Holy Trinity EYFS
Emergency Evacuation Policy
September 2025

<table>
<tr><td colspan="2">Should fire break out in the school, it will be the responsibility of staff members to:
• Raise the alarm using nearest break glass
• Evacuate the school
• Check all pupils/visitors are out of the building.
All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.</td></tr>
<tr><td colspan="2">On hearing the fire alarm the following staff procedures/duties will take place:</td></tr>
<tr><td>Classroom Staff/Support Staff</td><td>• On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit. Children MUST evacuate the building in silence
• NO ONE should stop to collect any belongings
• Children must be evacuated to the nearest assembly point
• Staff will check children against the fire register and immediately inform administration staff of any missing children
• Any staff who have children in a different location to their normal assembly point must notify the child’s class teacher.</td></tr>
<tr><td>Administrative Staff</td><td>• Unless otherwise informed that a fire drill is to take place, the administrator/office staff will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
• The school registers will immediately be distributed to the two assembly points on the KS2 playground or rear playing field.
• One member of staff to check if children or adults are at the Beech Grove Assembly point.
• The Grab Bag must be taken to the assembly point.
• The visitor’s, staff and volunteer signing in books must also be taken out and checked. Any</td></tr>
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	persons missing must be reported to the fire control officer for the respective assembly point.
Head of School and Assistant Principal	• The Head of School or Assistant Principal (or other member) will monitor the evacuation of the premises from the two assembly points (main playground or rear playing field) 1-Nursery & Reception- to include classrooms, toilets, store rooms and offices. 2-KS1 - to include classrooms, toilets, store rooms and offices. 3-Adjoining corridor- to include family room, offices, toilets and first aid room. 4- LKS2- to include classrooms, toilets, store rooms, offices and hall. 5- UKS2- to include classrooms, toilets, store rooms and offices. 6- Wrap around building/ old hall, meeting rooms and toilets. • To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately. • When the headcount has been completed the Head of School or Assistant Principal conclude that everyone is present.
Nursery Ladybird and Butterly rooms	• On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit. • 2 x evacuation trolleys are available to transport non mobile children/babies via the fire doors (through the kitchen to the main entrance ramp or through the Bumblebee room to the door adjacent to the rear entrance whichever is closest) • Evacuation trolleys to be stored in the ETFS office space • **NO ONE** should stop to collect any belongings • Children must be evacuated to the nearest assembly point • Staff will check children against the fire register and immediately inform administration staff of any missing children

	• Nursery staff will check the toilet area.
Caretaker	He will monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises. In his absence CA will complete this duty.
Wrap around building 9:00-3:15	• On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit and make their way to the nearest assembly point.
Wrap around club	• Unless otherwise informed that a fire drill is to take place, the administrator/office staff will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999 • Children **MUST** evacuate the building in silence • **NO ONE** should stop to collect any belongings • Children must be evacuated to the nearest assembly point-this is on the Sure Start Carpark. • Staff must bring the register with them to check all children present • Staff will check children against the fire register Do not re-enter building until told to do so by Head of School / Assistant Principal or Fire Service
Before and after school adult procedure	• On hearing the fire alarm all people present in the building **MUST** evacuate. • Before 7:45am and after 4pm, any staff on site are responsible for phoning the Fire Brigade.
Kitchen Staff **When the alarm is activated staff will:**	• Turn off and unplug any equipment if safe to do so • Evacuate by designated route • Close doors and windows as you leave • Assembly at their assembly point on front playground • **NO ONE** should stop to collect personal belongings • Do not re-enter building until told to do so by Head of School , Assistant Principal, Head Cook or Fire Service
No-one may re-enter the buildings until they have been given the all clear by The Head of school or Assistant Principal, in the case of a fire drill or Fire Officers, in the case of a fire.	
Evacuation Procedures • All areas have a site plan indicating nearest escape route and outside assembly points.	

- Further Evacuation (during the school day) from the rear field can be arranged via the gateway onto Beech Grove Carpark
- In the event of all staff and children requiring to evacuate the site we will travel to Holy Trinity Church.

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Key Escape Routes

- All areas have direct escape routes to assembly points on either the rear playing field or front playground. If necessary pupils and staff can further be evacuated from the site via Beech Grove Car Park. (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits can be unlocked by thumb turn or push bar and are clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Assembly Points

- Main Playground
- Rear Sports Field
- Sure Start Carpark
- Beech Grove Carpark.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Break glass alarm points.
- Smoke and Heat Detectors
- Marked Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire through fire doors.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Review date: Sept 2027, or in response to statutory changes.