Sheep Dip Lane Academy

A Member of Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Fire Evacuation Policy V 5

Sheep Dip Lane Academy

Author/Owner	Mrs Parish, Principal
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Approved By	LGB
Policy Category (Please indicate in bold)	1 - Academy to implement without amendment 2 – Academy specific appendices 3 – Academy personalisation required (highlighted)

Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V1	February 2023	F Parish	New Policy
V2	February 2024	F Parish S Foster	Fire Wardens Updated
V3	April 2025	F Parish S Foster	New Policy Cover Visitor sign in updated to reflect Inventory System Sims changed to Arbor
V4	April 2026	F Parish S Foster	Fire Warden Update Updated to reflect who covers in staff absence

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Aim of the procedure

The aim of this procedure is to ensure a clear evacuation procedure is in place to enable staff, pupils and visitors to site can exit the buildings safely in case of a fire.

Entry and exit

There are three pedestrian gates in use at the beginning and end of the Academy day. Access during the day is via the pedestrian gate on Sheep Dip Lane to the main reception. This is a clear and secure entrance to Academy, there is no pedestrian entrance through the car park, this is vehicular access only at all times.

Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. These are indicated on the Academy map. All staff including cleaners and kitchen staff must be aware of where their nearest fire exits are.

Only use a fire extinguisher if your exit from the building is impeded by fire.

After evacuation inform the Principal and/or Vice Principal that you activated the alarm and the exact location of the fire.

Senior Leader/person in charge must be shown by the Site Manager how to deactivate the alarm if the activation is a false alarm.

Evacuation

On hearing the fire alarm, pupils must be instructed to leave the building immediately in single file and in a calm, orderly manner. No running is to be permitted to avoid panic. Neither staff nor pupils should stop to collect any personal possessions. In the event you have students and/or visitors in your locality, ensure everyone evacuates the building with you. Be aware of any mobility impaired, hard of hearing, visually impaired visitors or students, ensuring their safety as you evacuate the building.

In the event of a genuine fire, the designated person, Academy Business Manager (Deputy Office Manager in case of absence) will contact the emergency services.

The Principal (Vice Principal or Assistant Principals in case of absence) should also call the Site Manager to inform him of the alarm being activated and a fire breaking out and ask him to Report on site as soon as is practicable.

The teachers on duty are in charge of all children and must indicate the exit route to be used and everyone must be directed to the designated Assembly point to the rear of the Academy building. The staff on duty must also check that everyone has vacated the room. Do not attempt to close any windows.

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation – please see below for further information.

Staff member to ensure that all doors are closed following pupils leaving the building.

Anyone who is not in the classroom, Hall or office when the fire alarm sounds must go immediately to the assembly point via the nearest available fire exit. (Do not return to the open area)

The Principal and Vice Principal check unpopulated areas within the Academy (e.g. toilets) (Only if safe to do so) Assistant Principals to deputise in their absence.

No one must re-enter the building until told to do so by the Fire Service in attendance, or in the case of a fire evacuation drill the senior person in charge.

In the event that the fire alarm is a false alarm the Principal or Vice Principal (Assistant Heads in case of absence) should establish the cause of the alarm with the Fire Service before allowing anyone to re-enter the building.

A fire drill evaluation form should be completed following any fire drill with any lessons learned recorded and new actions identified and implemented ASAP.

All SLT members and member/s of staff in the Academy office to ensure they have a mobile phone to take outside with them, ABM or OM will take the 'grab bag' as they leave the office. Finance Assistance to collect in their absence.

A designated fire warden will be on duty at all times.

Designated Fire Wardens (identify who your fire wardens are) –
Faye Parish - Principal
Alison Parkhurst – Vice Principal
Sylvia Foster – Academy Business Manager
Gary Baker – Site Manager
Mavis Graham – Office Manager
Dawn Barker – Assistant Principal
Michelle Steeper – Assistant Principal

Disabled Persons

If a situation occurs where a member of staff, pupil or visitor with a disability requires help in leaving the premises, the teaching and support staff will ensure that they assist them during the evacuation process; they will ensure that they leave the building appropriately via the nearest accessible exit point, alternatively a member of staff will remain with them in a safe place informing another staff member of their location and that they are awaiting assistance. The said member of staff must immediately report information including exact location to the person in charge of roll call.

Disabled staff members and pupils must follow their own Personal Emergency Evacuation Plan. Emergency Evacuation Plan – If a member of staff or a pupil cannot leave the building unaided in the event of a fire an evacuation plan must be in place and a copy made available to the senior member of staff on duty.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user, a pupil with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant. Consideration should be given to how these will be supported in leaving the building whilst maintaining a calm evacuation of all other pupils and staff.

Visitors and contractors

All visitors and contractors should report to the main office upon arrival, ensuring that they sign in on the Inventory System they must also ensure that they sign out before leaving the premises.

All visitors/contractors will be issued with a visitors pass and will be informed of the fire emergency procedures in place upon arrival. Contractors on site for extended periods of time must receive fire evacuation/site organisational plan documents in advance of commencing work and sign the Authorisation to Work form to acknowledge they have read and understood the procedures.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures including:

• action to be taken on hearing the fire alarm or discovering a fire

• fire evacuation procedures including means of escape, location of the fire assembly points

• the location of firefighting equipment and fire alarm call points in relation to the area of their work

• Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

Site Manager must ensure contractors are fully aware of any areas not accessible and that they are familiar with all accessible exit points.

Assembly Point

• The assembly point will remain as the main playground below. Everyone including kitchen staff on Academy premises should make their way there by the relevant exit route.

Assembly Points

GRASSED AREA	
Flock FS1 6 5/6 5 4 3 2 1/2 FS2 Admin Team & Visitors 11 Cook & Kitchen 12 Conifers Team Large playground SENCO/CROFT VISITORS	Trees / CCTV

Exit Routes

The below table shows which exit route should be used and the alternative if necessary.

Location	Exit Route	Alternative Route
All classrooms external doors	External door	Nearest classroom external door
Main Academy office	External door	Nearest emergency exit

Kitchen	External door	Nearest emergency exit
Hall	Nearest emergency exit	

Roll Call

The Principal (Vice Principal of Assistant Principals in their absence) is nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.

Staff must ensure that a roll count is done immediately. Each member of staff must then report to the Principal (Vice Principal in their absence) to verify that everyone in their charge is accounted for or to inform them of the number of persons missing.

All Members of Staff on site will also report to the Principal ((Vice Principal of Assistant Principals in their absence) to ensure that everyone is accounted for.

All visitors or contractors on Academy premises must be accounted for. The Principal (Vice Principal of Assistant Principals in their absence) duty will check the EVac sheet which admin will have taken out site at point of alarm sounding, recording nominated staff in Academy and any contractors, as agreed by Principal/Site Manager.

If anyone is in the toilets or still inside the building the Principal (Vice Principal of Assistant Principals in their absence) should be made aware so this can be reported to the Emergency Services.

The Principal (Vice Principal of Assistant Principals in their absence) will liaise with nominated member of the Croft to ensure that all persons are accounted for.

In all instances, Assistant Principals will take over roles in Principal/Vice Principal absence.

The Academy Business Manager or Office Manager – (in their absence this will be the Finance Officer) to take should take the following outside when an evacuation is in place:

➢ Grab Bag (Fire Drill Checklist Pack) – (including Keys for the Academy in the main Academy office)

Meeting the Fire Brigade

The Principal (Vice Principal or Assistant Principals in their absence) must identify him/herself to the Fire Brigade on arrival at the front entrance. In doing so vital information can be relayed to the Fire Officer, which will dictate the necessary actions to be carried out by the Fire Brigade

Nominated person for roll call is the Principal (Vice Principal or Assistant Principals in their absence), in the event of an evacuation the roll call will be delegated to a member of staff (identify where appropriate) on duty to allow the duty leader to be present at the front of the building. Mobile phone or two way radio's must be available for communication between senior leader and other staff attending the roll call and pupils.

Typical information the Fire Brigade will want to know

Is everyone accounted for?

If any persons have not been accounted for. How many are missing? What is their location? Where were they last seen?

Where is the fire? (Should be identified on the fire alarm if in zoned areas), What is on fire? (It may not be apparent)

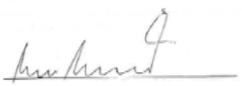
Are there any hazardous substances involved in the fire or stored in the building? (ie. Chemicals, solvents, liquefied petroleum gas or Acetylene Cylinders etc.)

Entry back into the building

Staff and pupils should only be allowed back into the building when the fire officer has checked and given clearance to do so. If the building cannot be entered following the fire, emergency plan procedures should be followed for contacting parents, staff and the Trust Office.

Procedure Reviewed: April 2026

Signed Principal:

Signed: Chair of Governors: 

Procedure to be reviewed in April 2027

Appendix one: FIRE DRILL EVALUATION FORM

Date of

Drill:……

…… Person Initiating the fire

alarm:…… Start time of fire

alarm…… Time

all evacuated from

building……

DURING THE DRILL	
COMMUNICATION	
	Yes / No
Was the fire alarm activated?	
Was the fire alarm heard by everyone in Academy?	
Did all staff know their nearest exit?	
Did the teachers, support staff and pupils remain calm?	
If it had been a genuine fire was someone prepared with mobile phone to call the emergency services?	
Did The Senior Leader on Duty and the members of staff on duty take their mobile phones/two way radio with them to communicate with each other?	

Comments:	Action taken

GENERAL PROCEDURES	
	Yes / No
Were all staff, pupils and visitors evacuated to the main Academy playground efficiently?	
Did all the building occupants evacuate in a timely manner?	
Did any staff / pupils collect any personal possessions on their way out?	
Was the emergency grab bag taken?	
Were class registers taken out with the Senior Leader on duty as part of the evacuation. Along with Evac details?	

Were there any missing students from the roll call and was this communicated with the fire warden in a timely manner?	
Was there anyone missing i.e. contractors from the roll call and if so how was this communicated?	
Was the Site Manager on Site/Return to Site to re-set alarms or arrange alarm company to attend to do a re-set	
Comments:	Action taken

PLANNING PROCESS	
	Yes / No
Were administration staff involved in the planning process ie who is responsible for which area?	
Was a specific scenario drilled?	
When was the last fire drill carried out?	
TRAINING	

	Yes / No
Has the fire drill identified training for any individuals?	
Were all members of staff aware of the Emergency Evacuation Plans for pupils?	

DEBRIEF	
	Yes / No
Once completed will all staff be debriefed with the pupils on site?	
Once completed will all administrators be debriefed, what has taken place?	

Have any actions following the debrief been identified? How will these be carried out and by who?	
Comments	Action taken

LESSONS LEARNED

Identify lessons learnt from the fire drill completed to ensure procedures are tight and effective	Will the fire drill procedures be updated as a result of this finding? Have staff been informed?
Comments	Actions taken

Appendix 2 Fire Procedure Arrangements

Class Teachers/Support Staff/Flock staff must regularly ie once every half-term:-

Train children in exit procedures

i.e Absolute silence

Look at teacher

Listen for instructions

Evacuate classroom/hall/Academy

Close doors

Teachers to leave last

Class Teachers/HLTA's/Learning Support Assistants MUST take their Fire Register with them

Should a child discover the fire, they should be trained to report the fire immediately to the nearest adult

Proceed to your assembly point. Conduct children's head count first and call your register. Inform Principal and/or Vice Principal that your children are present.

Registers must be completed in Arbor by **08:50 am** and **13:05 pm** each day. (Foundation Stage register must be sent by **12:35 p.m.)**

Office staff must collect print EVAC report before evacuation. Office staff please note this is a vital procedure and must be carried out reliably and effectively.

All staff please note that the nearest Academy exits for your class are as follows:-

* If in the classroom - the outside door to that room.

* If in the time out room, - Class 1 or the west corridor bottom door (near Class 1). Closing all doors behind you.

* If in the Hall/Music Room - please exit through the West corridor, closing all doors behind you, and walk to your assembly point.

* If in the Staff Room – exit through the Hall and then West corridor or Foundation Stage.

Please note – All internal safety locks will open when the fire alarm is sounded.

Academy Business Manager/Site Manager & Office Manager

In the event of a fire the Academy Business Manager or Office Manager to:

• Site Manager or Principal to inform Academy Business Manager/Office Manager if the alarm is to be sounded due to a practice or maintenance procedure. In the event of an alarm sounding without a practice being announced, Academy Business Manager/Office Manager to immediately ring for emergency services. • Ring Site Manager whilst vacating the office

• Remove 'emergency bag' and vacate the office ensuring admin staff have already vacated • Leave the Academy using the door into the playground from reception

• Open the gates for emergency service access and direct them to location of the fire if known

In the event of Academy Business Manager absence, Office Manager to carry out the above

Site Manager

In the event of a fire the Site Manager to:

• Check the fire alarm panel for location of break glass point

• Check the break glass point for potential fire or false alarm, attend this point if safe to do so • Continue to sweep the whole building, reporting to Principal and/or Vice Principal if able to pinpoint location of fire or false alarm

• If appropriate, meet fire service on arrival, directing to location of fire

In the event of Site Manager absence, the Principal to carry out the above

Principal

In the event of a fire the Principal to:

• Sweep the upper years/classes of the building upon leaving Principal's office

• Meet with Site Manager & Vice Principal in the main corridor, ensure full sweep has taken place • Evacuate the building

- Check with staff, all children, staff and visitors have exited the building including the module (Years 5 & 6) and The Croft building
- Report to fire service if necessary
- Report with ABM to discuss emergency procedures including contacting emergency designated Academy.
- Arrange full site evacuation to emergency designated Academy
- Authorised the contacting of all parents to collect children from the emergency

designated Academy In the event of Principal absence, the Vice Principal to carry out the

above

In the event of a fire the Vice Principal to:

- Sweep the lower years/classes of the building upon leaving Principal's office
- Meet with Site Manager & Principal in the main corridor, ensure full sweep

has taken place • Evacuate the building

- Assist with checking with staff, all children, staff and visitors have exited the building • Assist with reporting with ABM to discuss emergency procedures including contacting emergency designated Academy.
- Assist with arranging full site evacuation to emergency designated Academy

• Assist with the contacting of all parents to collect children from the emergency designated Academy

Not applicable when supporting in class. In this instance, the Academy Business Manager to carry out the above

In the event of Vice Principal absence, Assistant Principals to carry out the

above

<u>Line Managers</u>

Class teachers to inform the following member of the Senior Leadership Team (SLT) that their children are present and safe in their assembly point.

Nursery Miss Stocks

Class FS2 Mrs Matthews

Classes 1 & 2 Mrs Steeper

Classes 3, 4 Mrs Parkhurst / Miss Barker

Classes 5 and 6 Miss Barker

Mrs Parkhurst will conduct secondary checks and ensure all pupils are present if any of the above are absent.

Fire Procedures for Lunchtime

ALL ACADEMY STAFF

It is absolutely essential and in the interests of your safety that you sign in & out on the Inventory System. Please state the times you will be off site during the lunch break.

On hearing the fire bell during lunchtime please leave by the nearest route. This will be as follows:-

Staff in staffroom to exit via nearest classroom ie Foundation Stage and assemble at your designated assembly points with your classes and lunchtime supervisors – again register checks and counts to be performed.

Visitors to Academy and staff not assigned to a particular class will report to Admin staff at Point 11 for roll call checking.

Staff eating in the Hall / Staffroom or supervising Academy lunch to exit by nearest classroom exit; Class 1, Class 2, West Corridor Door or Main Entrance, whichever is safest route.

During the Lunchtime Break

Principal to make internal search.

Academy Business Manager to ring fire brigade and wait outside to direct them to the fire.

Leadership team to check all assembly points and procedures are being followed and to maintain order and calm.

Lunchtime Duty Teaching/Senior Staff

- On hearing the fire alarm - evacuate class from the Hall by the nearest fire exits; Class 1, Class 2, West Corridor or Front Door.
- Close all doors behind you.
- Line your class up by their assembly point, do a head count and check their names from your dinner register.
- Inform Senior all present and correct or alert if incorrect. Senior to immediately inform the Vice Principal if any children are missing. Admin to pass the staff dinner list to the Vice Principal in order that they can make their staff check.
- Keep your class in their line at their assembly point, keep them silent and calm.

Flock Staff

On hearing the fire alarm – evacuate class from the Flock room fire exit. If in the Hall by the nearest fire exit, Class 1, Class 2, West Corridor or Front Door.

Line your class up by their assembly point.

Inform Site Manager all present and correct or alert if incorrect. Site Manager to immediately inform Fire Brigade if any children are missing

Kitchen Staff

On hearing the fire bell -staff are **immediately** to **close** the **fire doors** they have opened to bring trolleys through. Evacuate their area by the nearest fire exit and assemble at point **12** - Under no circumstances return to the building or kitchen area for any reason what-so-ever until directed to do so by Principal.

Cook

Prior to evacuation, to hit the isolation switch located in the kitchen. To ensure her staff are all present at the assembly point and inform Vice Principal if any staff are missing.

Visitors to Academy

Are all informed of the Academy Fire Procedures BEFORE entry to the Academy or Croft by the admin team. Visitors report to point 11 for their roll call.

Assembly Points

GRASSED AREA	
Flock, FS1 6 5/6 5 4 3 2 1/2 FS2 Admin Team & Visitors 11 Cook & Kitchen Team 12 Conifers Large playground SENCO/CROFT VISITORS	Trees / CCTV

The Croft Building have their own Fire Procedure Policy to which they adhere to.

This is as follows:-

The Croft Building

Fire Policy

In the event of a fire or an emergency and the building must be evacuated the following procedure will apply:

The member of staff who is leading a session in any of the rooms will raise the alarm immediately. The smoke and heat detectors in all of the rooms will automatically activate the fire alarm.

Main activity room-

• All children and adults will immediately be escorted out of the building and to the assembly point using the nearest, safest marked exit [see plan displayed in each room]. The assembly point is 12 at the rear of the Academy, in the playground. The attendance sheet will be taken by the reception staff for that session and all names checked.

Training/Reception area-

• The person leading the training or meeting will escort all children and adults out of the building (including the toilet, disabled toilet and baby change) to the assembly point by the nearest, safest marked exit. The attendance sheet and visitors book will be taken by the training staff for that session and all names checked.

Thrive area-

• The member of staff in charge will escort all adults and children from the Thrive area out of the building to the assembly point by the nearest, safest marked exit and all names checked.

Wherever possible, staff should ensure that all doors are closed behind them.

No attempt will be made to collect personal belongings, or to re-enter the building after

evacuation. The entire premises will be checked by the Site Manager.

On exiting the building, the Site Manager will close all accessible doors and windows to prevent the spread of fire.

The registers/signing in sheets will be checked to account for all children, students, visitors and staff. If any person is missing, the emergency services will be informed immediately.

SHEEP DIP LANE ACADEMY

VISITORS TO ACADEMY

FIRE/EVACUATION PROCEDURE

1 It is **absolutely essential**, and in the interests of your safety and our children's safety **that you sign in and out on The Inventory System**.

2 This book is used for roll call purposes if our Academy is evacuated because of fire or other

reasons. 3 On hearing the fire bell please:-

a) Leave the building by the nearest fire exit (taking any children which you have with you at the time and escort them to their correct assembly point).

b) Report to assembly point 11 for your roll call. (This will be identified by the Office staff who will look out for you.)

VISITORS SAFETY PROCEDURES

1 Introduce yourself to the Receptionist.

2 Sign the Visitors Book and obtain a visitors pass if you do not carry your own

identity pass. 3 The fire procedure is on the reverse of all visitor passes.

4 The Receptionist will take you to the appropriate member of staff.

5 Complete the Inventory System when leaving Academy and sign out.

6 Leave your vehicle registration number at reception if you have parked in the staff car park.

FIRE EXTINGUISHERS

	SUITABLE FOR	**DO NOT USE ON**
WATER (RED)	PAPER, WOOD, CLOTH, TEXTILES etc	ELECTRICITY, BURNING LIQUIDS, FLAMMABLE METALS
DRY POWDER (BLUE)	BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
CO2 (BLACK)	ELECTRICITY, BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
FOAM (CREAM)	BURNING LIQUIDS, PETROL, OIL, FAT	ELECTRICITY, FLAMMABLE METALS
BCF (GREEN)	ELECTRICITY, BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
BLANKET (RED)	BURNING LIQUIDS, OIL, FAT, COOKER HOBS	ELECTRICITY, FLAMMABLE METALS
HOSE REEL	PAPER, WOOD, CLOTH, TEXTILES, etc	ELECTRICITY, BURNING LIQUIDS, FLAMMABLE MATERIALS

TYPE

RED FIRE EXTINGUISHERS ARE SITUATED: ANNEX 1

ANNEX 2

FOUNDATION STAGE 2

FOUNDATION STAGE 3

WEST CORRIDOR

CLASS 3/4

CLASS 4

BLUE FIRE EXTINGUISHERS ARE SITUATED: STAFF ROOM (KITCHEN) **BLACK FIRE EXTINGUISHERS ARE SITUATED:** FOUNDATION STAGE 1 **FIRE BLANKETS ARE SITUATED:** KITCHEN AREA 4 & 5 ANNEX 3

STAFF ROOM (KITCHEN)

HALL

FIRE ALARMS ARE SITUATED BY EVERY EXTERNAL DOOR

1

Additional Fire Fighting Equipment in Academy

Boiler Room

Kitchen

The Croft

MAINTENANCE OF EQUIPMENT

• **3 Monthly check of fire alarms and entrance warning lights by Local Authority.** •

Annual inspection of all fire-fighting equipment is conducted by Churches Fire

Security Ltd

Appendix 3 - Personal Emergency Evacuation Plan (PEEP)

Prepared for: _____(name of member of staff/student) Prepared by: _____

In consultation with: _____(name)_____(signature of student/member of staff) _____(name)_____(parent/guardian)

_____(name)_____(other)

Valid for Academic Year Sept 20( ) - July 20( )

Brief description of nature of disability

(Mobility/Visual/Hearing/Other)

Detailed description of assistance required

Specialist Evacuation Equipment required: YES/NO

Nature: EvacChair

'Banana' Board

Other

Helpers required: YES 1, 2, ___

NO

Named helpers - See attached timetable (Provided by Academy)

Date Prepared_____

Signed_____