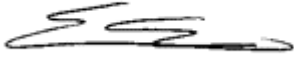




St. Helen's Catholic Primary School

FIRE & EMERGENCY EVACUATION PLAN

Policy Type	Required
Review Period	Annual
Date of last review	Autumn 2026
Next review	Autumn 2027
Approved by Local Governing Committee and signed by Elsa Corr, Chair of Governors	
Date	18 September 2026
Published on St Helen's Website	

FIRE & EMERGENCY EVACUATION PLAN

MISSION

Our Mission

Respect yourself.

Respect everyone in our school community.

Respect everyone in our local community.

Respect everyone in our global community.

But most of all, respect God our Father in Heaven.

Aims of the policy

- To ensure that all staff, pupils, governors and families fully understand the evacuation procedures
- To ensure that all members of the school community are kept as safe as possible during an emergency situation
- To ensure that all members of staff are aware of their roles and responsibilities during an emergency evacuation

This policy should be read in conjunction with the Health & Safety Policy.

Fire and Emergency Evacuation Procedure

On hearing the fire alarm:

React immediately. Do not hesitate or question why the alarm has been activated.

- Perform a thorough but rapid search of the room you occupy to ensure no one is left behind.
- Clearly direct pupils to walk sensibly in silence to the designated emergency exit.
- Close, but do not lock the door behind you.
- Exit the building quickly and calmly and direct pupils to their class assembly point on the field.
- Disregard all one-way systems.
- **DO NOT** block or lock any door.
- **DO NOT** use the lift.
- **DO NOT** stop to collect personal belongings.
- **DO NOT** re-enter the building.

The person who activated the alarm must report to the **Incident Control Officer (ICO)**, who will call the Fire Service if appropriate.

Incident Control Officer **Office Manager** **MRS SHARON WALTON**

The Incident Control Officer is the central point of contact during an evacuation of the premises.

No person is to enter the premises until the Incident Control Officer on duty has declared it safe to do so.

Office

Office staff are responsible for taking the following information to the assembly point:

- Class registers (*to be distributed to class teachers*)
- Evacuation list (*to be checked against present staff*)
- Parents contact list
- List of absent pupils (*to be checked against registers*)
- Pupil signing in/out book

During evacuation and when at Assembly Point

Staff are responsible for completing the following steps:

All staff without a defined role in this procedure	Any member of staff without a defined role in this procedure must line up at the assembly point.
Class teachers	Take class registers whilst maintaining order and silence.
	Hold up completed registers to signal to ICO that all registered pupils are present
	Report missing students to Deputy Headteacher
Member of Office staff	Check missing pupils against signing in/out sheets.
	Take evacuation register and report missing staff to the Deputy Headteacher
	Take Visitor register and report missing visitors to the Deputy Headteacher
Member of office staff/site manager	Check alarm panel to identify area of suspected fire
	Remain at reception to take incoming call from fire company & prevent anyone entering the premises
Year 1 CT OR OFFICE STAFF	Unlock pedestrian gate onto field if not already open.
Deputy Headteacher	Report to the ICO when the building sweep is complete and if it is safe to re-enter.
ICO	Check final roll call and report names of missing staff and/or pupils to the Headteacher/Deputy Headteacher
	Inform the Headteacher if the premises is safe to re-enter.
	Liaise with the Fire Service as appropriate.
Headteacher (Deputy Headteacher)	Inform staff to dismiss and re-enter the school when appropriate.

Building Sweep (Appendix B)

Designated fire marshals are responsible for completing a sweep of the following defined building zones, checking that there is no one at the refuge points and then reporting to the Incident Control Officer:

Staff Member	Sweep Zone	Report To
Mrs Nadiyah Hall	Year 6 Classrooms, girls toilet & blue stairs	Incident Control Officer
Mr Chris Gibson	Year 5 Classrooms, boys toilet & lift – REFUGE POINT 1	Incident Control Officer
Miss Paige McGill	Year 4 Classrooms, studio & yellow stairs – REFUGE POINT 2	Incident Control Officer
Mrs Sharon Pease (<i>Mrs Elaine Mertens</i>)	Year 3 Classrooms & Year 3 toilets	Incident Control Officer
Miss Anna Cowperthwaite	Year 2 Classrooms & toilets	Incident Control Officer
Mrs Louise Conyard	Year 1 Classrooms	Incident Control Officer
Mrs Sarah Watkins	Reception classrooms & toilets	Incident Control Officer
Miss Lindsey Smith (<i>member of Inclusion Team</i>)	St John Bosco – all areas	Incident Control Officer
Mrs Emma Butcher (<i>Mr Tiziano Dolce or Mr Ray Seaby</i>)	Kitchen	Incident Control Officer
Miss Liz Keeble	Main entrance, accessible toilet & hall	Incident Control Officer
Mrs Sam Miller	Small office, cut through & music room	Incident Control Officer
	Medical room*, adult toilets & staff room <i>*take any children with you</i>	Incident Control Officer

Entry Points

Designated staff are responsible for supervising entry points into the school premises:

Member of office staff or site manager	At reception to prevent anyone entering the premises.
Head of SEND & Inclusion	Unlock and open gates to main car park Unlock gates at bottom of car park and ensure entrance remains clear for emergency services.

Children with SEND

Children with identified needs will be taken outside to their own class by whoever is allocated to support them when the fire alarm is raised.

Children allocated to St John Bosco will leave St John Bosco via the green gate to rejoin classes where appropriate.

Children requiring additional support will be supported by available 1-2-1s.

Physical Disabilities or incapacities (eg broken leg)

All pupils with physical disabilities should inform their teacher before leaving the room and accompany the teacher to the assembly point. Teachers must take pupils who are unable to

use the stairs to a designated refuge point. The teacher must arrange for a colleague to oversee the evacuation of their class before doing so and ensure that this member of staff reports to the ICO that there is a child with a member of staff at a refuge point. Staff with physical disabilities should go to a designated refuge point.

Unstructured Time

In the event of an emergency evacuation during unstructured time including before and after school, during break or lunchtime or when extracurricular clubs and activities are in progress, all staff are responsible for clearing the area they are in, to the nearest available exit.

Public Examinations

In the event of an emergency evacuation during a public exam, follow the procedure outlined in the schools Fire and Emergency Policy. The members of staff invigilating should await instruction from the Assistant Head whether to evacuate the examination room.

Refuge Points

Ground Floor:

First Floor:

RP1: landing at the top of the blue staircase (for those in rooms 63, 71 and 72)*

RP2: landing at the top of the yellow staircase (for those in rooms 64, 65 and 70 and the studio)*

***Please check the number of your room door**

In the event of a real fire, building sweep staff will help pupils and staff with physical disabilities down the stairs using the evacuation sledge.

EVACUATION ASSEMBLY POINT

