



Grimoldby Primary School

Fire Evacuation Policy

Date Approved: February 2026

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At Grimoldby Primary School we take fire safety very seriously. We know that by reducing risk and regularly reviewing our emergency procedures, we are more likely to prevent fire and ensure all the pupils, staff and visitors remain safe even if a fire does occur on our premises.

1) GENERAL PRINCIPLES

- a) If any member of the school community, including visitors, sees a fire, they must raise the alarm immediately by shouting that there is a fire and then activating the fire alarm.
- b) Once the alarm has been raised, the fire may be tackled using the appropriate extinguisher if:
 - i) The person is trained and competent to do so;
 - ii) The fire is smaller than a wastepaper basket;
 - iii) Evacuation is underway;
 - iv) An escape route has been identified in case the fire spreads. If in any doubt, leave the fire and exit the building once the alarm has been raised.
- c) All staff are responsible for:
 - i) Ensuring escape routes are kept clear at all times;
 - ii) Ensuring they are vigilant about risks and hazards that might lead to fire;
 - iii) Using only electrical equipment which has been tested for safety;
 - iv) Alerting the Headteacher or Caretaker if they notice any risks or hazards such as faulty wiring, overloaded plug sockets, faulty extinguishers or suspicious persons near the premises.

2) LESSON TIME DRILL

- a) Always assume the alarm signifies emergency - never practice.
- b) On hearing the alarm, all children should be led from the building by the teacher via the nearest fire exit in an orderly manner and should assemble at the designated Fire Assembly Points which are:
 - i) The grassed area behind the trim trail.
 - ii) The school car park next to the gates to the village hall.
- c) In the event that an exit is blocked, each teacher should be aware of alternative options.
- d) All staff must consider alternative evacuation routes for children with physical disabilities.
- e) **Evacuation Routes**

- i) Anyone in the EYFS classroom is to exit via the emergency exits to outside area then to the field. Alternatively, they should leave through the door near the hall then out the main doors, across the playground to the field.
 - ii) Anyone in the Y1 classroom (or immediate vicinity of) is to exit via their fire door, through the external Nursery gate (which will open automatically in the event of a fire alarm), and then along the footpath to the school car park. Gather in the car park. If this exit is blocked, then they follow the same route as EYFS and gather on the school field.
 - iii) Anyone in the Y2 classroom (or immediate vicinity of) is to exit via the fire door, through the external Nursery gate (which will open automatically in the event of a fire alarm), and then along the footpath to the school car park. Gather in the car park. If this exit is blocked, then they follow the same route as EYFS and gather on the school field.
 - iv) Anyone in the Y3 classroom (or immediate vicinity of) is to exit via the emergency door onto the field. If this is blocked, leave via the classroom then through the main playground doors.
 - v) Anyone in the Y4 classroom (or immediate vicinity of) is to exit through the emergency door onto the car park. If this blocked, then leave via the main school entrance.
 - vi) Anyone in the Y5 or Y6 classroom (or immediate vicinity of) is to leave via their emergency exits and gather on the field. If these are blocked, leave through the main entrance and gather on the car park.
 - vii) From the Library, leave via the emergency exit and onto the playground.
 - viii) From the hall, leave through one of the two emergency exits and walk around the building to the field.
 - ix) From the PPA Upstairs Office, leave down the stairs and through the EYFS emergency exits.
 - x) From the Meeting Room, leave through the emergency exit onto the pavement then gather on the car park.
 - xi) Office staff and Caretaker to leave through the nearest emergency exit once additional duties complete (see below).
- f) Evacuation report will be delivered to the assembly points by the school admin assistant or school business manager. Children will be counted by the member of staff responsible for the class at the time. When all the children are accounted for, the members of staff will indicate by holding their hand in the air.
- g) If children are missing and their location cannot be verified, inform the **Responsible Person** immediately.

3) PLAYTIME DRILL

- a) Always assume the alarm signifies emergency - never practice.
- b) Duty teacher to blow the whistle and raise hand immediately on hearing the alarm. Children are then to stand still before lining up in classes.
- c) Staff and children still in school will follow the procedures for 2 above.
- d) Class teachers, where possible, to gather at the assembly points with their classes. If teachers are in the alternative assembly point to their class, then the duty staff will supervise the class.
- e) Children should never be left unsupervised in the school building during breaks or at any other time.
- f) Evacuation report will be delivered to the assembly points by the school admin assistant or school business manager. Children will be counted by the member of staff responsible for the class at the time. When all the children are accounted for, the members of staff will indicate by their hand up.
- g) If children are missing and their location cannot be verified, inform the **Responsible Person** immediately.

4) LUNCH TIME DRILL

- a) Always assume the alarm signifies emergency - never practice.

- b) For staff and children on the playground, follow the procedures for 3, above.
- c) Staff and children still in school will follow the procedures for 2, above.
- d) Lunchtime supervisors to lead children out from the hall to the fire assembly point.
- e) Evacuation report will be delivered to the assembly points by the school admin assistant or school business manager. Children will be counted by the member of staff responsible for the class at the time. When all the children are accounted for, the members of staff will indicate by holding their hand in the air.
- f) If children are missing and their location cannot be verified, inform the **Responsible Person** immediately.

5) FURTHER RESPONSIBILITIES DURING ANY EVACUATION

- a) Certain areas of the school must be checked for children before evacuation of all staff:
 - i) Girls' toilets will be checked by EYFS support staff.
 - ii) Boys' toilets will be checked by Headteacher. If the Headteacher is not in school, then the Caretaker or admin staff for hours when the Caretaker is not in school.
 - iii) EYFS toilets will be checked by EYFS support staff.
 - iv) Library will be checked by Headteacher. If the Headteacher is not in school, then the Caretaker or admin staff for hours when the Caretaker is not in school.
- b) Office staff will take with them the Sign-In iPad from the main entrance containing the evacuation report. Members of SLT also have copies on electronic devices as a fail-safe.
- c) Office staff will also take any keys required for external gates, the remote for the car park barrier (located on the admin assistant's desk) and a mobile phone.
- d) Evacuation report will be delivered to the assembly point by the office staff. Children will be counted and when all the children are accounted for, the teacher will indicate by holding their arm in the air.
- e) The Responsible Person will be the Headteacher or the designated person in charge on that day.
- f) In the event a fire, staff are responsible for:
 - i) Notifying the fire brigade of:
 - (1) The location and postcode of the school;
 - (2) Information about the type of fire and its extent;
 - (3) Any information about trapped persons or persons unaccounted for;
 - ii) Ensuring the locations mentioned in 5.a. have been checked.
 - iii) Liaising with the fire brigade upon arrival.
 - iv) Ensuring other staff carry out their responsibilities.
 - v) Gathering information about the type of fire.

6) ADDITIONAL RESPONSIBILITIES (FIRE PREVENTION)

- a) The Caretaker is responsible, either by them self or through our partnership with Rodden and Cooper, for ensuring that the following safety checks are carried out, and that they are recorded in the Caretaker's folder:
 - i) Annual service of all fire extinguishers;
 - ii) Check all call points (weekly)
 - iii) Test of fire alarm (weekly)
 - iv) Ensure the fire alarm is serviced (annually)

- v) Emergency lighting tests (monthly, 3 monthly and annually)
- vi) Check all door mechanisms (monthly)
- b) The Headteacher is responsible for the following:
 - i) Annual fire risk assessment is carried out;
 - ii) Termly fire evacuation drills are carried out and recorded;
 - iii) Ensuring the Caretaker is carrying out the checks from 6.a
 - iv) Ensuring this policy up to date.
- c) The office staff are responsible for:
 - i) Ensuring all visitors and outside contractors are made aware of the contents of this policy and the school's current fire risk assessment.
 - ii) Ensuring the key for the emergency gate between the village hall and the school car park (to allow easy access for fire engines) is in the key store on the wall in the main office.