



A school where every child can 

Kirk Langley CE Primary School

EMERGENCY EVACUATION POLICY

Version History	
Date	Detail
Autumn 2020	Agreed by staff Approved by Governors
Reviewed Autumn 2021	Agreed by staff Approved by Governors
Reviewed Autumn 2022	Agreed by Staff Approved by Governors
Reviewed Autumn 2023	Agreed by Staff Approved by Governors
Reviewed Autumn 2024	Agreed by Staff Approved by Governors
Review Autumn 2025	

Kirk Langley is a Church of England Primary School and our family believe that 'Every Child Can Shine.' Our visions and values, built on the living Gospel of Christ within daily life, are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils in being respectful, confident, thriving citizens.

Daniel 12:3

'Those who have insight will shine brightly like the brightness of the expanse of heaven, and those who lead the many to righteousness, like the stars forever and ever.'

We aim to provide a thriving, inspiring and stimulating learning environment where children achieve the very best they are capable of because all the staff value their different learning styles. Kirk Langley Church of England Primary School is committed to Christian values where children, parents/carers and our community know us by our actions.

Within a Christian ethos we aim to:

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever changing world.
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and engaging.
- Use a variety of teaching strategies and resources effectively and creatively; encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability.
- Strongly believe in the partnership of parental involvement in the education of our pupils.
- Demonstrate and foster respect for ourselves and others within the school, local community and the global community.
- Respect the belief of others and celebrate cultural diversity.
- Encourage spiritual and moral values.
- Explicitly promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs through a 'living' curriculum.
- Value each child as an individual within the school and respect personal beliefs.

Emergency Evacuation Policy

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 to Tarmac Play area near the staff car park. All children evacuate through the staff car park and then into the tarmac play area and assemble at the top.
- 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.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Staff to take the Medication Bag
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.

Any persons missing must be reported to the fire control officer for the respective assembly point.

Headteacher /Business Manager

- The Head will monitor the evacuation of the premises from the two exit points.
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils.
- When the headcount has been completed the Head or Business Manager will turn off the alarm if a practice.

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

- Further Evacuation from the school . if needed, will be Barrington Field just across from the school and we can access the Church or Church Hall if needed.
- **Fire Warning System:**
- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a weekly basis
- The main fire alarm panel is situated on the wall opposite the main entrance doors. **This is serviced twice a year**
- Health and safety checks by Staff and Business Manager ensure fire exits are kept clear and are unlocked.

Evacuation Procedures

- All areas have a Fire Action poster indicating nearest escape route and outside assembly points.
- All staff are inducted on starting Kirk Langley Primary School. We share the policy and provide a paper copy.
- Regular fire drills are arranged and recorded.

Key Escape Routes

- Fire exit signs are posted on all exits.
- All exits are kept unlocked and 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 . These are serviced annually.

Assembly Points

- Tarmac play area
- Barrington Field

Fire Risk Assessments

Risk assessments are carried out annually.

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.
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Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

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.