Hightown Primary School

At Hightown we work together as a school community with pride, respect, rigour and fairness. We celebrate effort, respond enthusiastically to challenges and create positive opportunities that enable everyone to achieve in every way.

Fire and Emergency Evacuation policy and procedure

Policy date:	September 2026
Link school staff:	Russell Ingleby
Link governor:	Barry Lockwood
Next review date	September 2027

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

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire Drills

Fire drills are carried out twice a year and are logged in the fire logbook. Staff are not warned in advance to maintain authenticity and reduce complacency. During a fire drill, Office staff are to notify the Centurion (0844 8099980), Ref no: Individual cards) and Fire Station, Admin Line (0113 823 7007) when a practice evacuation is taking place.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Evacuation
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, all 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 to the fire exit, and make their way to the relative assembly point.

Head Teacher

The Head Teacher will ensure there is a Fire Safety Risk assessment, and that preventative and protective measures are in place. All maintenance checks are carried out in line with Kirklees Health and Safety advice and that repairs are done immediately.

Office Staff

In the event of a fire, Office staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place). They will check the adult toilets, small office, kitchen and staffroom on the way out of the building.

Office staff will take out:

- Emergency evacuation list
- Class registers
- Gate keys

Staff

All staff have responsibility for the safe evacuation of children. Staff have a responsibility to know the evacuation procedures to take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

Staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file.

Staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers, e.g. steps. The PEEP will clearly state what is to happen to those children.

Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioral

The staff member in charge of the class is then to supervise the class and await further instructions from the Headteacher (HT) or in his absence the Deputy Headteacher (DHT) or School Business Manager (SBM).

Under no circumstances is anyone to re-enter the building until the all clear is given.

Non-employees

The school will inform non-employees, such as students and temporary or contract works, of the relevant risk to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

What staff should do if they discover a fire:

Staff should break the nearest break glass point on their way out of the building and report the location to the Headteacher as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points.

Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely.

Staff should evacuate the building by the nearest available fire exit.

Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

The Head Teacher or in his absence Deputy Head Teacher or School Business Manager will liaise with the emergency services on their arrival.

What children or visitors should do if they discover a fire:

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.

Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out:

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of area should be an adult.

Staff should close the door behind them on leaving the room.

Staff and children should move quickly and quietly but do not run.

In the event of an emergency evacuation practice all staff, children and visitors are to leave via the nearest exit and assemble in the top playground.

Whole School Assembly – Adults in the hall with the children will leave via nearest exit. Adults working in class based in assembly time, will leave via nearest exit. Pupils in wheelchairs will exit via the hall entrance.
Assembly Point – Top playground

Kitchen staff will evacuate via the side kitchen door.
Assembly Point – Top playground

Staff room – Down the steps and go outside of the main entrance door.
Assembly Point – Top playground

Office – Down the steps and go outside of the main entrance door.
Assembly point – Top playground

PPA room will evacuate via the hall door
Assembly point – Top playground

Learning Hub will evacuate via the hall door
Assembly point – Top playground

If the designated exit is blocked by the fire, you will need to use the nearest exit.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in the classes or Learning Hub during lunchtime. All staff including the Lunchtime Supervisors (LTS's) should be extremely vigilant during lunchtimes in ensuring children are not in the classes or Learning Hub without an adult present. If an evacuation is needed at lunchtime, the Learning Mentor will go onto the playground, sound a whistle and call 'Emergency Evacuation!' Upon which the LTS's will assemble their classes at the designated assembly points. In the absence of the teaching staff, LTS's should take responsibility for the taking the register and counting the children.

Dry Lunchtimes

LTS's to assemble their class at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits. Staff in the building or class bases will check toilets, PPA room, Learning Hub, Shared area, staffroom and kitchen on their way out the building.

Wet Lunchtimes

LTS's and pupils to leave through designated exits and assemble at the designated assembly points within this plan.

Modular Building evacuation

On hearing the fire alarm, a member of staff in modular building will ring the office to inform them of the evacuation and give a brief description of the reason for the evacuation. All staff, children and visitors must evacuate the building as quickly as possible using the **nearest fire exit** in a quiet, orderly manner.
Staff and children should proceed to the bottom playground.

If the alarm sounds at lunchtime when the children from the main school are playing out, the procedures above should be followed:

Staff, children and visitors are to return to the building **after the all clear is given.**

Receiving a Bomb Threat Guidance

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However, this disruption can be minimized if the recipient of the threat knows how to handle it.

TELEPHONE THREAT

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device has been or will be placed and wants to minimise personal injuries and/or property damage; OR
2. Wants to disrupt normal activities by creating anxiety and panic

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition, the recipient should indicate to the caller that the building is occupied, and the detonation of the bomb could result in the death or serious injury of many innocent people.

WRITTEN THREAT

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

CONCLUSION

No solution can be offered to eliminate either bomb threats or planted bombs, so organisations need to implement both good physical security and comprehensive bomb threat response plan.