Bude Park Primary School

Fire Evacuation Policy

Summer 2026

FIRE ALARM SYSTEM

The fire alarm panel is located in the entrance of the school in the reception. There is also a map of the building showing the zones so that the cause of activation can be identified and investigated.

The fire alarm is monitored by SMC/SPS (Contract number – DW082207, Panel Chip ID - B11OFA). SMC Alarm Receiving Centre can be contacted on 08448 791703 option 2, 24 hours a day. Touch is for online monitoring, and the systems can be put on/off test or in a false alarm circumstance, the system can be accessed. For ease of communication in any activation, a false alarm will require calling SPS - 0800 849 4033 or logging into Touch to record. **If there is an actual fire, dial 999 and liase with the Fire Brigade directly, whoever calls will need to be available until the Fire Brigade arrive. They will need access to the main office, to access the panel located there. Staff must not put their life in danger when investigating.**

The fire alarm system is maintained by SPS Security – 0800 849 4033 – who are contracted to service the system. They also repair any faults indicated by the panel.

RAISING THE ALARM

In the event of a fire -
If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: Activation of the nearest call point. If fire is detected by automatic detectors, this will trigger the fire alarm. When alarm is activated all external doors and gates with MAGLOCKS fitted will release. The alarm monitoring centre will call out the fire brigade automatically when they receive the alarm signal. The fire can be confirmed by calling them directly and quoting the contract number.

REGISTER OF STAFF, PUPILS & VISITORS

It is extremely important that the school has accurate figures for the numbers of staff, pupils & visitors/contractors in the school at any point in the school day.

- Staff must ensure that they use the signing in & out machine every time they enter or leave the school building.

- Staff must ensure that the class registers are completed on time at the start of every school session. These must be filled in accurately and carefully. Pupils who arrive late, when the register on ScholarPack has been closed, must be sent to the office so that their mark can be altered to show that they have arrived late and to show that they are not absent. The office prints off a paper copy of the electronic register every morning and afternoon once registers are closed. This is kept in a file in the first admin cupboard in the office along with the lates register.

- All visitors must sign in on the signing in & out machine situated in the school reception. They must be given a visitors' badge. If staff are expecting a visitor they must inform the school office. This applies to all visitors, including family and friends. All must be asked to sign in and out.

FIRE EVACUATION PROCEDURES

This Evacuation Procedure is specific to our school. **At the sound of the alarm the building must be evacuated. Teachers will lead the evacuation.**

Responsibilities:
Sometimes a member of staff may not be present at the school and therefore, there is more than one person responsible for all actions. The person mentioned first is the person responsible for the action. If they are not present it is the second person on the list and then the third person.

Children with a PEEP will be supported by their nominated person.

Qualified Fire Marshalls

- Dan Mackinder – Headteacher
- Rebecca Sims – Deputy Headteacher
- Alan Giblin – Site Facilities
- Appointed Fire Marshall – EYFS Teacher
- Appointed Fire Marshall – EYFS Teacher

Ringing SMC Alarm Receiving Centre	Premises Manager / Admin Staff / Deputy Headteacher
Leading the evacuation	Headteacher / Deputy Headteacher
Ensuring that paper registers, lates register, Inventry Evacuation print outs, Inventry App.	Admin Staff / Deputy Headteacher / Headteacher
Ensure gates are unlocked	Premises Manager / Admin Staff / Headteacher
Ensure doors are unlocked	Staff leaving the building

How do classes exit the school building?

Teachers and staff need to ensure that children leave the building as quickly and safely as possible. This will be from the nearest fire exit point depending on where they are in school. When children are in classrooms at the time of the fire alarm going off the following exit routes are advised so that congestions is minimised.

Classes, Staff and Visitors in the Foundation building will leave the building via the outside area gate onto the main KS2 playground. They will open the playground gate and line up in front of the MUGA.

Classes, Staff and Visitors in downstairs rooms will leave via the classroom doors and out of the side doors onto the main KS2 playground. They will open the playground gate and line up in front of the MUGA

Classes, Staff and Visitors in upstairs rooms will leave via the classroom door, down the stairs and out via the school side doors onto the main KS2 playground. They will open the playground gate and line up in front of the MUGA If this route is inaccessible, they will leave via the link corridor into the next classroom, down the stairs and out via the school side doors onto the main KS2 playground. They will open the playground gate and line up in front of the MUGA

THE LIFT IS NOT TO BE USED IN AN EVACTUATION.

Doors will be opened wide to enable classes to leave through the doors simultaneously. If an exit route is blocked by the fire this will be identified quickly and pupils will be directed to leave the building via an alternative route. Teachers will escort the children out of the building.

Where do staff meet/assemble for instructions from senior officer taking charge?

All Teaching and Teaching Support Staff will meet on the far south side of the playground on the football pitch.

Classes must line up in order on the main KS2 playground in front of the MUGA.

Teachers must accompany their class and count the children in the line – checking this with the number of children on the register.

ASA's must line up with the class they have been working with.

Visitors/contractors need to assemble next to the admin staff so they can be accounted for.

Kitchen staff need to assemble on the smaller school KS1 playground near the gate so they are visible.

LemonTree staff and children need to assemble on the smaller school KS1 playground near the gate so they are visible.

Once lined up, teachers will quickly count the number of children in the line to ensure the correct number of children are present. If the number is not correct the roll call will be taken.

<u>It is critical that the count is done immediately. Registers must be given back to the Admin Staff so it is ascertained that all the children are / are not accounted for.</u>

Where do visitors/children/clients/contractors etc assemble for roll call?

With the Admin Team on the KS2 Playground.

<u>Responsibilities:</u>

Checking Fire panel for location of fire	Admin Staff / Premises Manager/ Headteacher / Deputy Headteacher
Investigating the zone and directing evacuation appropriately away from affected fire zone	Premises Manager / Admin Staff / Headteacher Deputy Headteacher
Ensuring all areas have been checked	Teaching Staff / Teaching Assistants
Assisting children with impairments (PEEPS)	Designated ASA's (Fire Wardens)
Ringing SPS to say whether the fire is real	Premises Manager / Admin Staff / Headteacher / Deputy Headteacher
Silencing the alarm	Premises Manager / Admin Staff / Headteacher Deputy Headteacher
If the fire is real: Directing the Fire brigade to the fire panel and building plan	Permises Manager / Admin Staff / Headteacher / Deputy Headteacher
Ensuring children, visitors & contractors are escorted	Accompanying Staff

safely from building	
Ensuring no-one re-enters the building	Premises Manager / Admin Staff / Headteacher / Deputy Headteacher
Ensuring a roll call of children is carried out	Class teachers
Ensuring a roll call of visitors & contractors is carried out	Admin Staff / Headteacher / Deputy Headteacher
Liaising with Fire Brigade	Premises Manager / Admin Staff / Headteacher / Deputy Headteacher
Ensuring no-one re-enters the building without Fire brigade authorisation	Premises Manager / Admin Staff / Headteacher / Deputy Headteacher

After the evacuation
Responsibilities:

Receiving information from Fire Brigade & informing people that it is safe to re-enter the building	Premises Manager / Headteacher / Deputy Headteacher
Arranging alternative working arrangements/care if building is not safe to re-enter	Premises Manager / Headteacher / Deputy Headteacher
Completing Fire Evacuation Log	Premises Manager / Headteacher / Deputy Headteacher

Further points to be considered:

New staff are given copy of this policy as part of their induction pack.	Admin Staff
Supply staff are also given a copy of this policy to read before they start work at the school.	Admin Staff
All visitors/contractors are required to sign in and the Inventry Evacuation sheets are taken outside with the registers when the fire alarm goes off.	Admin Staff
The Inventry log which contains the names of children taken out of school during the school day is also taken outside & class teachers are informed of pupils who have left the school.	Admin Staff
Termly fire practices ensure that all children and staff are familiar with the evacuation procedure	Premises Manager / Admin Staff / Headteacher
Staff familiar with the operation of the fire panel – including silencing the alarm and re-setting the panel.	Premises Manager / Admin Staff / Headteacher

Fire & Evacuation Drills

Regular fire evacuation drills are carried out at the school. These happen throughout the year and are organised by the Premises Manager, School Business Manager, Headteacher / Deputy Headteacher. The Admin officer will be informed of plans to initiate a drill. Drills will occur at different times of the school day, such as playtimes, lunchtimes, during assembly and when classes are doing PE. Drills will also be initiated with certain fire exits blocked so that alternative fire escape routes are practiced.
Before each drill First County will be informed so that they do not call the fire brigade. They will also be contacted after the drill so that they can start monitoring again.
Each fire drill is recorded in the Fire Log Book by the Premises Manager. Also recorded is the time taken to evacuate the building and any issues that need investigation to improve the evacuation process. All issues will be acted upon by the Headteacher/Deputy Headteacher.

Fire Risk Assessment

The school has an up to date Fire Risk Assessment and all points for action have been remedied or are in the process of being remedied.

Fire Fighting Equipment

All fire extinguishers are tested annually. The Premises Manager tests the fire alarm buttons on a weekly basis and maintains records in a file.

BUDE PARK PRIMARY SCHOOL

FIRE EVACUATION PLAN

GENERAL EMERGENCY EVACUATION PLAN FOR: BUDE PARK PRIMARY SCHOOL			
COOKBURY CLOSE, BRANSHOLME. HULL. HU74EY. TEL: 01482 825316			
Plan date	**22/04/2025**	**Review date**	**22/04/2026**
Sound of the alarm	**CONTINUOUS RINGING BELL**		
Alarm Monitored by:	**SMC Alarm Receiving Centre**		
School contract number:	**DW0082207**	**Telephone number**	**08448 791703**

RAISING THE ALARM
In the event of a fire - If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: Activation of the nearest call point. If fire is detected by automatic detectors, this will trigger the fire alarm. When alarm is activated all external doors and gates with MAGLOCKS fitted will release with the exception of HET offices and HET Training Room. The alarm monitoring centre will call out the fire brigade automatically when they receive the alarm signal. The fire can be confirmed by calling them directly and quoting the contract number.

ACTION STAFF SHOULD TAKE ON HEARING THE ALARM
Person(s) in charge of the evacuation -
Executive Head- Dan Mackinder, and in their absence, members of the SLT Unless delegated or off site then the senior persons in authority in the school would take charge.
Actions: Sweep of KS2/KS1 checking toilets and empty rooms etc, for anyone left behind. Meet at assembly point and check all pupils and staff members are accounted for. Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

OFFICE STAFF
Ellie Hodder, Emma Stevens, Jackie Miller-Shann, Keisha Cusworth
Actions: Print off the Inventry Evacuation list containing visitor, DBS visitors, pupils (late/left site) information and take onto the playground. A staff register can then be taken using the Inventry Evac App. Take pupil registers and distribute to class teachers at the assembly points. As the fire panel is in the main reception a member of the office staff, should if possible, check the status of the panel, this will have the area, zone and description of where the fire is. This information can then be passed to the person in charge of the evacuation. Ellie to stand in KS1 playground to observe main school gate and playground gates to ensure nobody enters the building when the MAGLOCKS release the gates,

TEACHERS AND SUPPORT STAFF
Actions: Evacuate all persons/pupils in their charge to the designated fire assembly point via the nearest safe fire exit, close all doors on the way out. When at the designated fire assembly point a role call should be taken. All medication (including inhalers) must be taken out with children, in the event of not being able to return in the building.

Upon completion the call list should be held aloft as a signal that everyone is present and correct. If someone is missing from the register then the details should be passed immediately to the person in charge of the evacuation.
(All assembly points for pupils are on in front of the MUGA located on the main KS2 playground).

SITE FACILITY OFFICER

Alan Giblin

Actions: Help with the evacuation and liaise with the office staff and the person in charge of the evacuation to gather as much detail about the fire as possible.
If the fire is definitely confirmed he can call the fire brigade/monitoring centre to give them extra details on route.
Proceed to the car park gates and open them to greet the fire brigade on arrival.
Direct them to the fire or the fire panel.

KITCHEN STAFF, HET STAFF AND THE CHILDREN'S CENTRE STAFF AND CHILDREN

Actions: Evacuate themselves to their designated Fire Assembly Points taking a role call and accounting for their own staff and visitors. They should make contact with the person in charge of the evacuation if they have any persons not accounted for or any details regarding the fire.

VISITORS AND CONTRACTORS

Should be made aware of where the fire assembly point is for them and the nearest exits relative to where they will be working.

PEEPS

Separate 'Personal Emergency Evacuation Plans (PEEPs)' are in place for children, staff and known visitors with additional needs as well as 'General Emergency Evacuation Plans (GEEPs)' for members of public who may visit the building.
Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)

LIFTS

The lift is not to be used for evacuation.

ESCAPE ROUTES

There are visual escape route plans in each area of the school
The escape routes from the building are:

KS1 Classrooms: Exit through final exit doors in the corridors
KS1 Hall: Side entrance of hall or into any classroom and its final exit door.
KS2 First floor: Down nearest safe stairwell to safest designated final exit doors. (2 each side)
KS2 Ground floor: Nearest safe designated final exit doors outside each classroom. (2 each side)
KS2 Hall: Through either side exit and out through final exit doors outside each classroom.
Office/Admin area: Through main reception doors.
Kitchen: Rear final exit door or through dining room final exit doors.
Boiler house: Exit either side.
HET Building: Entrance door or side exit doors.

FIRE ASSEMBLY POINTS
School, HET, visitors, contractors and kitchen assembly points are all on the KS2 playground.
Children's Centre assembly point is on the KS1 playground.

FIGHTING FIRES/EXTINGUISHER USE
Fire extinguishers will only be used where: • Staff have received training and feel confident in their use • Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small ***Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.***

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED
• Gas supply shut off: Compound/boiler house • Mains fuse box: Compound • Mains water inlet: Manhole cover under tree next to main entrance gates • Gas/oxygen cylinders: None on site • Location of fire alarm panel: Main reception office

NUMBER OF STAFF NEEDED TO CARRY OUT EVACUATION PLAN

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN
Person in charge and SFO should carry mobile phones.

BACK UP ARRANGEMENTS
In the event of an alarm failure, if fire is detected, school evacuated manually by Person(s) in charge. **Fire brigade called via 999.** **Staff absences - duties to be covered.**

RESPONSIBILITIES	
For ensuring plan is up to date	Headteacher – Dan Mackinder, and SFO – Alan Giblin
For ensuring adequate staff are on duty to carry out the evacuation plan	Headteacher – Dan Mackinder, / Deputy Headteacher – Rebecca Sims
For training staff on the evacuation plan and in their roles and responsibilities	Headteacher – Dan Mackinder/ Deputy Headteacher – Rebecca Sims