



**C**aring **A**chieving **R**espectful **E**xciting

---

# Emergency Evacuation Plan

**School Leader:** P Clark

**Link Governor:** C Sayers

**Policy Approved**

**Signed: C Sayers**

**Date: 09.06.22**

Policy Reviewed

Signed: C Sayers

Date: 08.06.23

Policy Reviewed

Signed: C Sayers

Date: 06.06.24

Policy Reviewed

Signed: C Sayers

Date: 05.06.25

Policy Reviewed

Signed: C.Sayers

Date: 04.06.26

Upon hearing the fire alarm (a continuous bell), please guide Pupils to the nearest exit.

**Keep calm and DO NOT:**

**Use the stairs**

**Use the lift**

**Raise your voice**

Line the Pupils up quietly facing away from the building. Please follow the fire exits as set out below. Wait with the Pupils until you are advised it is safe to return into school.

**The school is to be evacuated as follows:**

	<b>Escape route</b>	<b>Alternative route</b>
<b>Hall</b> (2 emergency break glass boxes situated adjacent to exits from the hall)	<p><b>When nearest to server leave by exit doors nearest server, turn left and exit school by fire door. Proceed to front of school to muster point located in the car park.</b></p> <p><b>When nearest to Reception leave by exit door nearest the Reception Foyer and proceed through main entrance to muster point. Pupils to be escorted to Hastings Street. Pupils to be in pairs- staff at front, middle and rear- to muster point on upper playground.</b></p>	<p>If one set of doors blocked Half exit through Foundation Group Room and out onto Foundation Playground. Exit playground via gate to car park. Pupils to be escorted to Hastings Street. Pupils to be in pairs- staff at front, middle and rear- to muster point on upper playground. Other half exit through doors either to Reception or by server dependent on doors blocked and follow nearest exit route to muster point in front of school to be escorted to main playground on Hasting Street</p>
<b>SENCO Studio 1</b>	<p><b>Leave by Studio 1 exit door to main car park. Do not re-enter the main school. Staff to escort pupils to Hasting Street playground muster point.</b></p>	<p>Through exit onto main corridor turn right through double doors to Reception. Exit via main entrance Pupils to be escorted to Hasting Street and join muster point.</p>
<b>NEST G3</b> (emergency break glass box situated next to exit door to car park)	<p><b>Leave via exit door NEST and assemble by muster point in front carpark.</b></p>	<p>Through exit Nest onto main corridor turn right through double doors to Reception. Exit via main entrance Pupils to be escorted to Hasting Street and join muster point.</p>
<b>Foundation 1 G4</b>	<p><b>Leave by exit door onto play area, assemble by the muster point sign.</b></p>	<p>Through Nest, exit onto car park and through gate onto foundation playground to muster point</p>

(emergency break glass situated next to exit to playground)		
<b>Foundation 2 G5</b> (emergency break glass situated next to exit to playground)	<b>Leave by exit door onto play area, assemble by the muster point sign.</b>	Through Nest, exit onto car park and through gate onto foundation playground to muster point
<b>Foundation Group area G6</b>	<b>Leave by exit door leading to Foundation 2 onto play area, assemble by the muster point sign.</b>	Leave by exit door leading to hall and exit through double doors leading to Reception Foyer. Proceed through main entrance and through gate onto foundation playground, join class on playground at muster point.
<b>Head G15</b>	<b>Leave by main entrance, do not re-enter the main school escort pupils to Hasting Street and join muster point.</b>	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
<b>Admin. G16</b>	<b>Leave by main entrance, do not re-enter the main school Two staff to remain at Dover Street entrance with visitors. Other staff to escort pupils to Hasting Street and join muster point.</b>	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
<b>Reception / Waiting area</b> (emergency break glass situated next to Store and SBM office)	<b>Leave by main entrance. Do not re-enter the main school. Staff to escort pupils to Hasting Street playground muster point.</b>	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
<b>Reprographics Room</b>	<b>Leave by main entrance. Do not re-enter the main school. Staff to escort pupils to Hasting Street playground muster point.</b>	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
<b>Meeting room G14</b>	<b>Leave by main entrance, do not re-enter the main school. Pupils to be escorted to Hasting Street and join muster point.</b>	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
<b>Caretakers office G1</b>	<b>Leave by main entrance, do not re-enter the main school. Pupils to be escorted to Hasting Street and join muster point.</b>	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
<b>Changing rooms</b>	<b>Turn right exit building. Proceed to front of school to muster point. Pupils to be escorted to</b>	Turn left and exit via main entrance. Pupils to be escorted to Hasting Street and join muster point.

	<b>Hasting Street and join main muster point</b>	
<b>Downstairs Corridor</b> (emergency break glass next to changing rooms by exit)	<b>Stairs by reception leave by Reception onto main car park Stairs by changing rooms leave by exit doors at end of corridor Proceed to front of school to muster point located in the car park.</b>	Stairs by Reception into Studio1 exit onto car park. Stairs by changing rooms proceed to main Reception and exit onto car park Proceed to muster point.
<b>Kitchen</b> (emergency break glass next to exit doors)	<b>Leave by exit door. Turn right and proceed to front of school to muster point</b>	Through hall and exit via main entrance to muster point

### First floor. Leave by First floor exits where possible

	<b>Escape route</b>	<b>Alternative route</b>
<b>Year 5 Intervention</b> (emergency break glass by exit door)	<b>exit onto playground and join muster points with class</b>	Exit through F1 or F2 class through cloakroom directly on to the playground. Pupils are to be organized into individual classes at Fire Assembly Point
<b>Year 5/6 Corridors and Library area</b>	<b>Follow fire exit signs to left, exit through Year 5/6 group area and exit onto playground and join muster points with class</b>	Exit through classroom F3 or F4 through cloakroom directly on to the playground. Pupils are to be organized into individual classes at Fire Assembly Point
<b>6HR F1</b> (emergency break glass by exit doors in cloakroom)	<b>Exit directly through the cloakroom directly on to the playground. Pupils are then to be organized into individual classes at Fire assembly Point</b>	Exit via classroom door, turn right through Year 5/6 Group area and exit onto playground
<b>5ED F2</b> (emergency break glass by exit doors in cloakroom)	<b>Exit directly through the cloakroom directly onto the playground. Pupils are then to be organized into individual classes at Fire assembly Point</b>	Exit via classroom door, turn right through Year 5/6 Group area and exit onto playground
<b>5RA F3</b> (emergency break glass by exit doors in cloakroom)	<b>Exit directly through the cloakroom directly onto the playground. Pupils are then to be organized into individual classes at Fire assembly Point</b>	Exit via classroom door, turn right along library corridor through Year 5/6 Group area and exit onto playground

## Emergency Evacuation Plan

<p><b>5JS F4</b> (emergency break glass by exit doors in cloakroom)</p>	<p><b>Exit directly through the cloakroom directly onto the playground. Pupils are then to be organized into individual classes at Fire assembly Point</b></p>	<p>Exit via classroom door, turn right along library corridor through Year 5/6 Group area and exit onto playground</p>
<p><b>Assistant Head Office</b></p>	<p><b>Exit room, turn left and proceed to the fire exit at the end of the corridor. Proceed directly to the main playground/ fire assembly point <u>checking staff toilets and accessibility toilet on way</u></b></p>	<p>Exit via F3 classroom door through cloakroom exit onto playground</p>
<p><b>Sunshine Room F21</b></p>	<p><b>Exit room, turn left and proceed to the fire exit at the end of the corridor. Proceed directly to the main playground/ fire assembly point <u>checking staff toilets and accessibility toilet on way</u></b></p>	<p>Exit via F3 classroom door through cloakroom exit onto playground</p>
<p><b>Top of stairs nearest to lift and corridor to right leading to main playground</b> (Break glass top of stairs and by exit doors to playground)</p>	<p><b>Turn right and right at junction to exit to main playground/ fire assembly point</b></p>	<p>Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point</p>
<p><b>Rainbow Room F5</b></p>	<p><b>Turn right and right at junction to exit to main playground. Pupils are then to be organised into individual classes.</b></p>	<p>Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point</p>
<p><b>Y4 intervention F6</b></p>	<p><b>Turn right and right at junction to exit to main playground. Pupils are then to be organised into individual classes.</b></p>	<p>Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point</p>
<p><b>4TH F7</b></p>	<p><b>Exit classroom proceed straight ahead along the corridor by rainbow room, turn right at junction to exit to main playground.</b></p>	<p>Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point</p>
<p><b>4MH F8</b></p>	<p><b>Exit classroom turn right, then left proceed straight ahead along the corridor by rainbow room, turn right at junction to exit to main playground.</b></p>	<p>Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point</p>
<p><b>Maths/English store</b></p>	<p><b>Exit room turn left to the exit onto the veranda and proceed to the</b></p>	<p>Exit room turn right, then left proceed straight ahead along the corridor by</p>

<b>F9</b>	<b>playground. Pupils are then to be organised into individual classes at Fire assembly point</b>	rainbow room, turn right at junction to exit to main playground.
<b>Staff Room F10</b>	<b>Turn left and proceed to the exit at the end of the corridor <u>checking the staff toilets on the way</u>. Exit onto the veranda and assist the teachers in organising the classes on the upper KS2 playground at Fire assembly point</b>	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. <u>Checking all rooms and toilets on their way</u>
<b>4SH F11</b>	<b>Exit classroom turn left to the exit onto the veranda and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point</b>	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. Pupils to proceed to main playground to their right to be organised into individual classes.
<b>3KH F12</b> (emergency break glass by exit doors in cloakroom)	<b>Exit classroom turn left to the exit onto the veranda and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point</b>	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. Pupils to proceed to main playground to their right to be organised into individual classes.
<b>Year 4 and staff room corridor</b> (emergency break glass by exit doors to veranda)	<b>If near classes 4TH, 4MH turn right, then left proceed straight ahead along the corridor by rainbow room, turn right at junction to exit to main playground. If near Staffroom, 4SH 3KH leave by the exit onto the veranda and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point</b>	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. Pupils to proceed to main playground to their right to be organised into individual classes
<b>Year 3 and 2 corridor</b> (emergency break glass at top of stairs)	<b>turn left onto corridor and then turn right and proceed through the fire exit and onto the veranda, proceed to the upper KS2 playground at Fire assembly Point</b>	Exit via 3HH or 3HE class room through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point
<b>3HH F13</b>	<b>Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be</b>	Exit via class room door turn right, then right again, proceed along the corridor out onto veranda onto the playground

(emergency break glass by exit doors in cloakroom)	<b>organised into individual classes at Fire assembly point</b>	
<b>3HE F14</b> (emergency break glass by exit doors in cloakroom)	<b>Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point</b>	Exit via class room door turn right, then right again, proceed along the corridor out onto veranda onto the playground
<b>Yr 3/4 Intervention (Cooking Room) F23</b>	<b>Exit classroom and turn left onto corridor and then turn right and proceed through the fire exit and onto the veranda, proceed to the upper KS2 playground at Fire assembly Point</b>	Turn right proceed to end of corridor, through double doors and Year 1 Group area onto playground
<b>2EC F15</b> (emergency break glass by exit doors in cloakroom)	<b>Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes Fire assembly point</b>	Exit via class room door turn left, proceed along the corridor through double doors and Year 1 Group area out onto playground
<b>2EH F16</b> (emergency break glass by exit doors in cloakroom)	<b>Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual at Fire assembly point</b>	Exit via class room door turn left, proceed along the corridor through double doors and Year 1 Group area out onto playground
<b>Assistant Heads Office</b>	<b>Exit office turn right onto corridor and proceed through the double doors leading to Year 1 classrooms exit fire doors, turn right and proceed to Fire Assembly Point</b>	Exit turn left onto corridor at corner turn right and through fire doors onto veranda and proceed to playground.
<b>1CB F17</b> (emergency break glass by exit doors in cloakroom)	<b>Exit classroom through the cloakroom onto small play area and proceed to the playground. Pupils are then to be organised into individual classes at Fire assembly point</b>	Exit via class room door turn left, and proceed to playground
<b>1CM F18</b>	<b>Exit classroom through the cloakroom onto small play area and proceed to the playground. Pupils are then to be organised</b>	Exit via class room door turn left, and proceed to playground

(emergency break glass by exit doors in cloakroom)	<b>into individual classes at Fire assembly point</b>	
<b>Year 1 Intervention</b> (emergency break glass by exit doors)	<b>Exit via fire doors and proceed to playground</b>	Exit via 1CB or 1CM through the cloakroom onto small play area and proceed to the playground
<b>6FN F19</b> (emergency break glass by exit doors in cloakroom)	<b>Exit classroom through cloakroom, turn right and proceed directly to the main playground/ Fire assembly point</b>	Exit via classroom door, turn right proceed to end of corridor, turn right at junction and exit onto playground
<b>6PC F20</b> (emergency break glass by exit doors in cloakroom)	<b>Exit classroom through cloakroom, turn right and proceed directly to the main playground/Fire assembly point</b>	Exit via classroom door, turn right proceed to end of corridor, turn right at junction and exit onto playground
<b>Year 4 and 6 Intervention</b> (Former Library) <b>F27</b>	<b>Exit classroom, turn left proceed to the end of the corridor then turn right and exit directly on to the playground where the assembly point is located. Pupils are then to be organized into individual classes at Fire assembly Point</b>	Exit classroom, turn right proceed to end of corridor, turn left at junction and exit onto playground
<b>Studio 2</b>	<b>Exit onto Library corridor. Follow fire exit signs to right, turn left at end of corridor and exit onto playground and join muster points with class</b>	Exit onto Year 2/3 corridor turn left, proceed along the corridor through double doors and Year 1 Group area out onto playground

**Teachers are responsible for recording daily on laminated fire registers am and pm any absent Pupils. The fire register must be kept with the teacher at all times when in school. Fire register to be updated with new pupils**

**Lunch registers , late books and pupil signing out books will be used to account for all Pupils at lunchtime. Please ensure your class lunch register is accurate.**

**Exit gates on Hasting Street and St James Road can be opened with combination if pupils escorted from Dover Street exit to main playground. All staff advised of combination.**

**If, following a dynamic risk assessment by the Teacher in charge, it is deemed that children are safer in the location that they are in than to walk to their fire assembly point, then class teacher must make staff member with walkie talkie aware of their location. For example if Nursery children are on Trim trail they should remain on trim trail instead of walking out of school boundary to convene on nursery playground.**

All Pupils are to be escorted from the small playground to the main KS2 playground assemble in year group lines in class order (facing away from the building) for ease of counting and staff should ensure that a calm atmosphere is maintained.

There is an **emergency exit gate** located via the veranda/small play area (upper level) leading onto St James Street. **This exit is only to be used if there is no safe or clear route to the main play area/evacuation point.**

Staff to take fire register kept in class when leaving the building. Check that all Pupils are accounted for and immediately report any missing Pupils to the Head of School (1st) Assistant Heads (2nd) School Business Manager (3<sup>rd</sup>).

The Head of school or a member of SLT will check with each year group whether there are any missing Pupils.

All visitors advised to report to person with Walkie Talkie to confirm their safe evacuation.

All visitors to inform Reception if they require assistance for their safe evacuation.

**Nobody must re enter the building without permission from the Fire Warden or Fire Brigade...**

### Appendix 1

#### Generic Emergency Disabled Evacuation Plan

All visitors will be given emergency evacuation instruction on how to evacuate building in the case of emergency by Reception staff on arrival in school.

- The fire alarm is a continuous bell.
- All occupants of the building are to make their way to the nearest exit following emergency evacuation signs above doors.

- If on ground floor leave by nearest fire exit and muster on car park, making presence known to Reception staff with walkie talkie.
- If on upper floor make way to main playground following emergency evacuation signs above doors, make presence known to member of staff with walkie talkie.
- Visitors will be asked if they require assistance to evacuate building and staff will be instructed accordingly on how to assist visitor to evacuate safely as directed by visitor E.g.
  - Mobility
  - Hearing
  - Sight
- A visitor badge will be given including written instruction on the emergency procedure.

### **Appendix 2**

#### **School Events including:**

**Assemblies,**

**Fundraising,**

**Parents' evenings**

**Classroom workshops**

Senior person welcoming visitors is responsible for advising visitors of procedures to follow in the case of emergency evacuation.

- The fire alarm is a continuous bell.
- All occupants of the building are to make their way to the nearest exit following emergency evacuation signs above doors.
- Staff will ensure all school children safely evacuated, directing visitors as required. Parents are responsible for their own evacuation and non- school children they have brought with them.
- **School Hall:**
  - visitors to leave at far exit nearest to changing rooms and directed to Reception gate on car park
- **Studio 1**
  - visitors to leave at exit onto car park and be directed to Reception gate.
- **Studio 2**
  - visitors to leave by Year 5/6 corridor to main playground and be directed to Tyre Park away from pupils.
- **Classroom**
  - Visitors to be advised route they will take to leave building.