

Fire Evacuation Plan & Procedure

St Paul's Catholic Primary School



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Responsible Person: Mrs J Shire [Headteacher] Mr S Collins [Site Manager]

Last Reviewed: September 2026

Next Review: September 2027

FOR MORE INFORMATION:

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Visit: www.safeschoolhealthandsafety.co.uk/

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This plan is designed to align with the **Regulatory Reform (Fire Safety) Order 2005**, which governs fire safety in England and Wales. It is structured to be used as both a policy document and a briefing tool for staff.

How will people be warned in there is a fire

The fire alarm system will sound on operation of the manually operated alarm call-point or automatically by the fire detection system the alarm sound is a [Continuous Bell](#).

1. Action on Discovery & Alarm

- **Raise Alarm:** Break the glass at the nearest call point.
- **Alert Emergency Services:** The [School Business Manager \[JKB\]](#) will dial **999** immediately.
- **Evacuate:** Leave the building by the nearest available exit. **Do not** stop to collect personal belongings or complete a task.

2. Escape Routes, Exits, and Lighting

- **Clear Passageways:** All escape routes must be kept free of trip hazards, storage, and combustible materials always.
- **Short & Direct:** Routes are designed to lead occupants to the nearest final exit in the shortest possible time.
- **Emergency Doors:** All fire exits must be capable of being opened easily and immediately from the inside without a key.
- **Illumination:** In the event of power failure, emergency lighting will provide a minimum level of light to all escape routes and changes in floor level.
- **Lifts:** should not be used unless specifically identified as a fire evacuation lift.

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3. Visitors, Agency Staff, and Contractors

- **Signing In:** All non-permanent staff (Supply/Agency) and visitors must sign in via the [visitor book](#) upon arrival.
- **Responsibility:** The [School Business Manager \[JKB\]](#) is responsible for bringing the Visitor Log/Contractor List to the Assembly Point.
- **Alarm Activation:** On hearing the alarm anyone on site should leave the building by the nearest exit.

Contact [Birkenhead Community Fire Station](#) On [0151 296 5325](#) to report that the fire alarm has been activated and you have left the building.

- **Outside Normal Working Hours:** The procedure for anyone working or onsite outside of normal working hours when the normal evacuation arrangements may not be feasible:

Normal working hours are: [7am to 6pm school open to staff](#) [[8.40am to 3.15pm open to pupils](#)]

- **Roll Call:** Visitors and Contractors must be accounted for during the roll call alongside pupils and permanent staff.
- **Induction:** Contractors working on-site for more than one day must receive a site-specific fire safety briefing.

4. Safe Meeting Point (Assembly Point)

- **Location primary:** [KS1/KS2 Playground - Bottom yard](#)
- **Location Secondary:** [Church car park](#)
- **Protocol:** Classes must assemble in their designated lines. Staff must remain with their pupils and ensure they are calm and silent.
- **Verification:** The Headteacher (Lead Fire Warden) will receive reports from all Class Teachers and the Office Manager regarding visitors.

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5. Training and Drills

- **Staff Training:** All employees receive fire safety training on induction and annually. This includes:
 - the school specific fire evacuation plan
 - fire safety awareness – can be e-learning (see also SafeSchool training module on website)
 - the location of escape routes and how to use fire-fighting equipment **(only if safe to do so)**.

Records of all training must be recorded in the fire logbook or electronic equivalent.

- **Fire Drills:** Held **once per half term** as a minimum. These are recorded in the Fire Logbook, noting any issues such as bottlenecks or issues with exit doors.

6. Firefighting equipment provided

- Fire extinguishers are located in **all classrooms, corridors, hall and kitchen [see Attachment 1]**.
- **Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks.**

Required Attachments

Attach the following two documents to this written plan:

Attachment 1: **The Fire Zone Map (Floor Plan)**

This is a visual diagram of the school building. It must be clearly displayed by the fire panel and school entrance and include:

- **You Are Here** markers.
- **Green Arrows** indicating the primary and secondary escape routes.
- **Red Icons** showing the location of Fire Extinguishers and Manual Call Points.
- **The Location** of the Assembly Point relative to the building.

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Attachment 2: **Personal Emergency Evacuation Plans (PEEPs)**

This is a folder of individual plans for any person (pupil or staff) who cannot evacuate unaided. This includes:

- **Mobility Impairments:** Wheelchair users or those with temporary injuries (e.g., the staff member with the broken rib).
- **Sensory Impairments:** Deaf or blind individuals who may not hear the alarm or see the exit signs.
- **Assistance Requirements:** Naming the specific staff members responsible for helping that individual to safety.
- **Training Records:** for specific staff members who can operate Evac Chairs.

Attachment 3: **Floor plan**

- **Emergency shut offs:** GAS, Electricity, Water
- **Hazardous chemicals:** locations of storerooms.

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