Phoenix
FEDERATION

Fire Evacuation

Policy & Procedures

Chair of Governors: _____

Executive Headteacher: Mr. Dean Gordon NPQEL

Date: 16th APRIL 2026

Date to be reviewed: APRIL 2027

INTRODUCTION

The objectives of this policy are:

- To ensure that staff, pupils, contractors and visitors to Phoenix Federation Schools (Grinling Gibbons and Oak Gardens) are safeguarded from injury or death in the event of a fire.
- To ensure the safe evacuation of all persons on site including visitors and contractors. This also includes persons with a disability or require assistance to evacuate.
- To have arrangements in place for systems and procedures to minimise the risk of a fire starting and fire spreading.
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment.
- To ensure that Phoenix Federation Schools comply with relevant fire legislation and standards – including The Regulatory Reform (Fire Safety) Order 2005.

POLICY

The Executive Headteacher acknowledges their responsibility under The Regulatory Reform (Fire Safety) Order 2005 and will ensure that risk assessments of the Phoenix Federation Schools to determine the "general fire precautions / preventative and protective measures "needed to comply with the requirements under the order.

It is the responsibility of the Premises Officer to ensure that a risk assessment is undertaken (minimum of annually) or sooner if there are any changes that could impact fire safety, by a competent person.

The Executive Headteacher will appoint a competent person to assist with the requirements of the order including Fire Risk Assessments.

The Executive Headteacher will implement fire precautions and will ensure, so far as reasonably practicable, the safety of all the employees, pupil, contractors and visitors on site.

These general fire precautions will be implemented on the basis of the following principles.

- Avoiding risks.
- Controlling and evaluating the risks that cannot be avoided.
- Giving appropriate training and instruction to staff
- General precautions will include:
  - Measures to reduce the risk and spread of fire on the school premises.
  - Measures to ensure safe egress from the building at all times.
  - Measures to ensure that suitable firefighting equipment is available.
  - Measures to ensure there is the means for detecting fire and giving warning of fire on the premises.
  - Measures to ensure arrangements for the action to be taken in the event of a fire – including training and instruction of employees.
  - Measures to mitigate the effects of a fire on the school site.

FIRE RISK ASSESSMENT

- A suitable and sufficient fire risk assessment will be in place.
- The fire risk assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by a competent person appointed by the Head Teacher. The person undertaking the fire risk assessment will be competent and suitably qualified.
- The risk assessment will be reviewed annually or sooner if there are any changes to the building, layout, persons on site, systems etc. that may have an impact on fire safety and evacuation.
- An action plan will be developed from the risk assessment as required.

- A copy of the fire risk assessment will be held by the Premises Officer and Executive Business Manager and be available in the Fire File in the Premises Office.

PROCEDURE

In the event of a fire alarm activation, the following responses and duties will be undertaken:

Premises Officer / Premises Assistant

- PO/PA will attend the fire alarm panel immediately to determine where the activation has occurred and why.
- If necessary, they will go to the area to see if there is real fire
- Use their phones to communicate with SLT and Fire Marshalls of their findings.

Fire Controllers (Senior Leadership Team)

- Stand in the main playground.
- Have the Evacuation Checklist at hand (printed by Office staff)
- Receive communication from all the marshals to confirm "areas cleared" and update checklist.
- Ensure any persons with a Personal Emergency Evacuation Plan (PEEP) have safely evacuated and are in a place of safety.
- Communicate with Premises staff (alarm system, fire, when safe to return, any other issues)
- Have access to the visitors' books (Executive Business Manager). Confirm all visitors and contractors are accounted for.

School Staff and Pupils

- All staff and pupils to evacuate the school using their nearest identified exit (unless it is obstructed)
- All staff and pupils go to their dedicated assembly point in the main playground.
- Pupils all line up at their dedicated area and remain silent.
- The teacher or responsible adult will take a register of all their pupils and a head count.
- The teacher or responsible adult to confirm to the Fire Controller (HT or DHT) that all pupils and staff are accounted for.
- School staff and SLT have mobile phones to communicate with each other during an evacuation.

Fire Marshall

- All fire marshals will always have a phone on silent on their person during their working day.
- The Fire Marshall (see appendix 1) will when the fire alarm is activated, put on their hi viz clothing.
- Close windows and doors if safe to do so.
- Sweep their dedicated areas including any toilets and storerooms.
- Instruct people to leave the area via the safest route and offer assistance.
- Report to and cooperate with others who are also in charge of fire safety.
- Report to assembly points and report of the areas cleared and any persons unaccounted for.
- Do not return inside or allow anyone else to, until the person in charge or the fire brigade confirm its safe to do so.
- Report to the Fire Controller any persons with a PEEP (Personal Emergency Evacuation Plan) that have evacuated the building or are inside (in an agreed safe area – ONLY IN A PLANNED DRILL)
- Participate in a de-briefing exercise following the evacuation.

Office Staff

- Office staff will collect the hard copies of the class registers and the Visitors Signing in book.
- School staff fob into the system.
- EBM to pick up the Emergency Grab Bag and take to assembly point.
- One member of office staff to go straight to the Vehicle Gates (to be ready to open to the Emergency Services if needed). EHT, DHT and EBM, Premises Staff have a fire brigade key to open the gates if required.
- Pupils that are late or leave school early should have been marked onto the system.

Contractors

- All contractors are required to sign in and out at the School Reception on the sign in system.
- The Premises Officer will cover with contractors, fire safety on their health and safety induction briefing – including where they should assemble.

Visitors

- All visitors on arrival must sign in at Reception.
- The person that the visitor is meeting with will be responsible for their evacuation.
- All visitors are required to make it known to office staff if they require assistance to evacuate in an emergency.
- All visitors issued with a pass that has fire evacuation information on it.

PEEP (Personal Emergency Evacuation Plan)

Any pupil or staff member that may need assistance to evacuate in an emergency will have a PEEP in place. The PEEP will detail the procedure / equipment / training / adjustments needed to safely evacuate them.

Pupil PEEPs will be signed and agreed by the Parents / Carers

The PEEP will be shared with relevant persons in the school including SENCo / EBM / Premise Staff / SLT

The visitor signing in system requests that persons advise the school office staff, if they may need assistance to evacuate in an emergency.

CLUBS

Breakfast club and afterschool club all keep attendance registers, and these are taken to the assembly point if the fire alarm is activated.

LUNCHTIMES

In the event of a fire at lunchtime Midday Supervisors will:

- Lead all children from the dining hall to the assembly points in the main playground.
- Children will line up in the main playground.
- Ensure all children in the playground go to their assembly point in the main playground.
- Take the registers once the office staff have brought them out.
- Teaching or non-teaching staff who are taking a club in another part of the school will lead the children in their charge to the assembly point in the main playground.
- Any teachers on site will assist with these procedures.
- All marshals will have checked their designated areas (if possible and they are in that area)

SCHOOL HOLIDAYS

During school holidays any staff entering the School Name must inform the Premises Officer / EBM, so they is aware who is in the building at any one time. They will all be required to sign in and out at the main reception.

CLEANING STAFF

Cleaners – they are all aware of the fire procedure – instruction given by the Premises Officer. Cleaners sign in and out at the main school reception.

SCHOOL EVENTS

Every school event will be risk assessed by the event leader and fire and emergency evacuation considered. The risk assessment will also take into account the number of persons on site and their safe evacuation (this may include vulnerable people including disabled and those with mobility issues).

The event leader will communicate the fire safety arrangements at the beginning of any performances.

REAL FIRE

If someone discovers a fire or the fire alarm is activated, and it is clear there is a real fire emergency.



- The fire alarm should be activated by pressing the red call point
- Everyone on site should begin to evacuate according to the procedure above
- The premises staff will attend the fire alarm panel to determine where the fire is located
- All fire marshalls will be updated by the premises staff to inform them of the area the fire is located. They may not be able to continue the sweep of their area if it is affected.

The fire alarms at Phoenix Federation Schools is monitored by SLG Ltd.

They will contact the Premises staff and or other persons on their Emergency Contact list to confirm the current situation.

The monitoring company will call the Emergency Services.

If safety is compromised or SLT feel it is safer to move the pupils, contact will be made with Myatt Gardens for Oak Gardens and St Josephs for Grinling Gibbons to request that the pupils and staff begin to make their way there.

Emergency contact telephone numbers will be available from the School Business Manager in the Grab Bag.

FIRE ROUTINES AND EQUIPMENT

Fire Drills

- These will take place regularly (at least once a term).
- The school will ensure that the first drill of the academic year is done after pupils are briefed about the procedures. Teachers will consider how this is best done, taking into consideration age and SEN needs.
- Subsequent drills during the year will be done with only the staff knowing beforehand.
- Further drills will be done practicing exiting the building via other routes, simulating fire blocking the usual exit.

- A further drill will be carried out at lunchtime (as this is the most likely time for a fire to occur with cooking taking place in the kitchens).
- All fire drills will be recorded and a debrief undertaken by SLT / Premises / Office Staff / Fire Marshalls as soon as possible after each drill to discuss any issues and this will be reported back in full to the Governing Body termly.

Fire Alarm System

- The fire alarm at Phoenix Federation Schools is serviced and maintained by SLG Ltd.
- The alarm panel is visually inspected by the premises staff daily to ensure it is in full working order.
- If any faults are showing, the premises staff call the servicing company to request assistance.

Emergency Lighting

- The emergency lighting units are visually inspected on a weekly basis by the premises staff and the inspections are recorded. The units are tested on a monthly basis when a flick test is undertaken, and the results recorded.
- The units are serviced every six months by a competent contractor.

Fire Fighting Equipment

- All firefighting equipment (extinguishers and fire blankets) will be inspected by premises staff on a monthly basis and these will be recorded.
- The equipment will be maintained and serviced annually by agreed contractors.

Means of Escape

- All fire exit routes will be inspected weekly to ensure they are not obstructed.
- Staff are reminded regularly of the requirement to ensure fire exit routes are kept clear at all times.

These plans cannot provide for every eventuality. Staff absence, number of incidents and time of day are some of the variables which can affect our response. The overriding priority must always be to evacuate children and staff by the safest possible route at the time.

Response to alarm or report of fire

If fire is reported	Premises Officer or Assistant First set off alarm Then phone the Fire Brigade Tel: 999 – if monitoring company have not been in contact
Or	
If alarm sounds	Start evacuation procedures (premises team investigate) If there is a fire Phone the Fire Brigade Tel: 999 – if monitoring company have not been in contact.
Or	
Drill Procedure	Premises Officer SET OFF ALARM But <u>do not</u> phone the Fire Brigade Then Evacuation

In the event of a fire, the alarm will sound via the automated fire alarm, this is a bell sound, in disabled WCs a strobe light will also activate.