



# FIRE EVACUATION POLICY

To include Early Years Foundation Stage



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## PURPOSE

This policy highlights the procedure in place to safeguard pupils, staff and visitors at Brackenfield School.

This policy should be read in conjunction with the Health & Safety Policy, the Fire Risk Assessment & the Fire Safety Policy.

## PROCEDURE

There will be a whole school practice evacuation at least once per term when all persons within the school must go through the following evacuation procedure. These tests will be monitored to check the speed and ease of evacuation and any problems that need addressing. In the event of a fire:

- The alarm should be activated by pressing the nearest break glass switch adjacent to the external doors
- The Admin team in the office will ring the Fire Service
- When alarm sounds pupils and staff should stop work immediately and pupils should be reminded to be silent
- Teachers will line classes at the classroom door and evacuate through the appropriate fire exit as indicated on the evacuation plan in each classroom/communal area, or the safest route possible in case of fire
- Any staff not in charge of pupils will go to the Nursery Department to assist
- Children and staff will line up in the playground in year groups
- Any adult teaching on the top floor will check that area is clear as they leave
- The Fire Marshalls (Mr Jenkins/Mr Olesqui) will sweep the building floor by floor & check the toilets by the staff room as they leave
- Any peripatetic teacher must take their pupil(s) outside by the nearest exit and hand them over to their year group teacher
- Registers, Visitors book, contact numbers, medication & first aid kit will be taken outside by the person in charge of the Admin team
- Registers will be handed to class teachers to check all pupils are present as expected
- Visitors book will be checked by the person in charge of the Admin team
- The Caretaker or The Fire Officer/Deputy will open the large gates to allow exit of children and entry of Fire Service
- Once all registers have been checked, the children will be led to an area of safety in Rutland Close, allowing the playground area to be used by the Fire Service
- No-one should enter the building following evacuation until the Fire Service has given permission.

## **FIRE EXIT ROUTES**

### **Nursery Department**

- Leave through main white doors to main playground

### **Reception class**

- Leave through fire exit in Reception class and around exterior of building to playground

### **Year 1**

- Leave through brown front door to main playground (deviate to other exits if directed)

### **Year 2**

- Leave through garden door, around building to main playground.

### **Year 3**

- Leave through own side entrance, down the steps to main playground

### **Years 4/5/6**

- Leave using either the main staircase to main doors by reception or if this is blocked, via back staircase to brown front door.

### **Top floor**

- Use the back staircase to the brown front door.

**If any of these routes are blocked, lead pupils to the nearest outside exit avoiding the site of the fire.**

- **Silence must be kept at all times.**
- **Act calmly and speak clearly to the pupils.**
- **Avoid frightening the pupils.**
- **Do not run or allow any pupil to run.**
- **Report any missing child to the Headmaster immediately.**



## **FIRE EVACUATION PLAN**

### **IF YOU DISCOVER A FIRE:**

- OPERATE THE NEAREST FIRE ALARM CALL POINT
- FIGHT THE FIRE ONLY IF SAFE TO DO SO, USING THE EQUIPMENT LOCATED AT CALL POINTS AROUND THE SCHOOL

### **IF YOU HEAR THE FIRE ALARM SOUNDING:**

- EVACATE THE BUILDING USING ALL AVAILABLE EXITS
- DO NOT STOP TO COLLECT ANY BELONGINGS
- ESCAPE ROUTES WILL BE IDENTIFIED WITH 'FIRE EXIT' SIGNS
- CLOSE ALL DOORS AS YOU LEAVE
- GO DIRECTLY TO THE ASSEMBLY POINT SITUATED IN:

**PLAYGROUND OR RUTLAND CLOSE (IF DIRECTED)**

### **THE FOLLOWING WILL THEN HAPPEN:**

- HEADMASTER OR COMPLIANCE MANAGER WILL CALL THE FIRE BRIGADE
- A ROLL CALL OF PERSONS ON SITE WILL BE TAKEN USING, REGISTERS, VISITOR BOOK, STAFF SIGN IN SHEETS. TEACHERS WILL COMPLETE FOR PUPILS AND ADMINISTRATION STAFF FOR ALL OTHER STAFF/VISITORS
- THE FIRE WARDEN WILL SWEEP THE SCHOOL TO ENSURE COMPLETE EVACUATION
- KITCHEN STAFF WILL SHUT OFF ALL GAS SUPPLIES
- SLT WILL CHECK ALL PERSONS ARE ACCOUNTED FOR
- HEADMASTER OR COMPLIANCE MANAGER WILL LIASE WITH FIRE SERVICE
- HEADMASTER WILL DIRECT FURTHER EVACUATION TO RUTLAND CLOSE IF APPROPRIATE AND ACTION THE FULL CRITICAL INCIDENT MANAGEMENT PLAN

**DO NOT RE-ENTER THE BUILDING UNTIL AUTHROSED BY THE  
ATTENDING FIRE CREW**

<b>Name of policy</b> Fire Evacuation Policy	<b>Policy reviewed/amended date</b> September 2021 (V2) September 2022 (V3) August 2023 (V4) Sept 2024 (V5) August 2025 (V6)
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