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# FIRE EVACUATION POLICY

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Approved by	Local Governing Committee
Date Approved	Autumn 2025
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## 1. Policy Statement

*We want all our students to be everything they can be and everything they are meant to be – to be able to live life in all its fullness (John 10.10).*

The Brian Clarke CE Academy will ensure, so far as reasonably practicable, that all students, staff, contractors and visitors are protected from the risks of fire whilst on the premises.

The Regulatory Reform (Fire Safety) Order 2005 places emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement general fire precautions necessary to protect all persons from death or injury in the case of fire.

This policy explains how the school complies with the above legislation to ensure that, where possible, fire is prevented, and any fire risks are adequately controlled.

This policy forms part of the school health and safety measures.

## 2. Roles and Responsibilities

All staff have a responsibility to keep everyone safe from risk of fire and must not take action which puts them or anyone else at risk of harm or injury.

Responsibilities are twofold: non-emergency and emergency. All staff must be fully aware of their responsibilities.

### 2.1 Roles and Responsibilities (Non-Emergency)

Role/s	Responsibilities
Local governance committee	<ul style="list-style-type: none"> <li>To note the policy and challenge its implementation</li> </ul>
Headteacher (Responsible Person)	<ul style="list-style-type: none"> <li>Approve, implement and manage the policy</li> <li>Ensure all staff and students are aware of the policy and evacuation routines</li> <li>Ensure adequate procedures to notify visitors and contractors are aware of evacuation guidance</li> </ul>
Site Manager (Duty Holder)	<ul style="list-style-type: none"> <li>Ensure fire evacuation notices are displayed in all inhabited rooms and areas and carry out an annual check to ensure compliance</li> <li>Maintain fire safety records:               <ul style="list-style-type: none"> <li>Evacuation records</li> <li>Fire safety maintenance logs including weekly fire alarm checks</li> <li>Fire audits and action plans</li> </ul> </li> <li>Ensure any hazardous substances are stored in accordance with COSHH guidelines</li> <li>Ensure all means of escape are properly maintained and free from obstruction</li> <li>Ensure fire-fighting equipment is compliant and regularly maintained (where appropriate, by use of 3<sup>rd</sup> party professionals):               <ul style="list-style-type: none"> <li>Fire extinguishers and blankets</li> <li>Emergency lighting</li> <li>Fire detection systems</li> <li>Emergency signage</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Arrange for an independent fire audit / risk assessment at least every 3 years and manage and implement recommended actions as appropriate</li> <li>• Ensure all contractors are given fire safety / evacuation training as part of their site induction</li> </ul>
Business Manager	<ul style="list-style-type: none"> <li>• Ensure risk assessments are in place, accurate and relevant</li> <li>• Ensure regular reviews of the policy and schedule a termly evacuation drill, noting and actioning issues arising</li> <li>• Liaise with the Headteacher, site team and emergency services</li> <li>• Work with the Site Manager to ensure fire risk assessments and action plans are actively managed</li> <li>• Review evacuation drills and document / implement necessary improvements</li> <li>• Ensure staff Personal Emergency Evacuation Plans (PEEPs) are in place and communicated where required</li> </ul>
Head's PA	<ul style="list-style-type: none"> <li>• Ensure new staff are made aware of their roles and responsibilities via induction</li> </ul>
Admin Team	<ul style="list-style-type: none"> <li>• Produce daily fire registers</li> </ul>
Fire Marshals	<ul style="list-style-type: none"> <li>• Undertake annual fire marshal training</li> </ul>
Pastoral Managers	<ul style="list-style-type: none"> <li>• Ensure student Personal Emergency Evacuation Plans (PEEPs) are in place and communicated where appropriate</li> </ul>
Heads of Department	<ul style="list-style-type: none"> <li>• Ensure any hazardous substances are stored in accordance with COSHH guidelines</li> </ul>
Heads of Year	<ul style="list-style-type: none"> <li>• Ensure all students are aware of fire safety and evacuation procedures within the first 5 days of each academic year</li> </ul>
Form Tutor	<ul style="list-style-type: none"> <li>• Ensure all students are aware of fire safety and evacuation procedures within the first 5 days of each academic year</li> <li>• Carry out dry runs of evacuation as required</li> </ul>
Restaurant Manager and Cleaning Manager	<ul style="list-style-type: none"> <li>• Ensure all staff are aware of fire evacuation and safety procedures</li> <li>• Ensure any hazardous substances are stored in accordance with COSHH guidelines</li> </ul>

## 2.2 Roles and Responsibilities (Emergency)

All staff must be fully aware of their responsibilities. Senior leader communications are by mobile phones for calls and WhatsApp group for messages. On discovery of a fire 999 must be contacted immediately.

Role/s	Responsibilities
Headteacher (Responsible Person)	<ul style="list-style-type: none"> <li>• Liaise with the site team, Business Manager and emergency services</li> <li>• Communicate to colleagues</li> <li>• Give the all clear when appropriate</li> </ul>
Site Manager / Site team (Duty Holder)	<ul style="list-style-type: none"> <li>• Check the location of the fire and notify the Headteacher</li> <li>• Liaise with First Response and emergency services</li> </ul>
Deputy Headteacher	<ul style="list-style-type: none"> <li>• Deputise for the Headteacher</li> <li>• Support the registration of students</li> <li>• Communicate to colleagues</li> </ul>
Assistant Headteacher/s	<ul style="list-style-type: none"> <li>• Support the Deputy and Headteacher in their roles</li> </ul>
Business Manager	<ul style="list-style-type: none"> <li>• Liaise with the Headteacher, site team and emergency services</li> </ul>

	<ul style="list-style-type: none"> <li>• Check with Admin Team for completed staff registers and report any missing staff to Headteacher and emergency services</li> <li>• Communicate updates to support staff</li> </ul>
Head's PA	<ul style="list-style-type: none"> <li>• Deputise for Business Manager</li> <li>• Support Admin Team with staff registers</li> </ul>
Fire Marshals	<ul style="list-style-type: none"> <li>• Support the evacuation of the building</li> <li>• Check that toilets are clear without putting self at risk</li> <li>• Notify a senior leader of any issues</li> <li>• Support any evacuees using the refuge point, using the refuge call button to communicate updates</li> </ul>
Admin Team (main reception)	<ul style="list-style-type: none"> <li>• Collect student, staff and visitor signing in / out registers before evacuating</li> <li>• Distribute student registers to Heads of Year</li> <li>• Check staff registers and report any missing staff to the Headteacher</li> <li>• Deputise for Head's PA in ensuring muster point access is open</li> </ul>
Pastoral Managers	<ul style="list-style-type: none"> <li>• Support students with Personal Emergency Evacuation Plans (PEEPs), ensuring they leave the building safely.</li> </ul>
Heads of Year	<ul style="list-style-type: none"> <li>• Collect register from Admin Team at muster point</li> <li>• Distribute registers to form tutors</li> <li>• Check presence of all form tutors and report any missing to Head's PA/Admin team</li> <li>• Support the year group's staff and students</li> <li>• Help to maintain order within the year group: students must remain in an orderly line throughout the evacuation.</li> <li>• Collate and return completed student registers to Admin Team</li> <li>• Work with the Admin Team to check for missing students and staff (e.g. signing out books / absence records) as appropriate</li> <li>• Report any missing students to the Headteacher</li> </ul>
Class teacher	<ul style="list-style-type: none"> <li>• Lead students safely to the muster point</li> <li>• Where a class teacher is a form tutor, see Form Tutor section below</li> <li>• Where a class teacher is not a form tutor, go to the general staff muster point and stand in alphabetical order to be registered. Remain in an orderly line throughout the evacuation.</li> </ul>
Behaviour Manager (Bridge)	<ul style="list-style-type: none"> <li>• Lead students safely to the muster point</li> </ul>
Form Tutor	<ul style="list-style-type: none"> <li>• Ensure class lines up orderly and in silence</li> <li>• Take registers (distributed by Head of Year)</li> <li>• Return completed registers to Head of Year and highlight any missing students</li> <li>• Maintain order of the students, where possible remaining at the head of the form group line for visibility of staff registration</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Follow instructions of staff</li> <li>• Stand in silence, in an orderly line throughout the evacuation</li> <li>• Return to class when instructed</li> </ul>
Restaurant Manager and Cleaning Manager	<ul style="list-style-type: none"> <li>• Evacuate to the relevant muster point</li> <li>• Take a register and notify a member of SLT of any missing staff</li> </ul>
Restaurant and Cleaning staff	<ul style="list-style-type: none"> <li>• Evacuate to the relevant muster point and ensure your presence is registered</li> </ul>

	<ul style="list-style-type: none"><li>• Report any concerns to your manager</li></ul>
Visitors and contractors	<ul style="list-style-type: none"><li>• Leave by the nearest safest exit and proceed to the muster point</li><li>• Follow the instructions of staff and remain in an orderly line throughout the evacuation</li></ul>

Where the fire alarm sounds outside of core lesson time (e.g. break time), all staff are expected to support students in moving to the muster points in a calm and orderly manner.

It is expected that all staff and students are at their muster points and the building is evacuated within 5 minutes of the alarm sounding.

### 3. Cross References to Other Policies

- Health and Safety Policy
- Critical Incident Policy

## Appendix: Evacuation Procedure

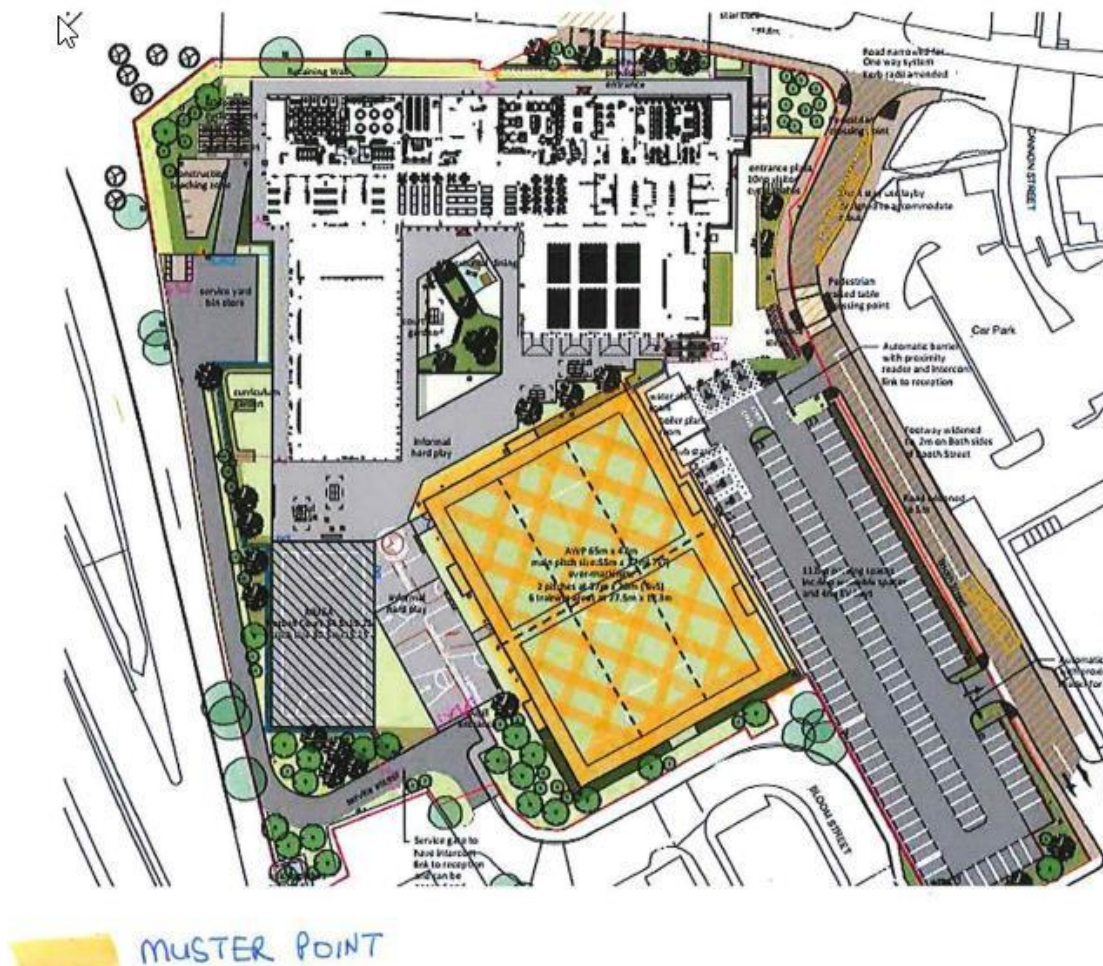
PERSON DISCOVERING FIRE MUST TRIGGER THE NEAREST ALARM AND **CALL THE EMERGENCY SERVICES IMMEDIATELY**

UPON HEARING THE ALARM:

- All persons must leave belongings behind and evacuate the building by the nearest, safest exit and proceed to the designated assembly point
- Lifts must not be used
- Where safe and practicable close all windows and close classroom / office doors
- Emergency refuge points are located on stair landings. These provide points of relative safety where mobility impaired evacuees can wait whilst the main building occupancy is evacuated, allowing Fire Marshals or emergency services to safely assist exit when stairwell overcrowding has subsided

MUSTER POINT

- All weather pitch (directly opposite the main student entrance)
- Students will be directed to the appropriate year group muster area



In severe weather conditions there is an agreement in place for students to take shelter at Oldham Leisure Centre