

Fire Evacuation Policy and Procedure 2024-25

Purpose

- To check safe evacuation of children, staff, and visitors, and to ensure that the fire alarm system and evacuation is in working order.

Two Fire Drills will be carried out every term. One every half term, an AM one and a PM one in no order.

Term	Months	Fire Marshal/s
Autumn 1	Aug to Oct	Z.K. & Z.A
Autumn 2	Oct to Dec	SP & T.P
Spring 1	Jan to Feb	Z.k & HK
Spring 2	Feb to April	S.P & FM
Summer 1	April to May	MA & T.P
Summer 2	May to July	AP & M.A

*Please check initials with Fire Marshall name list on Fire Evacuation Policy. ** (RP) Responsible Person

FIRE DRILL

Once the fire drill is scheduled, the procedure outlined in the Fire Drill - Procedure and check list is to be followed:

- Allocated Fire Marshalls (FM) to collect Call point Key from the office
We have 8 Fire Marshalls and 2 will initiate a fire drill each half term
- Allocated call point to be activated
The school has 3 call points, 2 on the GF and one on the FF

RESPONSIBILITIES

Practitioners/Class Teachers

- Line up all the children in the class
- take children's register
- evacuate the premises safely via nearest exit route.
- Line the children up according to the class assembly points
- Regulate children's voices
- conduct roll call of class.

Office Personnel

- office personnel to take laptop, visitors register and leaving premises sheet
- Office personnel to check visitors register and leaving premises sheet

Headteacher/Deputy

- Check fire doors
- Check for 'stragglers' (especially toilets)
- confirm visitor roll call.
- Confirm class roll call

We promote IKHLAS:

Inspiration – Knowledge – Healthy Living
Leadership – Aspiration – Spirituality

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Fire Drill Personnel/Fire Marshalls

- Activate call point
- Start stopwatch
- Observe evacuation keeping a watchful eye on procedures or lack of (ie running, pushing going to wrong FE etc.)
- Pause stopwatch
- Confirm roll call
- Get all clear from RP
- Instruct for children to return into school
- Complete Fire Log-book/Fire File

Procedure - General

- Explain to new members of staff, volunteers, and attending/visiting workshop parents
- The class attendance register must be taken each morning and afternoon.
- Back external fire exit gate combination lock to be opened every morning
- Every child leaving the premises shall be recorded on the leaving the premises sheet in the office.
- Any staff leaving the premises must tick the timesheet.
- All visitors shall sign the visitor's book on entry and sign out on exit
- Mobile Oven usage requires the small extinguisher and one fire blanket to be accompanied with the oven.

Actual Fire/Emergency

- When the fire bell rings quickly line up the children and leave premises from the nearest fire exit.
- Office personnel to call the fire brigade from the school if safe to do so or else use the nearest external telephone/mobile.
- Close all windows, doors and switch off electrical items, if safe to do so.
- Assemble the children in the playground if safe to do so otherwise escort them to Trafalgar Carpets Car Park
- Keep children calm.
- Conduct a roll call to see if all children, staff, and visitors are present
- If anyone is missing do inform the fire crew when they arrive.
- Do not attempt to re-enter the building.

Call Point/Fire Bell Test

- The call point will be activated and tested once every week on a Monday morning.

Record keeping and Documentation

- Fire Risk Assessment Document 2024
- Fire Drill record.
- Fire Alarm/Call Point Weekly Test record
- Emergency Light Monthly Test record
- F Extinguisher check

This document must be read in conjunction with the Fire Safety Statement 2025/26 and Fire Procedures and Checklist 2025/26.

Signed:.....

(Name: **Zubair Kola**)

Date: October 2025

Review date September 2026

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