



'Together we learn to shine'

Fire Evacuation 2025– 2026

Policy

Fire Evacuation Procedure

On discovering a Fire:-

1. Shout "FIRE" to alert others nearby and then IMMEDIATELY OPERATE THE NEAREST ALARM BREAK GLASS POINT.

Alarm break glass points are situated at all fire exits, and at other locations.

2. Only attack the fire if you need to do so in order to make your escape.

3. Contact the Fire Brigade immediately following the instructions below.

The Admin staff will contact the fire brigade

a) Dial 999 if using an internal telephone, 999 if using a mobile telephone.

b) Give the operator your telephone number and ask for FIRE.

c) When Fire Brigade replies state clearly and distinctly

"FIRE at Middlethorpe Academy, Highthorpe Crescent, Cleethorpes. DN35 9PY

DO NOT END THE CALL UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE

CALL THE FIRE BRIGADE IMMEDIATELY TO ANY FIRE OR SUSPICION OF FIRE

4. If, and only if it is safe to do so, close all doors and windows in the area where the fire is discovered.

5. Report to a fire warden the location of the fire, and that you have called the Fire Brigade.

On hearing the alarm:-

1. Stop work immediately. Leave the building by the nearest available route and exit in a calm and orderly manner. Be aware of alternative exits. Fire Action and Fire Escape Route plans are located in and around the school premises. Ensure that any visitors, temporary staff members or members of the public visiting your organisation and for whom you are responsible accompany you to the assembly point, which is:

ON the KS1 and KS2 playground

2. Do not collect your personal belongings if this would delay your exit.

3. Do not re-enter the building for any reason whatsoever, until authorised by the Fire Brigade Officer attending and/or the Principal or Fire Warden Coordinator.

DO NOT ASSUME IT IS A DRILL

Teachers conducting classes

On hearing the fire alarm the teacher responsible for the class will supervise the evacuation of those children in the class, and will instruct them as to the escape route to be used.

If the escape route is close to the building the adult will check that the route is not impeded, or at risk, before the first child proceeds along this route.

If windows can be closed easily without delaying evacuation this should be done.

The classroom door should be closed as soon as the last person is out of the room.

Teachers conducting classes WILL NOT search for pupils absent from the class when the alarm sounds. The absence of that pupil will be reported to the Executive Principal or Head of School at the assembly point, after roll call is completed.

Staff or Teachers not conducting classes will leave by the nearest safe exit unless they are appointed fire wardens. They will collect any other pupil or visitors found en route and direct them to the assembly point.

Staff appointed as Fire wardens

Staff appointed as fire wardens will conduct searches in pre-arranged areas to ensure all areas are cleared including toilets, store rooms, quiet rooms and meeting places.

Administration staff will check pupil numbers with each teacher at their assembly point.

Medication will be taken out by the class teacher to the assembly point.

The person appointed to call the fire brigade will do so from the school phone or a mobile, whichever is most appropriate at the time.

IF A CHILD REPORTS A FIRE

Treat this as a genuine fire call and sound the alarm. If it is safe to do so, and you have no other responsibility the report can be investigated, but do not place yourself at risk, and do not delay sounding the alarm.

Roll Calls

The roll calls will be conducted by each teacher for the class for which they are responsible. If any pupil is identified as missing, or an extra pupil is identified as in the wrong group, this must be reported to the Executive Principal or Head of School or Fire Warden Coordinator as soon as possible. Any pupil in the wrong group will remain in the wrong group until the roll calls are completed. Each teacher will notify the Executive Principal or Head of School that their roll call is complete.

Fire Brigade arrival

The Executive Principal or Head of School or Fire Warden Co-ordinator will report to the Fire Brigade on arrival and report the location of the fire, what items are on fire if known, and the status of the roll call. If a person is reported missing try to identify in which area that person is most likely to be.

2-year-old provision fire procedure

In the event of a fire alarm sounding:

- Staff to gather the children and prepare equipment (trolley/lead/etc.)
- Fire warden to sweep the area
- Begin closing all doors are closed
- Adults to use the walking rope to escort the children safely out of the building. Place 2-year-olds in the evacuation trolley, any who are willing to walk have them line up and hold hands
- Seek assistance from any staff members who are present
- Exit the building by the nearest available fire exit (if safe to do so), if not use alternative exit/exits
- Walk calmly to your designated emergency muster point at (KS1 playground)
- Line up at your designated muster point and conduct a head count
- Office staff will provide official attendance registers
- Conduct an official roll call cross referencing the attendance register
- If any pupil is missing inform the Incident Controller immediately
- The Incident Controller will give any further instructions and/or notify the end of the emergency fire procedure and if it is safe to return into the building
- All staff to remain at assembly point until the 'all clear' instruction has been given.

Duties of all Employees - Follow the fire evacuation procedure

Ensure you use the registration method to identify whether you are in or out of the building. This method will be used as a roll call at the assembly points.

Know the location of the fire alarm break glass points.

Know the location and types of firefighting equipment in your work area, and where the instructions for their operation are located.

Know the identity of the Fire Warden(s) responsible for covering the area where you will be working.

Know the escape routes from the building and the method of opening emergency exits and gates.

Know the nominated assembly points for the site.

Be aware of the sound made by the fire alarm (as distinct from other alarms in the building). The fire alarm will be sounded as a siren.

When the alarm sounds it is important that you stop work immediately: call a halt to meetings, terminate phone calls etc. and evacuate the building as soon as possible.

Be aware that a genuine fire may alter the fire procedures, actions and/or assembly point arrangements.

It is a disciplinary offence not to follow the fire procedures.

Duties of Fire Wardens - Before an Emergency Situation

Know the fire routine for the building; have a copy of the fire procedure for the building close to hand.

Know the location of the fire alarm break glass points.

Know the location and types of firefighting equipment in your work area, and where the instructions for their operation are located.

Know the identity of the other Fire Wardens (and deputies) in your area.

Know the identity of the other occupants of the building.

Make your identity known to all personnel within your area of responsibility.

Know the escape routes from the building and the method of opening emergency exits.

Know the assembly point for the site.

Know the day and time of the alarm test.

Be aware of the sound made by the fire alarm (as distinct from other alarms in the building).

Ensure that all those within your area of responsibility (particularly new starters) are aware of basic arrangements:-

- Location of fire alarm operating points and how they are operated.
- Noise made by the fire alarm.
- Fire notices.
- All escape routes from the building.

Conduct regular inspection tours of the site to note and report such defects as:-

- Fire doors not closing properly.
- Escape routes obstructed.
- Fire extinguishers damaged, discharged or missing from their correct locations.
- Missing or defaced notices or signs.
- Damaged fire alarm operating points.
- Any acts or activities which could present a cause of fire.
- Any obstruction to fire safety provision.

Duties of Fire Wardens - in an Emergency Situation

Check that your designated area is clear before leaving the building, take with you the roll call items, and medications, and report to the assembly point.

Do not place yourself at risk or delay your own exit – if you are unable to check an area, continue to evacuate the building as you would normally but report your concerns to the Fire Brigade.

Check doors and windows are closed – but *only* if this does not delay your exit.

Do not attempt to fight the fire unless this is necessary for your escape.

Ensure that all other persons in their area of responsibility leave the building by the nearest safe exit.

Talk to the other building users to determine they are all out of the building.

Do not permit anyone to re-enter the building until the all clear is given by the Fire Brigade, this includes all staff, visiting public, contractors etc.

When the all clear is given by the Fire Brigade

Report the all clear to the other groups to allow re-entry to the building.

Write a short report about the evacuation noting

The time and date of the evacuation

The cause of the fire alarm being sounded

The time taken to evacuate

The effectiveness of the roll call

Place a copy of the report, signed and dated, in the fire logbook.

Fire Wardens are:

Mrs. K. Willis, staff room corridor Check Year 3/4 toilets

Mrs. A. Pullan, (deputy) Year 5/6 toilets

Mrs. V. Flemming/Mrs K. Flodman, staff toilets corridor & FS toilets

Miss. R Norton, Nursery building

Mrs. C. Randle Kitchen

Management Duties - It is the responsibility of Directors, AIC and Principals to ensure that this policy is complied with.

Ensure that all employees, including temporary, agency, work experience and trainee staff, as well as any contractors, which you have brought in or are responsible for, are aware of the information under 'Duties Of All Employees'

Ensure Fire Wardens are appointed and trained for the parts of the building under their jurisdiction. This should cover corridors, waiting rooms, toilets, meeting rooms, basements etc. as well as offices.

Ensure that appropriate cover is available in the absence of appointed wardens.

Ensure action points noted in fire risk assessments for the parts of the building for which they are responsible are acted upon. Assessments should be reviewed at regular intervals, or if the nature of the work carried out in the area changes significantly.

Ensure that action points noted in Fire Wardens inspections are either actioned or brought to the attention of appropriate personnel. This will be either your departmental manager or the Principal.

Ensure your visitors working on site are aware of these arrangements – this includes external course providers and contractors.

If you have instructed or have involvement with contractors working on the premises ensure that appropriate action is taken to minimise the risk of fire within the premises.

Ensure that all people with disabilities who may have difficulties in evacuating from the building unassisted for whom you are responsible have a 'personal evacuation plan'. This plan should allocate helpers to those who need them and look at which evacuation routes are practical for them to use.

With regard to people with disabilities:-

The Fire Brigade advises that we look at 'personal evacuation plans' for those employees who are unable or might have difficulty in making their escape unassisted. The plan only needs to be straightforward, designating helpers or 'buddies' who will assist when required.