

Fire & Evacuation Policy

Together, we **CARE!**



"Be kind and loving to each other".

Ephesians 4:32 (ICB)

Mepal & Witcham Primary School
a part of Ely Diocese Multi Academy Trust

Approved by the Governing Body: *Joy Walker*

Signed: Mr C Snuggs

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1. Aims

To provide and maintain a safe and secure environment for our students, staff and resources.

To establish protocols and procedures that effectively monitors, manages and responds safely to a potentially dangerous situation.

As part of our Health and Safety policies and procedures, the school has a Fire and Evacuation Policy.

In the event of a potential fire hazard, all staff must familiarise themselves with the procedures within this guidance to ensure a safe and quick evacuation.

An evacuation plan is implemented when there are serious security risks to the safety of persons and premises due to, for example, fire, bomb threats, suspicious packages found, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage where it is safer to evacuate than to lockdown.

Termly fire drills take place to ensure practices of these evacuation procedures remain efficient and are familiar to all school members. The Site Team will log and record results which are then discussed and monitored by the Senior Leadership Team.

Appointed members of staff (Fire Marshalls) are qualified to use extinguishers safely should the need arise and it is safe to do so. All evacuation procedures should be adhered to first, sounding the alarm and evacuation; in exceptional circumstances, it may be down to the judgement of the Fire Marshall whether or not it is safe to tackle the fire immediately.

2. The Evacuation Plan

The fire evacuation plan is available situated next to the exit and call points. See Appendix 1.

In summary, at identifying a fire or a need to evacuate, one must first:

- Sound the alarm;
- Leave by the nearest exit (follow evac plans for each room and space)
- Close doors behind if last person;
- Assemble at the designated Fire Point (Playground);
- Duties of specific employees carried out;
- Liaise with Fire Brigade.

In more detail, on hearing the fire alarm (a continuous alarm), all staff and children must leave by the nearest exit (or signposted route to direct to assembly point) and head towards the designated assembly point; children to walk in twos. Any Parents/Carers, temporary staff, visitors, contractors or other third party guests inside the school building at the time of an evacuation proceed immediately to the school playground and wait outside on the left hand side of the playground until further instruction.



Do not attempt to put out the fire (unless qualified to do so). Should the directed route be blocked, an alternative route should be taken, going out of the next nearest exit point (also on Evac plans). Only if authorised to do so, fire escape keys can be used to unlatch the safety latch on the upstairs windows.

Note: The double doors adjacent to the front office will not automatically unlock due to fire regulations specific to this area of school. To exit, the emergency release panel needs to be activated by breaking the glass/plastic green panel situated to the left, up high, of the double doors.

All doors must be closed on exit from the classroom. Belongings should be left. Support staff to ensure all children have left the room before checking there are no persons in the toilet.

Site team, office staff and members of the leadership team will carry out their specific duties. In the event that the fire alarm has been sounded, one member of the office team will check the front panel to locate the area identified. They will then radio or speak with the site team or SLT who will investigate if it is safe to do so. Only the trained personnel who know how to put out a fire safely will be able to assess whether it is safe to put out themselves (Site team to be first port of call). If not, the site team member will radio back to call 999.

The site member and senior leadership team will liaise with the Fire Brigade. Should any member of staff or child not be accounted for, the site team or SLT will investigate (if it is safe to do so). This must be reported to the Fire Brigade and they will advise and search for the missing individual if it is not safe for the site team to do so.

3. Returning Back to School

All Fire personnel to ensure all children and adults (including visitors) are accounted for.

Once the office team and site team (and Fire Brigade, if necessary) have confirmed the building is clear and safe to return, the staff and children can then re-enter.

4. The Evacuation Plan (suspicious package, bomb threat etc.)

Where an evacuation procedure is deemed safer than a Lockdown (see Invacuation/Lockdown policy), the following steps must be taken, similarly to a fire drill. However, this will be done under advice from the emergency services and direction will come from them:

- Sound the alarm;
- Leave by the nearest exit (follow evac plans for each room and space)
- Close doors behind if last person;
- Assemble at the designated Fire Point (Playground);
- Duties of specific employees carried out;
- Liaise with appropriate authoritative bodies



5. If A Threat Is Phoned In:

In recent years schools nationally and in Cambridgeshire have received threats alleging that their school is going to be targeted. These have been hoaxes, but it is essential that schools take them seriously and report the threat to the police and carefully follow their advice.

The person taking the call must remain calm and keep the person on the phone for as long as possible, attempting to gain as much information about the threat and the person making the threat.

If the threat is in person, on the school premises (inside the building) .

The person(s) dealing with the person concerned must remain calm and keep the person calm as long as possible, attempting to gain as much information about the threat. They should try to keep the person restricted to one room and seek support where possible.

In both cases:

- Make notes of the conversation.
- Alert Headteacher who will assess and dial 999 to seek advice. It is fundamental to listen to advice at this point.

If the decision of the emergency services is to evacuate the school, they will advise on how best to do this. We will relay to them that we have a "Meeting Point" which is accessible via various routes that lead away from school.

This will only be initiated once advice has been given on how to do this.

Should the advice suggest the Fire evacuation procedure is necessary for these situations, the procedure outlined above will be followed.

Site team, office staff and members of the leadership team will carry out their specific duties. A member of the leadership team will authorise the evacuation and continuous contact will be maintained with the police.

A member of staff authorised to do so will open the external gate to allow the police to enter, should this be required.

Staff to remain extremely calm and inform the children where we are heading; no mention of the threat is necessary. As per any walk or school trip, staff to be distributed evenly along the line, ensuring road safety is adhered to. One (two if possible) member(s) of staff to assist any crossings.

6. Returning Back to School (from Meeting Point)

A senior member of the leadership team will liaise with the appropriate bodies, monitoring and reviewing the situation.

If the threat is eliminated, and it is safe to return, staff will accompany the children returning back from the “Meeting Point”. The same route but in reverse.

Should it be deemed safe for the children to be dismissed to parents/ carers from the meeting point, then the office will make the relevant calls to parents/ carers to collect their child(ren) from the Meeting Point.

7. If A Suspicious Package Is Found

The DfE’s guidance should be considered in the first instance (see Appendix 2) The following must be considered when assigning suspicion to the object(s):

- What makes it suspicious?
- Who initially found it?
- What time was it first found?
- When was the area last checked/ found to be clear?
- Is it hidden?
- Is it typical to the environment where it was found?
- Is there CCTV coverage of the area?
- Has something been tampered with or does it look out of place?

A member of the senior leadership team should be alerted.

The object must not be approached, tampered with or attempted to be moved.

Following the instructions above, a member of the senior leadership team will direct the course of action based on advice received and evacuate using the above procedures.

Advice sought and obtained from:

- Action upon delivery of any suspicious delivered item:
<https://www.cpni.gov.uk/action-upon-discovery-any-suspicious-delivered-item>
- Possible Indicators that a delivered item might be of concern:
<https://www.cpni.gov.uk/possible-indicators>

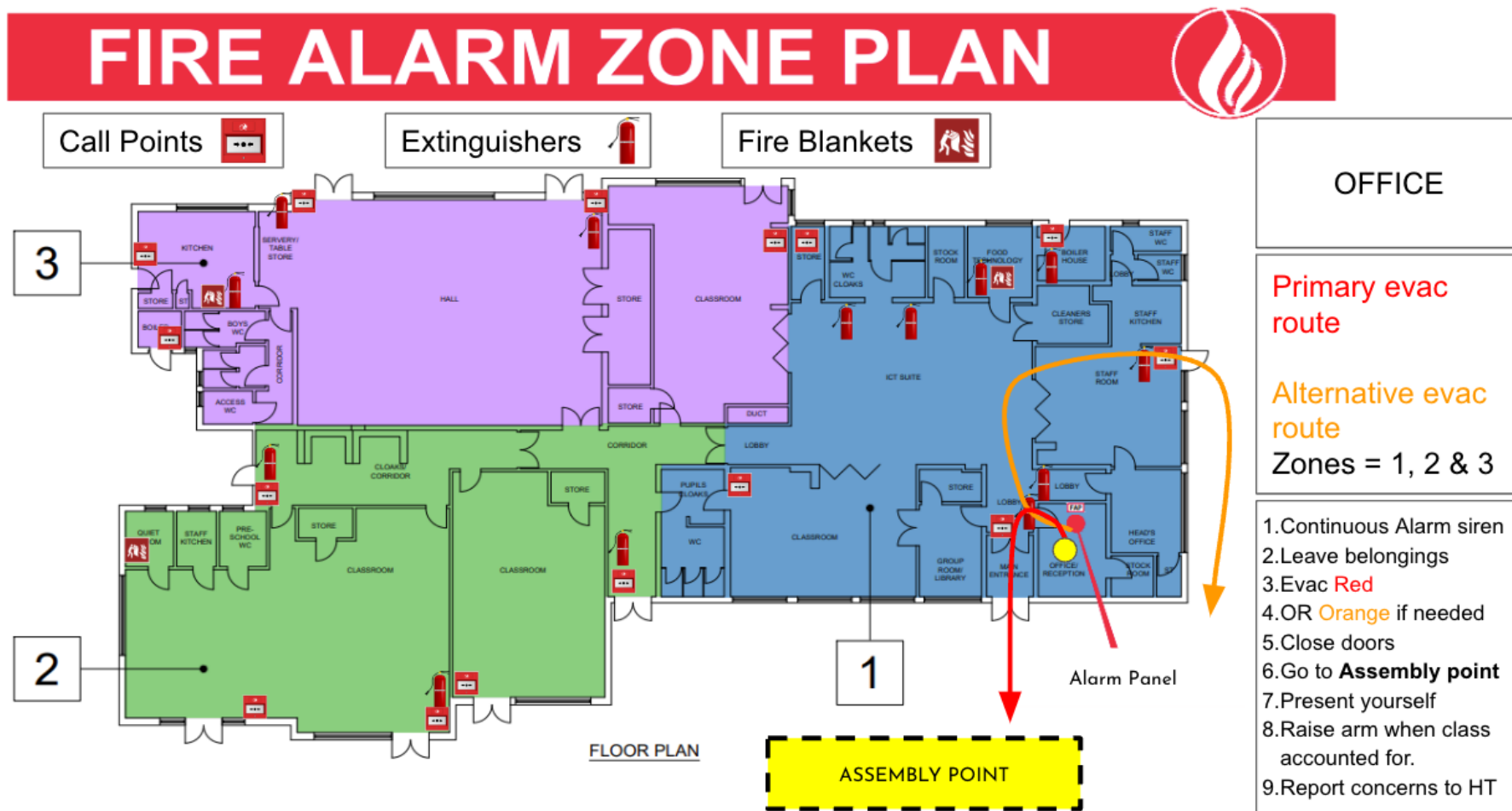
Before and after school clubs will follow the exact evacuation procedure as outlined above:

8 Link to other policies

This document links to the following policies:

- Critical Incident Policy
- Invacuation/ Lockdown policy.

9. Appendix 1 - Example Evacuation Plan



UNATTENDED ITEMS: LOST... or **SUSPICIOUS?**



H

Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



O

Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



T

Typical?

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocols you still believe the item to be suspicious, call 999.

NaCTSO
National Counter Terrorism Security Office



12. Appendix 3: Evacuation Checklist

	What	Who
	Children, class teachers and TAs lining up in designated zones	Teachers
	Open car park gate if required	Office
	All classes have arm raised when all accounted for	Teachers
	Report anyone missing to Headteacher	Anyone
	All doors closed	Site/ Headteacher
	Fire zones checked	Site/ Headteacher
	Staff accounted for Main playground	Office
	Playground	Everyone
	Check panel and report to Site team/ Headteacher	Office staff
	Investigate fire zone	Site/ Headteacher
	Call Fire Brigade (if asked to do so by Headteacher)	Office/ Headteacher
	Check the building to ensure it is safe	Site/ Headteacher
	Headteacher/ SLT instructs it is safe to return back in the building	Everyone