



*Growing together, hand in hand*

# Fire Emergency Evacuation Plan and Fire Procedures

Jan 2026

<b>Audience:</b>	Governors/Staff/Parents
<b>Frequency of Review:</b>	Reviewed Annually
<b>Post-holder responsible for Review:</b>	Christopher Nicholls

## Introduction

Gorsemoor Primary School is committed to providing a secure environment for pupils, where children feel safe and are kept safe. This document details the fire and emergency evacuation procedures for these premises. All staff must ensure that they are familiar with these procedures and act upon the requirements.

## Action on discovering a fire

On discovering a fire, sound the nearest fire alarm immediately by pressing the button on the red fire alarm call point. In the event the call point is faulty shout 'FIRE' and operate another call point on your way out. If your escape route is blocked by fire and there is no other escape route available, use a Fire Extinguisher to allow you to escape.

Visitors & Contractors: Immediately report to the nearest member of staff. If no staff immediately obvious raise the alarm by operating the nearest red 'break-glass' call point. If this fails to operate shout "FIRE" and operate another call point on your way out. Evacuate the building by the nearest available exit and report to the person taking the role of the Chief Fire Marshal at the assembly point on the main playground.

## Action on hearing the fire alarm

All adults and children should leave the building with the pupils in an orderly manner, exiting through the nearest fire exit to the pre-determined assembly point. For most people this will be the rear playground, with the exception of Nursery staff and pupils, who will exit to the front of school at the top of their playground.

### **Teaching Staff**

In all cases where a teaching member of staff is escorting pupils out of the building, a member of staff must be the last to exit the room, and ensure that all external fire exit doors are closed behind them.

As teaching staff exit the building during a fire evacuation, they should ensure they take their laminated fire register with them. This register is essential for conducting an accurate roll call once outside.

If an exit is blocked, or it is the point of a fire, a member of staff should use their initiative to exit pupils to safety by the nearest fire exit or use the nearest available fire extinguisher to enable safe exit. Signs in the corridors clearly show the direction of the nearest evacuation route.

Members of staff who work on a one-to-one basis with a pupil, must remain with that pupil at all times.

If a pupil has a temporary disablement i.e. a wheelchair, they must be accompanied by a member of staff at all times.

Staff with a walkie-talkie should also endeavour to bring this with them. This is particularly important for nursery and office staff to enable effective communication during the evacuation.

### **Support Staff**

A member of the office staff will conduct a sweep of their allocated area and bring relevant gate keys, a walkie talkie and iPad with them to support role call through Pupil Asset. The Asbestos Register must also be taken to the assembly point to be passed onto the Fire Service on arrival if required.

The office Manager has been allocated as a front of school fire marshal with a member of the office staff allocated as a deputy. This will support the sharing of information on arrival of a fire engine, and will also maintain the security of the building, ensuring that no unauthorised persons enter the building.

**Under no circumstances should anyone re-enter the building until told it is safe to do so by the Chief Fire Marshal.**

## Summoning the Fire & Rescue Service

During school hours, a member of staff from the main office will contact the Fire Service.

During school holidays and out of school hours, the Site and Buildings Supervisor will contact the fire service when on site.

## Roll Call

Once outside, children should be lined up silently to enable roll call. Teachers will conduct the roll call for their class using the laminated fire register. Once teaching staff are certain that they have everyone in their class, they should raise their hand in the air to signal this to the Fire Marshal conducting the roll call. They should only withdraw their hand, once informed to do so. This visual signal will assist fire marshals in quickly confirming that all classes have been safely evacuated and accounted for.

The Nursery roll call will be conducted by a member of the nursery staff using the laminated class register, once completed they should inform the front of school fire marshal who will radio this through to a member of the admin team.

A member of staff from the office will complete the roll call for visitors and staff on the office iPad. If safe to do so a member of the office staff will print off the fire evacuation list from InVentry before exiting the building.

## **Lunchtime Staff**

During lunchtime periods, each lunchtime supervisor is assigned responsibility for a specific class. Supervisors located within the building, such as in the dining hall, must ensure that pupils exit in a calm and orderly manner and proceed directly to the main playground. The supervisor must remain behind their group, conduct a final visual sweep of the hall to confirm full evacuation, and then follow the pupils out.

Supervisors already positioned in the playground are responsible for ensuring that pupils assemble promptly in their designated class lines and maintain order throughout the evacuation process.

If a supervisor is attending to a pupil in the medical room at the front of the school, they must exit via the front reception doors accompanied by the pupil(s). They are to remain with either the Office Manager or Site Manager, who will communicate the names of the staff and pupils involved to the main playground team via walkie-talkie to ensure accurate accountability.

## **Fire Marshals**

The Responsible Person (Headteacher) will nominate members of staff to carry out the role of a Fire Marshal.

The Chief Fire Marshal has the responsibility of maintaining high standards of fire precautions. The Chief Fire Marshal will have a nominated Deputy who will act as senior official in their absence.

### **Daily responsibilities of a Fire Marshal**

- Fire Doors and Fire Exits are closed, clear, unlocked and ready for use.
- All escape routes are safe, unblocked and clear.
- Fire extinguishers are sealed and in correct locations.
- Fire safety signs are clearly in position.
- Fire alarms are clear and unobstructed.
- Faulty emergency lighting must be reported.

### **Responsibilities of a Fire Marshal in the event of an emergency**

- Ensure they have their Fire Marshal Kit.
- Start the evacuation (sweep) of their designated area, if it is safe to do so i.e. without putting themselves at risk
- Ensure everyone who is struggling to leave the area is assisted and taken out.
- Head to their designated area.
- Gather information from colleagues and other Fire Marshals;
  - Is everyone accounted for?
  - Where is the fire?
  - What started the fire?
  - Anything else of relevance to the fire service



## GORSEMOOR PRIMARY SCHOOL FIRE MARSHALS

Role	Name	Responsibility
The Responsible Person (Senior Leaders)	Emilie Lees Nicki Costello (Co-Headteachers)	<ul style="list-style-type: none"> <li>• Ensure a walkie is taken with the headteacher</li> <li>• Sweep Staff toilet and stationery cupboard</li> <li>• Liaise with Chief Fire Marshal/Deputy and provide updates to staff.</li> <li>• Meet with Fire Service when they arrive and provide them with any information they may require.</li> <li>• In the event of a fire implement the Business Continuity Emergency Plan.</li> </ul>
Chief Fire Marshal	Paula Bishop Office Manager	<ul style="list-style-type: none"> <li>• Take a walkie talkie on exiting the building</li> <li>• Take out the red fire grab bag from the office if in the office at the time of the alarm</li> <li>• </li> </ul>
Deputy Fire Marshal	Chris Nicholls Site and Buildings Supervisor	<ul style="list-style-type: none"> <li>• Take a walkie talkie on exiting the building at the front</li> <li>• Take out the red fire grab bag from the office if in the office at the time of the alarm</li> <li>• Check Main alarm panel to identify location of alarm activation.</li> <li>• Go outside Sweep perimeter of building</li> </ul>

		<ul style="list-style-type: none"> <li>• Silence alarm once safe to do so (Only if a practice or false alarm)</li> <li>• Inform Chief Fire Marshal once school is safe to re-enter</li> </ul>
Front of School	Paula bishop	<ul style="list-style-type: none"> <li>• Liaise with Fire Marshals and update Senior Leaders</li> <li>• Remain at the main school entrance to co-ordinate emergency services and prevent access to the school by parents/visitors.</li> <li>• Roll check with Nursery once all accounted for radio to Office</li> <li>• Collect late pupil arrivals and stay with them at the front of school until safe to go back into school.</li> <li>• Once in school sign in the pupils on Inventory and take to classrooms.</li> <li>• Confirm with Roll-call marshal when nursery roll call is completed.</li> </ul>
Roll-Call	Lynn Horton	<ul style="list-style-type: none"> <li>• Ensure a walkie talkie is taken out</li> <li>• Take out the red fire grab bag from the office if in the office at the time of the alarm</li> <li>• Sweep offices and medical room</li> <li>• Any visitors waiting in reception take out to the front of the building</li> <li>• Take iPad from the office sign into anywhere Inventory</li> <li>• Sweep offices and reception area on the way out.</li> </ul>

		<ul style="list-style-type: none"> <li>• Using Inventory roll call any visitors check off pupils who have left early with their class teacher and roll call all staff.</li> <li>• Inform chief fire marshal once roll call completed.</li> <li>• Ensure that a walkie talkie is taken on exiting the building.</li> </ul>
Roll-Call (Deputy)	Laura Smith	<ul style="list-style-type: none"> <li>• Ensure that a walkie talkie is taken on exiting the building.</li> <li>• Take out the red fire grab bag from the office if in the office at the time of the alarm</li> <li>• Sweep offices and medical room</li> <li>• Any visitors waiting in reception take out to the front of the building</li> <li>• Support or in the absence of L Horton Use Inventory to roll call any visitors check off pupils who have left early with their class teacher and roll call all staff.</li> <li>• Support with Roll call.</li> </ul>
Nursery Fire Marshal & Deputy	Claire Campbell Elouise Litchfield	<ul style="list-style-type: none"> <li>• Sweep all 3 Nursery areas</li> <li>• Conduct roll call of nursery children and staff and liaise with front of school fire marshal.</li> <li>• Ensure all exit doors/windows are closed after staff and children have exited the building.</li> <li>• Ensure no one re-enters building through Nursery gate</li> </ul>

<p>Leaflings Fire Marshal &amp; Deputy</p>	<p>Samantha Leighton &amp; Samanth Cooper</p>	<ul style="list-style-type: none"> <li>• Sweep all 3 Nursery areas</li> <li>• Conduct roll call of nursery children and staff and liaise with front of school fire marshal.</li> <li>• Ensure all exit doors/windows are closed after staff and children have exited the building.</li> <li>• Ensure no one re-enters building through Nursery gate</li> </ul>
<p>Reception Fire Marshal &amp; Deputy</p>	<p>Stacey Jukes Julie Mogeys</p> <p>Lianne Brindle</p>	<ul style="list-style-type: none"> <li>• Sweep Reception classrooms including toilets and quiet areas</li> <li>• Sweep disabled toilet</li> <li>• Ensure all exit doors/windows are closed after staff and children have exited the building</li> <li>• During lunchtime 3 pupils are with one member of staff at lunchtime inside and outside</li> </ul>
<p>Key Stage One Fire Marshal &amp; Deputy</p>	<p>Jennifer Wilson Sarah Etchells</p>	<ul style="list-style-type: none"> <li>• Sweep Year 1 including toilets and quiet areas</li> <li>• Sweep Year 2 including toilets and quiet areas</li> <li>• Sweep LRA area</li> <li>• Ensure Key Stage 1 playground door is closed</li> </ul>
<p>Year Three Fire Marshal &amp; Deputy</p>	<p>Sarah Davies Libby Harrison</p>	<ul style="list-style-type: none"> <li>• Sweep Year 3 including quiet areas</li> <li>• Sweep Staff Hub</li> <li>• Sweep main pupil toilets</li> <li>• Sweep reading area</li> <li>• Ensure Playground doors are closed to ensure no one re-enters the building</li> </ul>
<p>Year Four Fire Marshal &amp; Deputy</p>	<p>Jordan Stead Nadine Bailey</p>	<ul style="list-style-type: none"> <li>• Sweep Year 4 including quiet areas</li> <li>• Sweep Staff Hub</li> <li>• Sweep Y4 locker areas</li> </ul>

		<ul style="list-style-type: none"> <li>• Sweep library</li> <li>• Ensure Playground doors are closed to ensure no one re-enters the building</li> </ul>
Upper Key Stage 2 Fire Marshal & Deputy	Vanesa Godward Emma Wilson	<ul style="list-style-type: none"> <li>• Sweep Year 5/6 classrooms including quiet areas and locker areas.</li> <li>• Sweep Study area.</li> <li>• Sweep Staff Lounge</li> <li>• Ensure external doors are closed in that area to ensure no one re-enters the building.</li> </ul>
Catering Fire Marshal & Deputy	Joanne Love Jackie Gaunt	<ul style="list-style-type: none"> <li>• Sweep Dining Room, Hall and Catering areas including kitchen, cupboards and toilet.</li> <li>• In the event of a fire isolate the gas supply using the emergency yellow isolation points.</li> <li>• Ensure all doors and windows are closed on exiting the building.</li> <li>• Lead kitchen staff to the roll call point on the playground by the pedestrian gate.</li> <li>• Report kitchen staff roll call to Paula Bishop or other admin staff supporting with roll call.</li> </ul>
Senior Lunchtime Supervisor & Deputy	Amanda Wood	<ul style="list-style-type: none"> <li>• KS2 toilets sweep</li> <li>• Sweep main hall</li> <li>• Exit KS1</li> </ul>

## Fire Grab Bag

The red fire grab bag is kept in the office and contains the following:

- First Aid bag
- Space blankets
- iPad which has the anywhere Inventory software on which will allow quick access to check visitors on site, early leavers, and staff on site
- Copy of the fire evacuation plan
- Fire Safety Documents

The fire safety documents are kept in the fire grab bag located in the main school office. It contains essential information about the school building which must be provided to the fire service in the event of a real fire. This will be taken outside upon the activation of the fire alarm by the school fire marshal or site and building supervisor

## Staff Absences

Deputy fire marshals are named within the policy in the event of staff absence to cover the role of Fire Marshal within their designated area. They have all received adequate fire marshal training for the role, which is renewed every 3 years.

## Staff Leaving Premises

It is important that staff ensure they sign out if leaving the premises during the day, and sign back in on their return. This will be looked at by the office staff who have the responsibility for checking where staff have signed out and are off site. This can be easily done during the roll call by using the Inventory anywhere portal on the iPad they will have with them once out of the building. In the event that a member of staff leaves site and believes that they may not have signed out they must contact the office immediately by telephone so that the Inventory log can be updated by the office staff.

Where staff are returning to site during a fire evacuation, they will report to the front of school fire marshal for further instructions and must not attempt to re-enter the building until told it is safe to do so.

## Fire Drills

Fire drills will be conducted once per term with at least one fire drill carried out annually at lunchtime. The alarm will be activated via the fire alarm panel in the main entrance by the Chief Fire Marshal/Site and Buildings Supervisor. Upon completion of the fire drill the alarm panel will be reset and staff/visitors will be notified that it is safe to re-enter the building by the Chief Fire Marshal. The Chief Fire Marshal/Deputy will record the assessment of the fire drill including the time taken to evacuate the building, the time taken to complete the roll-call, and any remedial actions required.

## Visitors and Contractors

Upon arrival all visitors and contractors must sign in at the main reception entrance using the InVentry screen, where details of the fire evacuation plan will be shown and the location of the fire assembly point. Visitors and contractors will be asked to park in the visitors parking area (in front of the nursery classrooms) and not to obstruct emergency vehicle access points. If visitors arrive during a fire alarm they will be directed to wait at the assembly point at the main pedestrian gate by the fire marshal on duty at the main entrance.

## Co-ordination with other premise occupants

All hirers of school facilities will receive a copy of the school Fire and Emergency Evacuation Plan and any new hirers will receive a site induction before starting. Regular updates will be provided should any arrangements change. During school opening hours all hirers will assemble at the playground assembly point.

All hirers will do the roll call for their children and staff present.

After 6.00pm hirers will assemble at the main pedestrian gate at the front of school. The member of school staff on site will contact the emergency services.

## Fire Alarm Test

The Fire Alarm is tested weekly by the Site and Buildings Supervisor by activating call points on a rotational basis This is recorded in the Fire Logbook. A 6 monthly service inspection of the Fire alarm system is carried out by Lantern Fire and Security. All Fire Extinguishers are visually inspected weekly, and the check recorded in the Site Logbook. An annual inspection of the fire extinguishers is conducted by Chubb Fire and Security.

## Personal Emergency Evacuation Plan

A Personal Emergency Evacuation Plan, or PEEP, is a bespoke escape plan for individuals who may have difficulties evacuating a building to a place of total safety without support or assistance from others.

Where pupils or staff are unable to evacuate without support a PEEP will be put in place. This will be communicated with all relevant staff and parents in the case of pupils.

In the case of a staff member requiring a PEEP their Line Manager will be responsible for completing this.

### Location of Mains Isolation Points

Gas: Boiler Room/main kitchen/gas meter box

Electric: Main Kitchen cupboard by the exit door

Water: Boiler Room

Fire Panel: Main Entrance