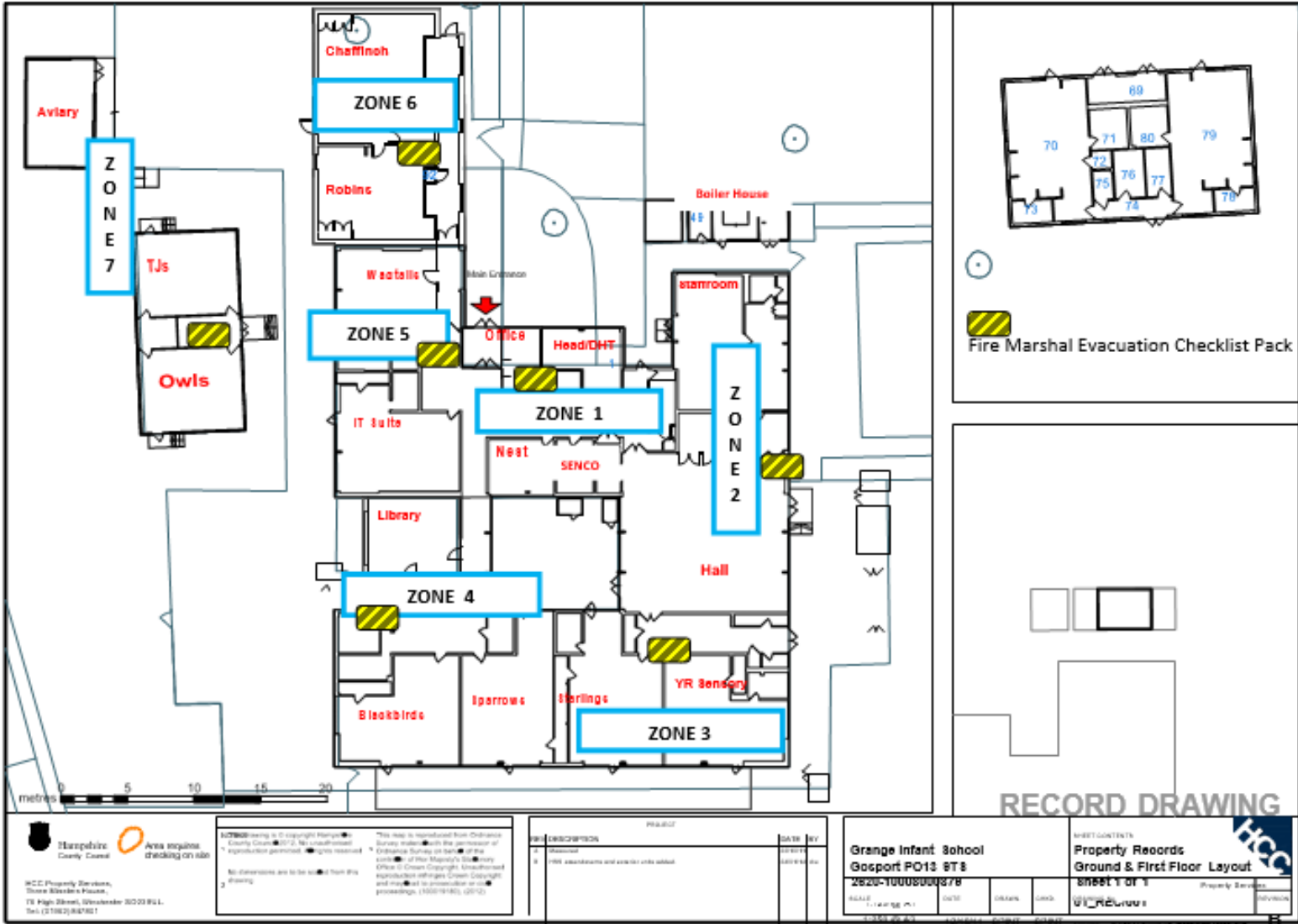
4 REPORTING

Following the evacuation, the FMs/all staff will report their findings to the RM and FSC. The RM/FSC will complete the fire evacuation drill report and share findings with whole school and contracted catering staff electronically.

5 FIRE MARSHAL REGULAR INSPECTIONS

- FMs should conduct regular inspections of premises
- Record all findings on a record sheet
- Report defects to the RM and FSC
- Regularly inspect the general condition of escape routes, fire extinguishers, fire safety signs and fire exit doors
- Ensure that the FM evacuation check lists and reporting forms are replenished after each fire drill or evacuation procedure is carried out

Appendix 2 to Fire Evacuation Policy – Fire Marshal Zone Locations



Appendix 3 to Fire Evacuation Policy - Fire Fighting Equipment Locations

