Evacuation Policy
Kearsley West Primary and Nursery School

Procedures in the event of a fire/emergency evacuation:

I. Fire Drill and Precautions

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Procedures in the event of an invacuation:

I. Procedure to be followed in the event of an invacuation during normal school hours

II. Special arrangements

I. Fire Drill and Precautions:

- A fire drill will take place at least once every term. Depending on circumstances, staff may or may not be given warning prior to this drill. Once a year a fire drill will take place without warning. All staff will be told that this will happen once a year, but no further warning will be given. The orchestration of these drills is the responsibility of the Health and Safety Coordinator in liaison with the School Caretaker.

- After each fire drill, staff will be asked to feedback any problems/possible improvements they can see during the evacuation process. All issues should be conveyed to the Health and Safety Coordinator.

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- The fire alarms will be tested regularly. Staff will be given prior warning of when the test will be conducted. The alarms will be tested from a different fire point each time to ensure that each break point is working satisfactorily. This duty is the responsibility of the Health and Safety Coordinator and School Caretaker.

- The fire alarm system will be checked weekly to ensure it is full and effective working order. This duty is the responsibility of the Health and Safety Coordinator and School Caretaker.

- A properly authorised firm will test fire extinguishers once a year. In the event of a fire do not attempt to put it out yourself. Staff will ensure their own safety, and the safety of the pupils in their care, by raising the alarm (via the fire alarms located at various points around the building), collecting the pupils together and leaving by the nearest fire exit.

- All pupils will be regularly reminded of the fire procedure and reminded of the importance of remaining calm in the event of an emergency evacuation. **All staff and pupils will understand the need to walk and never run out the buildings, to leave all belongings and to stay out of the buildings until they are told it is safe to return.**

II. Procedure to be followed in the event of a fire during normal school hours:

- On hearing the fire alarm the pupils in each classroom will be collected together and taken out of the nearest fire exit. The class teacher will be responsible for leading the children out of the building.

- Each classroom has a personalised set of instructions for evacuation, depending on their location within the school. These are displayed clearly on the main doors in each classroom. A brief summary of each room's procedures are as follows:

Class name:	Evacuation Procedure:
Nursery	Leave through outside YN door and walk through EY playground to large yard.
YR	Leave through outside YR door and walk through EY playground to large yard.
Y1	Leave through YR door and walk through EY playground to large yard.
Y2	Turn right out of classroom and leave by fire exit by Y4 classroom.
Y3	Turn right out of classroom and leave via glazed link onto large yard.
Y4	Exit via the fire exit by Y4 classroom.
Y5	Exit through the Y6 classroom and leave down stairs. Enter playground through glazed link.
Y6	Exit down the Y6 stairs and exit through the glazed link.

- Each class will then line up at an agreed assembly point. All pupils will remain calm and orderly in order that a head count can be conducted immediately. The fire register must be checked and verified as soon as possible.

- It is the responsibility of class teachers to ensure pupils evacuate the classrooms in an orderly fashion and to control the flow of children, particularly when more than one class follows similar procedures i.e. use the same stairs or corridors.

- Upon evacuating the building, classroom staff will be responsible for taking out fire registers for swift checking of numbers but admin staff will ensure all class registers have been taken from the building and will give these to relevant class teachers upon arrival at the playgrounds if necessary.

- All staff members who do not have a class of their own will be responsible for their own safety and will leave the building via the nearest fire exit. At different times, depending on specific circumstances, staff who do not have responsibility for a class may be asked to act as a "buddy" for another child or member of staff (i.e. in the case of an injured or disabled child/colleague). If this is the case then the member of staff should meet the pupil/colleague at the arranged location and leave the building via the nearest fire exit immediately.

- The Head teacher and fire marshalls will have the duty of checking the building for anyone left inside. This should be done quickly and immediately after the pupils have been evacuated. Once done, the Head teacher and fire marshalls will leave via the nearest fire exit and will remain outside. Only in the event of the registers identifying a missing person will anyone consider returning to the building.

- Although the alarm triggers an automatic response from the fire station, it is the duty of the Headteacher, Health and Safety Officer or a member of the Senior Management Team to call the emergency services (999), using a mobile phone, once she or he has evacuated the building. If the member of staff does not have a mobile phone, and nor does any other member of staff, a member of staff will be despatched to the nearest building to use the phone there or to the nearest call box. It is the duty of the Health and Safety Officer to be aware of the nearest phone box.

- Only the Headteacher, his/her deputy or the Health and Safety Officer can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.

- Once a year the Senior Management Team will consider which nearby buildings might be used to hold children in the event of a major fire, and will negotiate with the owners or occupiers of those buildings for the right to bring in children in such an eventuality. The result of this yearly enquiry will be forwarded to the Health and Safety Officer.

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III. Special arrangements:

Procedures outside normal school hours

- On hearing the fire alarm the staff must evacuate the building as quickly as possible via the nearest fire exit. Where possible all staff should assemble on the back playground.

- The teacher(s) leading any extra curricular activity must account for any children involved. Therefore it is very important that a register is taken at the beginning of any activity. It is the responsibility of the teacher(s) to escort the children outside the building via the most appropriate fire exit. The teacher(s) must remain with the pupils until the specific register has been taken and it is safe to re-enter the building.

Procedure when using the playgrounds for lessons

- Should the fire alarm sound whilst a class is using the playgrounds during PE lessons the class teacher must stop all activities immediately and, where possible, quickly gather any resources/equipment.

- The class should then make their way to the usual assembly point and children must remain calm and orderly throughout.

Procedure during 'playtime'

- Should the fire alarm sound during playtime the staff on duty must organise the pupils as quickly and orderly as is possible. Pupils should be lined up in relevant classes.

- Teachers must evacuate the building via the nearest fire exit and make their way to the playground.

- Any children who are not on the playground during playtime must therefore be supervised at all times and escorted off the building by a member of staff in an emergency.

- Under no circumstances should anyone, staff or pupil, enter the building until cleared to do so.

Procedure during 'dinnertime'

- The fact that some children may go home for dinner and the very nature of the arrangements when children are coming in and out of the canteen, mean completely effective measures to account for all children and staff may prove difficult to achieve. The main aim must be to 'keep it simple' and ensure that the building is completely evacuated.

This will involve more thorough checking by staff members, but the fact that teachers do not have classes at this time should make this much easier.

- Any non-Kearsley West staff involved in the running of a dinnertime club will need to be aware of the arrangements in case of a fire alarm and will need to ensure they have a register of all those children in attendance, see induction arrangements.

- Staff who have remained on site for the dinner hour should make their way onto the playground via the nearest fire exit. They should be prepared to take charge of more than one class since some staff may have left the site during the dinner hour. *Please note that it is important that staff sign out before they go off-site in order that they can be accounted for in an emergency.*

- Where possible the registers will be used to check which children are missing, but this may prove a slow and difficult process. Office staff will bring registers to the playground and deliver to the teachers.

- Any extra-curricular groups will need to be escorted from the building by the teacher(s) leading the group via the most appropriate fire exit. Again, the importance of keeping a register of pupils in attendance is obviously paramount.

- Pupils eating dinner in the dinner hall will be organised by the staff present at the time. The hall will be evacuated through the link and onto the playground.

Procedure during assemblies

- During assembly time the members of staff present should ensure all children remain calm and orderly so that the hall can be evacuated efficiently and effectively. All available fire exits leading to the playgrounds, should be used.

- If teachers are not present in assembly, where possible they should get to the hall and help with the organisation of the evacuation and remain with their classes. If this is not possible, class teachers should evacuate the building via the nearest fire exit and find their own class once out on the playgrounds.

- Any individual or groups of children taking part in other activities during assembly time must be escorted out of the building by the member of staff in charge of them. If the person in charge is a visitor to a school, it is important that they know the procedures for evacuation and keep a list of the names of the children who are in attendance. It is also important that class teachers know if any of their pupils are attending such sessions so that their names can be accounted for when registers are taken.

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Procedure during parent consultation evenings/workshops

- In the event of the fire alarm sounding during parent consultation evenings the class teachers should coordinate the evacuation of parents from the building. They should adhere to the specific procedures for each classroom and organise the assembly of people as best they can on either playground.

- The Head teacher/Senior teacher(s) should complete a check of the building to ensure no parents remain inside before evacuating the building as quickly as possible.

Absences

- It is important that when any member of staff with a specific role during an evacuation alarm is absent, another person is ready to take over that role. An example of this is when the absence of Office staff may mean registers do not get taken to the playground then another staff member must be available to take over this duty. Also, the absence of a fire marshall will also mean someone else will be required to make a final sweeping search of the building once evacuation has been completed. These arrangements cannot be effectively documented as they may change with time and are flexible, but arrangements do require organising none-the-less.

Personal Evacuation Plans

- At various times, and depending on the pupils present at the school, there may be a requirement for a system in which disabled/injured children or adults would have an able-bodied person to help escort them from the building. These arrangements would be arranged according to circumstances and agreed with all relevant staff members, pupils and parents. This plan is known as the PersonalEmergency Evacuation Plan (PEEP) and is kept in the class file for reference. This plan should be updated annually.

- The system would operate by the agreed adult supporting the identified pupil/adult and proceeding to evacuate the building via the most appropriate fire exit.

Visitors

- Visitors to the building need to be made aware of relevant fire exits (i.e. those closest to where they may be working/operating). Relevant instructions and information will be provided by staff in the main office on signing in. In the event of the alarm sounding they should evacuate and assemble on the playground. They will need to inform Office staff once they have left the building in order that they can be accounted for.

IV. Non-classroom staff:

Dinnertime supervisors/kitchen staff

- If the alarm sounds while the dinner time staff/kitchen staff are supervising children then they are responsible for co-ordinating efforts to evacuate the children as quickly as possible (See "Procedure during dinnertime"). Where possible all machinery and kitchen appliances should be turned off before exiting the building. Staff should then evacuate via the nearest/most appropriate fire exit, depending on where they are located at the time.

- Should the alarm sound at a time when dinner time staff/kitchen staff are not supervising children then they should simply evacuate the building via the nearest fire exit. Once again, where possible electrical appliances should be disconnected/switched off to prevent further problems.

- Staff should then inform those co-ordinating the evacuation that all have left the building.

Cleaning staff

- If the alarm sounds at any time, cleaning staff should evacuate the building via the nearest/most appropriate fire exit. Where possible any electrical appliances should be switched off.

Staff should then inform those co-ordinating the evacuation that they have left the building.

Procedures in the event of an emergency invacuation:

Schools may consider activating school lockdown procedures in the following circumstances:

- A major fire in the vicinity of the school creating a toxic smoke plume;
- A major fire/explosion at industrial premises downwind of the school creating a toxic smoke plume, air pollution or gas cloud etc.;
- The close proximity of a dangerous dog roaming loose;
- A serious transport accident outside or within the school perimeter e.g.;
  - Schools near railway stations;
  - Schools near motorways;
  - Close to major roads and junctions.
- A reported incident or civil disturbance close to the school with the potential to pose a risk to staff and pupils in the school.
- An intruder on the school site (with the potential to pose a risk to staff and pupils).

- A disgruntled parent who feels they have issues with a particular teacher or 'the school'.

I. Procedure to be followed in the event of an invacuation during normal school hours:

If the pupils and staff are inside the building then they will remain there but appropriate measures will be taken. If pupils are on the playground then a klaxon will be sounded inside the building to alert staff and outside in the playground.

- Staff in school must take up supervision points on corridors and classrooms to ensure that all children enter the building as quickly as possible. All students and staff outside are to enter the building through the door they usually use to access school as quickly as possible and return to their classrooms. Teaching staff should then check numbers against the register and then message Miss Fitton.
- The SLT will manage the situation from this point. A partial lock down will be implemented, which will require all external activities to cease immediately Pupils and staff return to classrooms and all external doors and windows are securely locked. Internal doors and pathways will remain unlocked to maintain, as far as is possible, 'business as usual.'
- SLT will co-ordinate the approach and should a full lockdown be necessary staff will be notified through the internal messaging system. This would involve staff and pupils taking extra precautions e.g. barricading the door and/or taking cover under tables, as a response to a particular threat.
- Teachers are to supervise pupils until the emergency passes. The SLT will issue instructions as necessary and alert all staff when the emergency has passed.
- SLT will contact the Crisis Line if appropriate, and the relevant emergency services (Police, Fire or Ambulance) will be summoned as quickly as possible by dialling 999. A member of staff should do this, who should ensure that he/she has the following information readily available, if possible:
- Nature of the incident
- Emergency service(s) required
- Exact location of the incident
- Numbers of casualties (if possible) and nature of injuries
- Location and telephone number where call is being made from
- Hazards which may be encountered by the emergency services at the site

Bolton Council should be notified via the People Services 'Crisis Line' phone number on 01204 332240 (Office Hours) or 01204 336900 (Outside Office Hours).

If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system

Staff and pupils will remain in lock down until it has been lifted by a senior member of staff or the emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

II. Special arrangements:

Should there be visitors to the school who are outside during the emergency e.g. parents, governors, visiting coaches, etc., they will be alerted by staff members and instructed to follow staff and pupils into school immediately.

Their names will then be confirmed by office staff to ensure that all visitors are safe.

Policy owner: Jackie Fitton
Version 10
Last reviewed: May 2026
Review date: May 2028

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APPENDIX A

Useful Contact Numbers

Emergency Services	999
Local Police Station	
Authority Crisis Line	01204 332240 office hours 01204 336900 outside office hours
Bolton Council 24 Hours Emergency Number	01204 336900
Bolton Civil Contingencies Team	01204 336995
Corporate Property Services	01204 331234 office hours 01203 336900 outside office hours
Occupational Safety and Health Unit	01204 336968
Asset Management and Planning Unit	01204 332080
Press Office	01204 332064/3582/1015
Environmental Health	01204 336500/1
CISS (Educational Psychologists)	01204 338060
Education Social Workers	01204 334315
School Nurse	01204 462468
Emergency Department of Local Hospital	01204 390390
Chair of Governors	01204 430973/07748301705
Tradespersons (e.g. electrician, plumber)	Lancaster Maloney 0161 4773500 Failsworth Electrical 0161 682 7680 Medway Heating 01204 305222
Others	