



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

Love, Courage and Fellowship
'Inspired to make a difference in God's world with excellence and love'

EMERGENCY EVACUATION POLICY (including FIRE EVACUATION) 2025-2026

DOCUMENT INFORMATION			
Reviewed by:	FGB		
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Aims of this Policy

The overall aim is to save life; therefore, evacuation is of paramount importance. This policy outlines procedures for evacuating the building in the event of an emergency, including in the event of fire.

Procedures

Staff are not expected to fight fire, nor should they go back into the building.

Evacuation of the school due to other emergencies will follow the same procedure as that of fire.

Evacuation procedures

- Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.
- Fire drills are carried out at least once a term and recorded in the Fire Certificate Logbook which is kept in the school office.
- On hearing the alarm comply with the following evacuation plans which are displayed throughout the school. Always leave by the nearest exit, **these have been specified in the following instructions.**
- Registers, Visitors' Books, Absence Book and Critical Incident box to be carried out by the Administration Officer (or Admin Assistant/Finance Officer in the absence of the Administration Officer).

NB The critical Incident box contains the site external gate key to ensure that any persons evacuating via the hall/front office can make their way to the Fire Assembly point and that any external gate can be opened if required (e.g. to allow access to the site by emergency services). The member of office staff taking this key outside will ensure that the gate is opened promptly (themselves or by delegating to another staff member).

a) Fire Evacuation Plan - Office Area

If the alarm sounds, the following procedures will be carried out.

- Office staff to leave through the nearest exit (Upper School playground doors)
- Visitors waiting in reception area to leave through the nearest exit (front door)
- Admin Officer to collect registers, Visitors' and Absence Books and Critical Incident Box/grab bag.
- Admin Officer to check hall, medical room and staff toilets and leave by the double door. Close all doors and windows, **if safe to do so.**

All children, staff and visitors to assemble on the KS2 school playground.

b) Fire Evacuation Plan – Year 3 and 4

If the alarm sounds, the following procedures will be carried out.

- Year 3 class to exit building by the nearest exit. (door onto field)
- Year 3 and 4 staff to collect children's medical grab bag
- Year 4 class to exit by door through to Music Room lobby and then directly onto Upper School Playground (ie: nearest possible exit)
- Year 3 and Year 4 Classroom Assistants to check staff IT room, Nest, toilets and resource and kitchen area. Exit through nearest exit. Close all doors and windows, **if safe to do so.**
- Music room, when occupied leave by nearest exit.
- Resource Area, when occupied, to exit through nearest exit. Close all doors and windows, **if safe to do so.**

All children, staff and visitors to assemble on the KS2 school playground.

c) Fire Evacuation Plan – Year 5 and 6

If the alarm sounds, the following procedures will be carried out.

- Year 5 and Year 6 classes to lead downstairs in single file keeping to own classroom side of the staircase and out by the double door into the Upper School Playground. Close all doors and windows, if safe to do so.
- Year 5 and 6 staff to collect children's medical grab bag
- Year 5 and Year 6 Classroom Assistants to check library, boys' and girls' toilet on the way out and leave by the double door.
- Year 5 and Year 6 Resource Rooms, if occupied, to lead downstairs in -single file and out by the double doors in the KS2 School Playground and join the rest of the class. Close all doors and windows, **if safe to do so.**

All children, staff and visitors to assemble on upper school playground.

d) **Fire Evacuation Plan - School Hall Area**

If the alarm sounds, the following procedures will be carried out.

- School Hall (including Stage Rooms if occupied) exit the building via the **Hall Panic Doors**. All Panic Doors should be used if more than one class is involved.
- **If safe to do so:** Kitchen staff to check that the main gas tap and all electrical apparatus are switched off. Head Cook/Unit Manager to switch off the gas and electricity supply. Close all doors and windows, **if safe to do so.** Kitchen staff should leave the building via the kitchen fire exit (door onto car park) and assemble on the KS2 Playground.

e) **Fire Evacuation Plan – Key Stage 1**

If the alarm sounds, the following procedures will be carried out:

- Classes to leave by the nearest exit onto grass away from building. Follow round to Upper School playground. Close all doors and windows, **if safe to do so.**
- Staff to collect children's medical grab bag (if applicable)
- Classroom Assistants to check KS1 toilets, The Warren and shower room and leave by nearest fire exit.
- The Warren, when occupied, to leave by Fire Exit doors in the hall onto Lower School Playground then onto Upper School Playground.

All children, staff and visitors to assembly on upper school playground.

Evacuation due to Other Circumstances

An evacuation might also be called for in the event of a bomb warning, flooding or a gas leak. In these circumstances the same evacuation plan as for a fire will be carried out, commencing with the sounding of the fire alarm.

The Admin team will bring the registers and Critical Incident box/grab bag which contains a list of telephone numbers for emergency services, key to the main playground gate and KS2 gate, keys to St Alban's Church, an iPad and charger (to enable text messages to be sent to parents if required) and a printed contact list for all the children in the school in case of iPad issues.

Once it has been established that all children and adults from the building have been evacuated, if required (e.g. due to a lengthy delay in being able to return to the school building) the adults and children will proceed in orderly lines to St Alban's Church and a text will be sent to parents to request that they collect their child from St Alban's Church as soon as possible.

Communicating Procedures

In order to ensure that any emergency evacuation is successfully carried out, school staff will inform visitors on the site of the key procedures to follow in the event of an emergency evacuation, for example through the visitor H&S leaflet (when signing in) and making brief announcements at the start of key whole school events where large numbers of visitors are on site.