



**Evacuation Procedures Policy**  
**Breakfast and After School Clubs**  
**September 2025**

This policy should be read in light of our Mission Statement that states:

‘At St. Joseph’s, we live, love and learn by the example of Jesus.’

This document details the fire and emergency evacuation procedures for the premises. Staff and visitors should ensure that they are familiar with these procedures and act upon the requirements.

### **1. ACTION WHEN THE FIRE ALARM SOUNDS**

- Leave by the nearest fire exit, taking any visitors with you.
- Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area and ensure that you
- are accounted for
- Do not re-enter the building until the all-clear is given

**DISABLED PERSONS** - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit, and make their way to the refuge point in the car park, from where they can join the rest of the school at the assembly point if safe to do so.

### **2. ACTION ON DISCOVERING A FIRE**

- Raise the alarm without delay
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

### **3. SUMMONING THE FIRE & RESCUE SERVICE**

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher or Member of Senior staff will do so or be instructed to do so from the assembly point.

- Upon their arrival, the designated fire marshal will open the gate and meet them before the Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder)

#### **4. ROLL-CALL**

- The club staff will take the register and roll call.

Assembly point –

- Out through Nursery
- Through side gate
- Roll call at the **top of the drive way**

#### **5. FIRE DRILLS**

Fire drills are carried out each half term and logged in the fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

#### **6. FIRE MARSHAL PERSONNEL (Teachers / support staff)**

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.

Checks on toilet areas should include a check on individual cubicles

- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Head Teacher, and in their absence SLT member upon your arrival at the assembly area.

#### **7. VISITORS AND CONTRACTORS**

- All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.
- 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 that apply 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 and name of the person in charge of evacuation

- procedures
- the location of fire fighting 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.
- The risk of fire arising out of the work of any contractor at the premises
- should be assessed (use of contractor hazard exchange form/checklist)
- and appropriate precautionary measures put in place. Any hot work
- activities should be closely monitored using the Hot Permit to Work
- system.
- Persons who organise evening events should be informed or given
- written instructions as regards what action to take in the event of
- discovering a fire or on hearing the fire alarm sounded.

## **8. EVACUATION ROUTES**

- Evacuation routes will be kept free from obstruction and adequately and clearly marked.
- Sufficient notices are displayed at appropriate places; these will indicate
- the action to be taken on discovering a fire or upon hearing the fire alarm.

## **9. FIRE ALARM TEST**

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.

## **10. FIRE FIGHTING EQUIPMENT**

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

This document should be brought to the attention of staff and any temporary workers at the school.

## **11. Evacuation to another premises**

- Upon liaison with the fire Brigade or if necessary due to severity, head or designated person will contact the (1<sup>st</sup>) parish hall and arrange refuge. They will then lead all children and staff from the evacuation point .
- Once at a safe place staff will ensure safety of all and arrange communication with parents.
- Website will be updated and parents contacted.
- Once all children collected head will liaise with fire services.
- LEA/Diocese contacted

## **Forest School**

In the event of the fire in the forest school spreading we will follow the above procedures.

Care to be taken when lighting a fire in the forest school

- Consider conditions
- Lit only by trained lead
- Water buckets filled
- Fire bucket available
- Fire blankets in designated area
- No fuel used
- To be put out and ensure completely out by the end
- All children/staff are aware of the rules.

### **Fire Marshals**

2 staff will be on duty. Carry register & contact details
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Caretaker to contact fire brigade/meet fire brigade (If on site)
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To be reviewed September 2026

## Evacuation Checklist

*Collect Red suitcase in the medical room.*

1. Contact numbers for every child
2. Contact numbers for all adults
3. Contact numbers for ;
  - Church
  - Pastoral centre
  - Holy Trinity School
4. First aid bag
5. Medical list of all needs
6. High visibility jackets
7. Speaker phone
8. Phone
9. Gate code
10. Gate keys
11. Whistle