



Fire & Evacuation Procedure

Together, we **CARE!**



"Be kind and loving to each other".

Ephesians 4:32 (ICB)

Mepal & Witcham Primary School
a part of Grace Schools Multi Academy Trust



Purpose

These procedures outline the local fire and evacuation arrangements for Mepal & Witcham C of E Primary School. They should be read alongside the Grace Schools MAT [Health and Safety Policy](#), Premises Management arrangements and Emergency Planning procedures (where applicable).

Related Documents

- Grace Schools MAT [Health and Safety Policy](#)
- Invacuation and Lockdown Procedures
- Critical Incident Procedures
- Personal Emergency Evacuation Plans (PEEPs)
- [Accessibility Plan](#)

Key Information

- Assembly Point: On the playground facing the main gates
- Alternative Assembly Point: School field adjacent to the rear boundary fence.
- Fire Panel Location: On the wall in the school office
- Fire Warden(s): Lynette Woodhouse, Emma Young, Alison Parker, Helen Ayres, Mel Gillett, Michelle Redford, Monique Wrightson, Zoe Angier
- Site Assistant: Dan Anderson
- Headteacher: Lynette Woodhouse

Fire Evacuation Procedure

On hearing the fire alarm (continuous alarm), all staff, pupils and visitors must leave the building immediately using the nearest safe exit and proceed directly to the designated assembly point.

- Pupils should walk calmly and quietly.
- Staff should supervise pupils at all times.
- Personal belongings must be left behind.
- Classroom doors should be closed where safe to do so.
- If the nearest exit is blocked, an alternative safe exit should be used.
- Visitors, contractors and other third parties must proceed directly to the assembly point and remain with the visitor group until further instructions are given.

Support staff should assist pupils requiring additional support and ensure that adjoining areas, including toilets, are checked where it is safe and practical to do so.

Specific Site Information

The double doors adjacent to the school office do not release automatically during a fire alarm activation. In an emergency, the emergency release panel must be activated to open these doors.



Office Staff

Office staff will:

- Take visitor records to the assembly point.
- Check the fire panel to identify the activation point.
- Contact emergency services where required.
- Support communication with emergency services and parents.

Site Team and Senior Leaders

The Site Team and Senior Leadership Team will:

- Investigate the alarm location where it is safe and appropriate to do so.
- Liaise with emergency services.
- Provide information regarding the building, fire panel and any missing persons.
- Support the safe evacuation of all occupants.

Missing Persons

Any person unaccounted for during the evacuation must be reported immediately to the Headteacher and emergency services.

No member of staff should re-enter the building unless authorised to do so by the emergency services or the Headteacher.

Responsibilities

Class Teachers

- Lead pupils safely to the assembly point.
- Take a register where available.
- Supervise pupils at all times.
- Report any missing pupils immediately.

Teaching Assistants

- Support evacuation of pupils.
- Assist pupils requiring additional support.
- Check toilets and adjoining areas where safe to do so.

Office Staff

- Take visitor signing-in records to the assembly point.
- Check the fire panel to identify the activation point.
- Contact emergency services where required.
- Assist with communication during the incident.



Site Assistant

- Investigate the source of the alarm where it is safe and appropriate to do so.
- Liaise with emergency services.
- Provide information regarding the building and fire panel.
- Support the safe evacuation of occupants.

Headteacher / Senior Leadership Team

- Take overall responsibility for the evacuation.
- Confirm register information.
- Liaise with emergency services.
- Authorise re-entry to the building when safe.

Roll Call Procedures

- Registers will be taken at the assembly point.
- Visitors will be checked against the visitor signing-in records.
- Staff will be accounted for by the office team.
- Any missing pupil, member of staff or visitor must be reported immediately to the Headteacher and emergency services.

Personal Emergency Evacuation Plans (PEEPs)

Where required, individual evacuation arrangements will be documented through a Personal Emergency Evacuation Plan (PEEP).

Relevant staff will be made aware of the arrangements and any equipment required.

Bomb Threats and Suspicious Packages

Where emergency services advise that evacuation is safer than lockdown, staff will follow instructions provided by emergency services and the school's Invacuation and Lockdown Procedures.

The Headteacher or senior leader on duty will coordinate communication with emergency services and determine the safest course of action based on the advice received.

If a Threat is Received

If a threat is received by telephone or in person:

- Remain calm.
- Keep the individual engaged for as long as possible.
- Gather as much information as possible.
- Make a written record of the conversation.
- Inform the Headteacher immediately.
- Contact emergency services by dialling 999.
- Follow the advice provided by emergency services.



Evacuation Following a Threat

Where evacuation is advised:

- Staff and pupils will leave by the nearest safe exit.
- Classroom doors should be closed behind the last person leaving.
- Staff will supervise pupils throughout the evacuation.
- Pupils and staff will proceed to the designated assembly point or alternative location as directed.
- Registers will be taken and any missing persons reported immediately.
- Staff should remain calm and provide reassurance to pupils.
- No person should re-enter the building until authorised by emergency services or the Headteacher.

Suspicious Packages

If a suspicious package or item is discovered:

- Do not touch, move or open the item.
- Clear the immediate area.
- Inform the Headteacher immediately.
- Contact emergency services.
- Follow instructions from emergency services regarding evacuation or lockdown.

Fire Drills

- Fire drills will take place regularly throughout the academic year.
- Drills may be undertaken at different times of the day to test the effectiveness of evacuation procedures.
- Outcomes will be recorded and reviewed.
- Any issues identified will be addressed promptly.

Returning to the Building

No person may re-enter the building until:

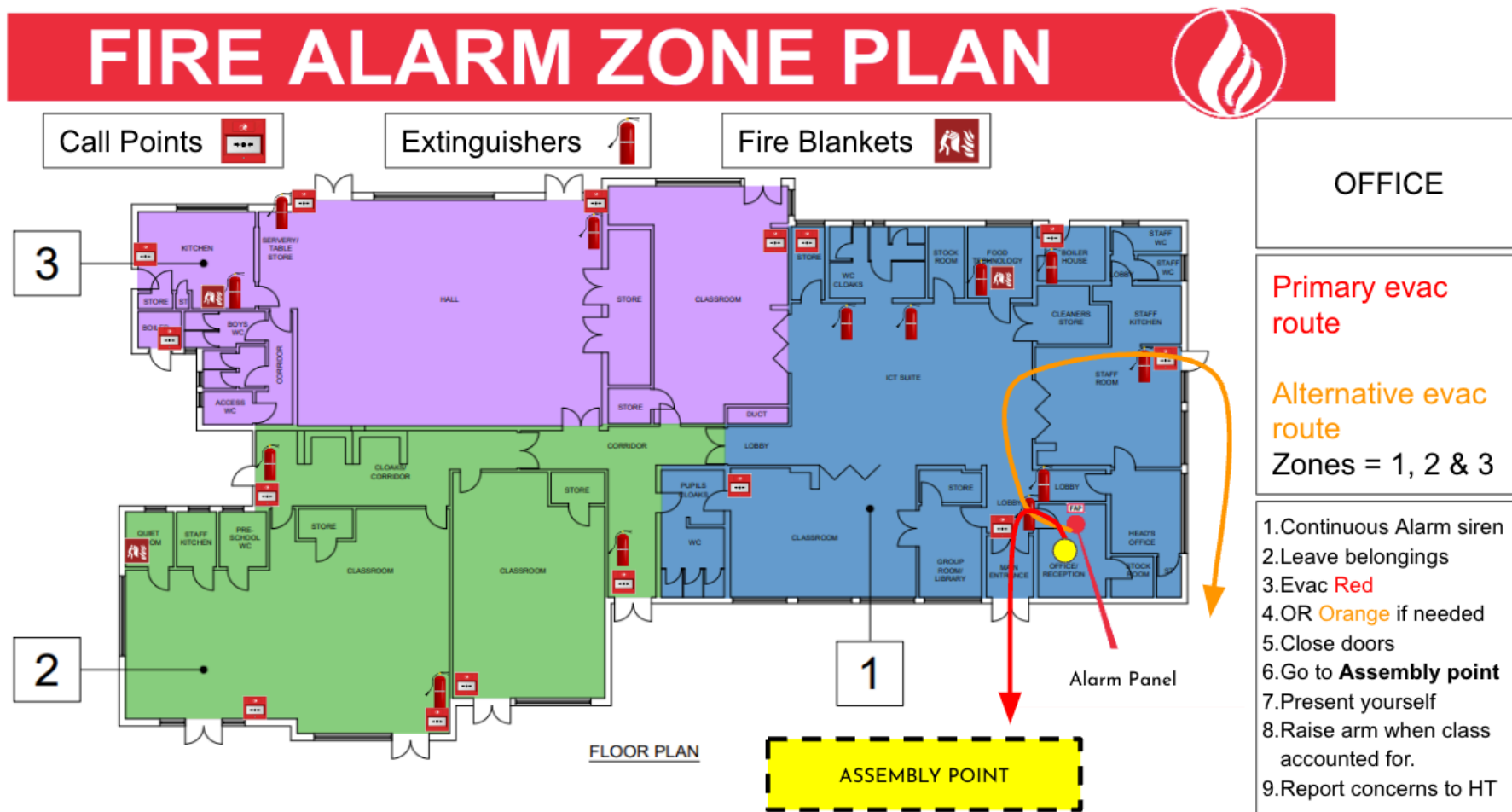
- Emergency services have confirmed it is safe to do so; or
- The Headteacher has authorised re-entry following investigation of a false alarm.

Review

These procedures will be reviewed when:

- Trust policies are updated;
- Site arrangements change;
- Following a significant incident; or
- National guidance requires amendment.

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.

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