

EMERGENCY EVACUATION PLAN

1) Name & address of the premises	Broadwas CE Primary School Broadwas Worcester WR6 5NE
Person Responsible for day-to-day management of the premises e.g. Head Teacher, Centre Manager	James Dennis – Head teacher Revised by James Dennis
Date plan produced	September 2025 (due to completion of building work)
Name of person producing plan (print name)	James Dennis
Review date	September 2026
2) Duties and identities of staff with specific responsibilities during an evacuation.	
Head teacher (In the absence of the Head teacher these duties should be carried out by the nominated Head of School) • Call Fire and Rescue Service and coordinate evacuation procedure. • Check toilets and cloakroom areas Teachers • Ensure safe exit of children in their care through nearest fire exit. • Check numbers against registers and confirm all children are present • Ensure any visitors working with them follow fire evacuation procedures School Administrator • Leave building with Fire Folder and key to the side gate and unlock it if necessary • Check all members of staff, visitors and volunteers and confirm they are all present	
3) Information about Fire warning system.	
Fire Warning system is located in the main foyer outside of the school administrators office and makes a continuous ringing sound when activated by the breaking of glass in a fire call point. All fire doors will remain closed at all times.	
4) Action to be taken by a person discovering a fire.	
• RAISE THE ALARM immediately by activating the nearest Fire Alarm Call point to start evacuation procedures. • NO attempt should be made to tackle the fire unless fire extinguisher training has been given. • Leave the building by the nearest exit • Report to the Assembly Point • DO NOT stop to collect personal belongings • DO NOT re-enter the building until told it is safe to do so.	

5) Evacuation procedures.

Evacuation must start as soon as the Fire Alarm is heard. All belongings should be left unless essential. The nearest and safest escape route should be used. Staff should check all surrounding rooms to make sure everyone is accounted for then start evacuation of the pupils and visitors.

Ensure all doors close behind you as you leave.

The Assembly Point is on the playground.

The following escape routes should be used:

Office Staff should leave through the nearest exit (front door or library door at rear of the school)

Head Teacher should leave through the library door at the rear of the school (or the front door if needed)

1. **Bumblebees** will exit from the rear of the building and leave the site through the Bumblebees Forest School area and the rear gate to the school playground.
2. **Bumblebees** should leave through the front door and out of the gates. The padlocks will be off the two internal gates when the outside blue gate is locked at 9.30am. ***Once the blue gate to the car park is open again at 3.10pm the padlocks will go back on the internal gates or a member of staff will be supervising the gates.***

YR should leave through external classroom door

Y1 and **Y2** should leave through door in the external door in the library or YR external door

Y3 and **Y4** should leave through external classroom door

Y5 and **Y6** should leave through external classroom door

If **children are in the hall for PE** they should leave through the back hall door exit at the rear of the building.

Children working in the reception area/library should leave through the external door in the library.

Children working in the **Little Learning Zone** should leave through the external door of the **Y3 / 4** classroom.

If staff are in the staffroom, they should leave through the nearest exit.

Children and staff in the **Big Learning Zone** will leave through the outside door to the room.

If a fire exit is blocked by fire, use the nearest alternative exit.

Once at the Assembly Point, teachers must carry out a roll call.

Attendance registers will be kept for each class and brought to the fire assembly point to check all children and members of staff are safe.

Children will be spaced out in their lines 2 metres apart for social distancing. Information must then be given to the Head teacher (or nominated Head of School) on any missing pupils, staff or visitors.

6) Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, members of the public.

Disabled access is through the front door onto the pavement and then down the outside of the hall onto the playground.

Class Teachers and other members of staff are responsible for ensuring visitors follow the Evacuation Procedures.

7) Location of Assembly Point(s).

Playground

Children will be spaced out 2 metres apart when they line up on the playground.

8) How the Fire Service (and any other emergency services) are called and who is responsible for doing this.

In the event of a fire, the first person who identifies this would call the fire brigade on 999. If this is not possible then alert the nearest member of staff with a mobile phone. The Head teacher (or nominated Head of School) is then responsible for communicating with the Emergency Services .

9) Provision for out of hours

If children are in a club in the hall or a classroom and the fire alarm is raised the member of staff will evacuate the children out of the nearest exit onto the playground.

The senior staff member in the school building will contact the fire brigade and make sure the school is secure, all staff and children have left the building and the fire brigade has been called.

All staff and children will carry out the roll call on the playground according to the list of staff onsite and children in attendance.

10) Procedures for liaison with the Fire Service on arrival and during the evacuation.

The Head teacher will meet with the Fire Service on arrival and give details of any missing persons. The fire floor plan will be kept in the Fire Risk Record book in the office. The School Administrator will be responsible for bringing the Fire Risk Record Book. The Head teacher will pass this information on to the Fire Service on their arrival.

11) Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival.

Head teacher will provide plans of the school showing high risk areas – boiler house, stationery cupboard and cleaner's cupboard (COSHH storage area).

12) Procedures for keeping access areas for the fire and rescue service clear

The Head teacher will be responsible for carrying out checks to ensure the gate way is kept clear.

The School Administrator will inform visitors they should not obstruct the playground and main gate.

The staff will be responsible for ensuring the pupils are kept on the playground and well away from the access area.

13) Arrangements for fighting fires

The school has adopted a strict policy on fighting fires. NO untrained staff member or pupil should tackle a fire. Even if training has been given, fires should only be tackled if safe to do so and no bigger than the size of a waste paper bin.

14) Location of Fire Risk Assessment and responsibilities

The Fire Risk Assessment is located in the Fire Folder in the office. It is reviewed on an annual basis in line with all policies relating to Health and Safety.

Fire drills are conducted each half term.

15) Contingency Plans for when Fire Alarm System is out of order

The person raising the alarm will use the bullhorn (stored in the school office) if the fire alarm system is not working. All staff will be aware that the bullhorn is the primary system for raising the alarm in the event that the fire alarm is temporarily out of order.