Castle Phoenix Trust

Emergency Evacuation Plan

School Level Policy

Establishment:	Charter Academy
Date Effective:	September 2026
Review Date:	September 2027
Review Cycle:	Annual
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Contents

The Fire Alarm 2
Fire Alarm Activations 2
The Alarm System 2
Emergency Assembly Points 2
The Investigation Team 2
Fire Wardens 3
Emergency Services 4
Emergency Evacuation During Lesson Time 5
Emergency Evacuation During Break or Lunchtime 5
Emergency Evacuation of High Risk Children 6
Site Evacuation – Off Site 6
Site Evacuation 6
First Aid 6
Training 6
Controlled Fire Drills 7
New Staff and Supply Staff 7
Visitors 7
Contractors 7
Bomb Threats 7
Media Enquiries 8

The Fire Alarm

The fire alarm is distinguished by the continual sounding of the electronic sounders and red flashing beacons that are located throughout the school building.

Fire Alarm Activations

The fire alarm system may be activated for any of the following reasons.

- Fire
- Bomb threat
- Building structural issues
- Building mechanical issues
- Weekly fire alarm test
- False activation
- Emission of toxic gases
- Chemical leak
- Flood
- System fault
- Power failure
- Controlled fire drill
- System repair
- Service of system

Never assume that the sounding of the fire alarm is a controlled fire drill or a false alarm

The Alarm System

The fire alarm system has a mixture of manual call points, automatic smoke detection and automatic heat detection which are located throughout the building.

The main fire alarm control panel is located in the main entrance lobby. There is also an additional slave panel located in the nursery entrance lobby.

The fire alarm system is monitored 24/7, 365 days a year by Remote Monitoring Services.

Emergency Assembly Points

During the school day the KS2 playground will be the Emergency Assembly Point.

In case of the fire alarm sounding before 08:00 and after 16:30 all staff, children, visitors and contractors are to report to the main car park at the front of the school.

The Investigation Team

The investigation team is made up of the following members of staff.

- Louise Stewart
- Laura Drew (in Louise Stewart's absence)
- Ian Houghton (if Onsite)
- Peter Sandford (if onsite)
- Ciaran Sweeney (if onsite)
- Laura Simmonds

On activation of the fire alarm system the investigation team will carry out the following duties.

1. Find the location and cause of the fire alarm activation
2. Liaise with the senior Fire Warden
3. Call the relevant emergency services (if required)
4. Unlock any external gates required for emergency vehicle access (if required)
5. Liaise with the emergency services once onsite
6. Liaise with the Head of Estates and Compliance

On finding the cause of the fire alarm activation the investigation team will inform the senior Fire Warden if the activation is a false alarm or if there is an emergency situation and what course of action will need to take place.

Fire Wardens

The Fire Wardens are made up of the following staff who have the responsibility of checking that their area has been vacated by staff, children and visitors.

On activation of the fire alarm system, all Fire Wardens need to check the area that they are responsible for, ensuring all windows are shut and doors are closed.

Laura Simmonds will be responsible for unlocking the internal playground gate that will allow nursery building users access from the front of the school to the Emergency Assembly Point.

The staff with specific responsibilities are:

Senior Fire Wardens

- Louise Stewart
- Laura Drew
- Zoe Tite

Science Lab and Learning Hubs

- Julie Wright

Nursery

- Siobhan Cameron
- Jackie Evans Jones

EYFS

- Lauren Lole
- Rebecca McGranaghan

Administration

- Laura Simmonds
- Surinder Amar

Rainbow Lounge, Study and Library Area

- Laura Drew
- Rebecca West

KS1 Area

- Laura Drew
- Laura Bartley

KS2 Area

- Louise Stewart
- Thomas Wayne

School Hall and Kitchen

- Louise Stewart
- Miquill Cook

Once Fire Wardens have checked their area, they are to report to the senior Fire Warden and inform them that their area is all clear.

Emergency Services

The emergency services should only be called by the Investigation Team.

In the event of the emergency services attending site, the Site Services Officer (if on site) or another member of the Investigation Team will report to and inform the fire service of the following.

- The reason for the evacuation
- The evacuation status
- The presence of any known hazards in the affected building
- A list of all chemicals in the affected building

The fire service will then take control of the incident, the site and all those involved in the evacuation.

Emergency Evacuation During Lesson Time

Investigation Team and Fire Wardens are to carry out their duties.

Teaching and non-teaching are to organise the prompt and safe evacuation of children and themselves to the relevant Emergency Assembly Point.

Staff are to close all classroom/office windows and close all classroom/office doors behind them.

Miquill Schools Catering staff will turn off all cooking appliances, will ensure that the roller shutter is closed, and the main kitchen door is closed/locked as they leave the kitchen.

Staff are to ensure that their visitors are escorted to the Emergency Assembly Point.

Registers will be printed by the school office and issued to staff at the Emergency Assembly Points.

The evacuation should be calm and orderly.

Children's attendance should be checked against registers. Senior Fire Wardens should be informed of any missing children.

The all clear will be given to staff by the Senior Fire Warden.

Emergency Evacuation During Break or Lunchtime

Investigation Team and Fire Wardens are to carry out their duties.

Staff, children and visitors are to evacuate via their nearest exit and report to the Emergency Assembly Point.

Staff are to close all classroom/office windows and close all classroom/office doors behind them.

Miquill Schools Catering staff will turn off all cooking appliances, will ensure that the roller shutter is closed, and the main kitchen door is closed/locked as they leave the kitchen.

Staff are to ensure that their visitors are escorted to the Emergency Assembly Point.

Registers will be printed by the school office and issued to staff at the Emergency Assembly Points.

The evacuation should be calm and orderly.

Children's attendance should be checked against registers. Senior Fire Wardens should be informed of any missing children.

The all clear will be given to staff by the Senior Fire Warden.

Emergency Evacuation of High Risk Children

On the activation of the fire alarm, children who are using crutches or wheelchairs should follow the procedures set out in their Personal Emergency Evacuation Plan.

The all clear will be given to staff by the Senior Fire Warden.

Site Evacuation – Off Site

Dependent upon the incident taking place onsite and after consultation with the fire service and the Head of Estates and Compliance, the Senior Fire Warden may decide to relocate all staff, children and visitors to another site or location.

If needed the Senior Fire Warden may decide to relocate staff, children and visitors to The Excel Centre

Staff will be asked to escort their class to The Excel Centre by following senior staff along a designated and planned route.

Site Evacuation

Dependent upon the incident taking place onsite and after consultation with the fire service and the Head of Estates and Compliance, the Senior Fire Warden may decide to close the school early to staff, children and visitors.

In the event of the school closing early the school will arrange for texts/emails to be sent to all parents/carers informing them of the situation onsite.

Parents/carers will be asked to collect children form the front of the school site as soon as possible. Children that can not be collected from school of if parents/carers are not available will remain with school staff until they can be safely collected from school.

Parents/carers will be asked to monitor the school website, Class DoJo and Arbor text messages for further updates and further possible school closures.

First Aid

When the fire alarm is activated the nominated first aiders should take their first aid box out with them to the relevant Emergency Assembly Point.

First aiders should be ready to treat casualties as required at the Emergency Assembly Points.

Training

All staff will receive annual fire safety training. This training will also cover the roles and responsibilities of the Investigation Team and the roles and responsibilities of the Fire Wardens.

The above training may be carried out internally or by external training providers.

Controlled Fire Drills

Controlled fire drills will be completed termly.

New Staff and Supply Staff

New staff and supply staff should receive a Health and Safety Induction before commencing work.

A copy of the school Emergency Evacuation Plan will be issued to all new staff and supply staff.

Visitors

All visitors are to report to reception upon arrival and sign in with the school office.

Visitors will be collected from reception by the member of staff that they are visiting.

Contractors

All contractors working onsite must report to reception on arrival and sign in with the school office.

Contractors will then be collected by Site Services Officer and a formal site induction will take place, the induction will cover the school fire evacuation procedures for the area of the site that they are working in.

Bomb Threats

It is difficult not to take any bomb threat seriously. However, consultation with the police will assist the decision making process regarding evacuation options; these being partial evacuation or full building searches.

In the event of a bomb threat the decision to evacuate the building will lie with the most senior member of staff onsite. This will probably be followed by consultation with the police.

The sounding of the fire alarm will activate the evacuation procedure.

Telephone Bomb Threats

In the event of a bomb threat being received by the school over the telephone please note the following.

- Listen to the caller, do not interrupt
- Write down everything that is said
- Listen for a coded message
- Note the time the call is received
- Note the accent of the voice
- Note the age of the voice
- Note any background noises

Media Enquiries

Any media enquiries following an evacuation or incident onsite should be referred to the most senior member of staff onsite.