



POLICY FOR

FIRE SAFETY PROCEDURES

AND

EVACUATION PLAN

Updated: September 2026

WHITEFIELD INFANT SCHOOL

Fire Procedures

1. In the event of fire, the preservation of life will override all other considerations, such as saving property and extinguishing the fire.
2. If a fire is discovered, the alarm will be raised immediately. This should be the first action taken on discovery of any fire, however small. Whitefield Infant School refutes the notion that the alarm should be raised only in the event of a large fire.
3. All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. Whitefield Infant School will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.
4. The person responsible for summoning the fire brigade is the person discovering the fire and the office staff.
5. Whitefield Infant School does not require persons to attempt to extinguish a fire.
6. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly point, which is:- Assembly point A – staff car park, Assembly point B – Albert Street entrance, Assembly point C – emergency vehicle entrance (early years stream area).
7. Re-entry of the building is strictly prohibited until the fire marshal/fire service officer in charge declares it is safe to do so. **Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.** Employees should report any concerns regarding fire procedures, so Whitefield Infant School can investigate and take remedial action if necessary.
8. If any parents are in the school they must be treated as visitors and escorted to the nearest fire assembly point. **Under no circumstances** must parents be allowed to leave the school site with their child.

Arrangements for Securing the Health and Safety of Workers

Whitefield Infant School will, in consultation with employees and their representatives:

1. Ensure any deaf persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building.
2. Appoint persons to be responsible for specific procedures in the event of fire, including:
 - a) the person responsible for summoning the fire service
 - b) fire wardens/fire marshals
 - c) those responsible for carrying out roll calls or supervising evacuation assembly points
 - d) fire incident controllers responsible for liaising with the fire service on arrival
 - e) regularly stage fire evacuation drills
 - f) inspect the means of escape
 - g) test and inspect fire-fighting equipment and fire warning systems

- h) provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

Safe System of Work

1. Activate the nearest and/or safest fire alarm on discovery of any fire, however small.
2. Do not wait until you have informed another person, such as Headteacher.
3. Do not rely on automatic fire warning systems. Summon the fire service without delay by the usual method as automatic methods of transmission can fail.
4. Evacuate the building as soon as the evacuate signal is given. Employees should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude meetings or telephone calls or to collect belongings.
5. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
6. As you make your escape, **close doors**, particularly those designated as fire resisting doors.
7. Report to the pre-determined assembly point. Do not re-enter the building until the fire service officer in charge declares it is safe to.
8. Fire wardens (classroom assistants). Check that each area of the building has been evacuated and report this to the fire marshal at the designated evacuation assembly point. (Individual responsibilities further in document)
9. Fire incident controller (Headteacher/Assistant Headteacher). Liaise with the fire service on attendance and arrange such assistance from the organisation as the fire service may require.

Summary Policy Statement

In the event of fire, the most important actions are, in chronological order, to:

1. Raise the alarm
2. Summon the fire brigade
3. Evacuate the building — attempts to extinguish the fire **should not** be undertaken.
4. Upstairs offices – Assembly point A (admin)
Years 1 and 2 – Assembly point B (Albert Street entrance/Key stage 1)
Nursery and Reception – Assembly point C (emergency vehicle entrance/early years).
5. Roll call to be taken immediately to ascertain that no one remains in the building (including visitors and contractors) – immediately communicate via radio to Mrs. Brotherton when roll call complete.

6. **ALL STAFF** must log in when entering school and log out when leaving the school premises to comply with Health and Safety/Fire Safety procedures.

FIRE EVACUATION PROCEDURES

All classrooms have exit doors into the playground – please ensure the thumb turn lock is in the open position when you enter the classroom each morning. The magnetic lock will automatically disengage in the event of the fire alarm activating. *A minimum of 1 exit door must be completely clear of any items to ensure unobstructed exit is available. All fire call points must be visible and unobstructed. Under NO circumstances whatsoever must the lift be used.*

The Headteacher will confirm on the radio any Staff members absent on the day and Mrs Brotherton will be able to correlate the staff absent names using the staff list printed from INVENTORY Signing in System.

Mrs. D. Brotherton/fire marshal at Assembly Point A will account for visitors and students by checking staff evacuation list.

CLASS 1, CLASS 2, CLASS 3, NURSERY, SEN, STUDIO, LIBRARY

In the event of a fire, exit the building via the external doors in the each room. If this is not possible exit via the nearest available door. Assemble at **Assembly Point C (Early Years)**. The class teacher to lead and classroom assistant to walk behind the children. Class registers must be taken outside with you. A roll call to be taken immediately and communicated by radio to Mrs. Brotherton to verify that everyone in their charge is accounted for.

CLASS 4, CLASS 5, CLASS 6, CLASS 7, CLASS 8, CLASS 9, HT OFFICE, HALL

In the event of a fire, exit the building via the external doors in each room. If this is not possible exit via the nearest available door. Assemble at **Assembly Point B (Key Stage 1)**. The class teacher to lead and classroom assistant to walk behind the children. If class registers are still in the room these must be taken outside with you. A roll call to be taken immediately and communicated by radio to Mrs. Brotherton to verify that everyone in their charge is accounted for – *including staff* or to inform her of any persons missing.

STAFFROOM, OFFICES AND LRC

In the event of a fire, exit the building via the main door if possible. If this is not possible then exit via half landing door. Assemble at **Assembly Point A (Admin)**. A roll call to be taken immediately and reported to and communicated to Mrs. Brotherton to verify that everyone in their charge is accounted for or to inform her of any persons missing.

It is imperative that children leave the school in an orderly manner i.e. no running, all class teachers must re-iterate the importance of this to children at all times. Children must also be reminded that the fire doors will close automatically and no attempt must be made to keep them open.

If anybody is in a different part of the building and attends a different Assembly point they must inform the senior member of staff immediately.

Individual staff responsibilities

- **Tanny / Nicola/ Asiya / Abigail/ Alisha** from **Nursery** to check reception, nursery toilets and nursery kitchen.
- **In the absence of Zareen from class 8 (Yasmeen)** from **class 7** to check disabled toilet opposite year 2, studio, disabled shower room, photocopier room.
- **Meadow- in the absence of Sarah, Shaista, or Juwairiyyah** to check both Meadow teaching areas.
- **In the absence of Iram** from class 6 **Rachel** to check **Yr1 / Yr 2 toilets and crossover.**
- **Donna** or member of staff covering office to produce evacuation report, *take visitor badge record sheet* and all necessary documentation to **Assembly point A.** Coordinate admin assembly point and be point of **contact for assembly point marshals.**
- **Parveen Akhtar / Amy**, from **class 9** collect orange grab bag and coordinate **KS1 (Assembly point B)**
- **Nazia/Khalida/Natalie from class 1** collect orange grab bag and coordinate **Foundations stage (Assembly point C)**
- **Saima / Gavin** to go to the fire alarm panel, identify area of alarm activation and relay to other radio users.
- **Gavin / Saima** to check evacuation of office floor from base of staircase to main entrance including lift.
- In the absence of office staff, fire service must be informed that the admin. floor has not been checked.
- **Bobby and or Saima** secondary check of evacuation of classroom block from base of the staircase through to the studio, including kitchen and hall.
- **Gavin or Senior Leader** to *unlock gate padlock between car park and Assembly Point B.*
- **Erica** to oversee overall evacuation and safety of all persons in the building and liaise with fire service if necessary.

- ALL visitors to school (including staff family members) must be signed in and out at Reception.

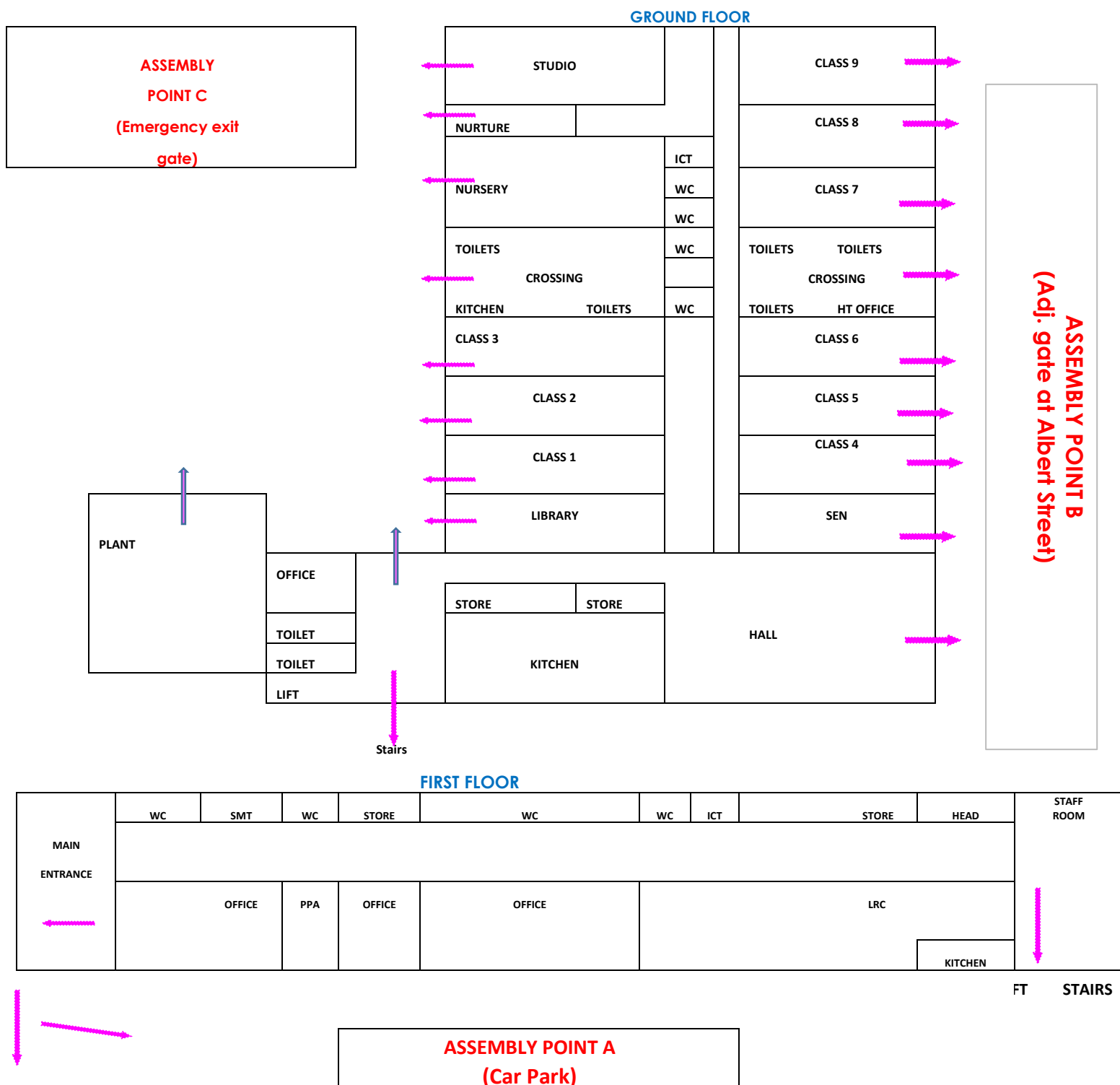
ANY PERSON DISCOVERING A FIRE MUST:

- operate the nearest fire alarm
- call the fire service immediately using the nearest telephone and dial 9999 (all telephones)

FIRE DRILLS WILL TAKE PLACE AT LEAST ONCE PER TERM.

Fire alarm testing will take place between 7.30 a.m. And 7.45 a.m. Each Wednesday morning.

FIRE EVACUATION PLAN



FIRE DRILL 2026-2027

ROOM	ROUTE	ALTERNATIVE ROUTE	ASSEMBLY POINT
Class 1	Leave by classroom exit door.	Nearest available exit door.	C
Class 2	Leave by classroom exit door.	Nearest available exit door.	C
Class 3	Leave by classroom exit door.	Nearest available exit door.	C
Class 4	Leave by classroom exit door.	Nearest available exit door.	B
Class 5	Leave by classroom exit door.	Nearest available exit door.	B
Class 6	Leave by classroom exit door.	Nearest available exit door.	B
Class 7	Leave by classroom exit door.	Nearest available exit door.	B
Class 8	Leave by classroom exit door.	Nearest available exit door.	B
Class 9	Leave by classroom exit door.	Nearest available exit door.	B
Nursery	Leave by classroom exit door.	Nearest available exit door.	C
Maths SEN	Leave by classroom exit door.	Nearest available exit door.	C
Studio	Leave by classroom exit door.	Nearest available exit door.	C
Group Room/Library	Leave by classroom exit door.	Nearest available exit door.	C
Hall	Leave by hall exit door.	Nearest available exit door.	B
Kitchen	Leave by nearest available exit.	Nearest available exit door.	B
Staffroom	Leave by main entrance.	Nearest available exit door.	A
Offices	Leave by main entrance.	Nearest available exit door.	A
LRC	Leave by main entrance.	Nearest available exit door.	A

- All children must walk out in single file in a quiet and orderly manner.
- No coats, bags or other belongings should be carried out of school.
- Doors should be closed after a room has been evacuated.
- All children must line up in their classes in the playground.
- Class registers should be taken into the playground, checked and communicated to Head / Designated Fire Marshall that all children are present.
- The Headteacher will confirm on the radio any Staff members absent on the day and Mrs Brotherton will be able to correlate the staff absent names using the staff list printed from INVENTORY Signing in System.
- Any pupils out of normal class to join their class at their assembly point (if possible), if with another member of staff at a different assembly point, that member of staff must confirm the number of pupils and which class they are from to the designated fire marshal at that assembly point.

- Mrs. D. Brotherton/fire marshal at Assembly Point A will account for visitors and students by checking staff evacuation list
- NOBODY is to return to the building until told to do so by a member of SLT.
- Under no circumstances must the lift be used when the fire alarm sounds.
- The fire alarm is a continuous siren.