



The Park Federation Academy Trust

**Western House Academy
Evacuation Procedures**

Version History

Version	Date	Status and Purpose	Changes overview
1	June 2020	Final	No changes
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To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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Introduction

In order to comply with our legal obligations it is essential that all staff familiarise themselves with these evacuation procedures.

In the event of fire persons present on site can become disorientated and panic. The Academy is committed to ensuring that Fire Safety is taken seriously and staff will receive training on an annual basis.

In addition to this we will ensure that evacuations take place on a termly basis, with the seat of the alarm being different on each occasion.

Please take time to familiarise yourselves with this procedure and visit the assembly point with your classes. In the event of an evacuation children will look to adults for guidance and leadership. In the past our exercises have demonstrated that we manage evacuations well, but we cannot become complacent.

Coral Snowden
Principal
Western House Academy

September 2025

Fire Alarm Evacuation Procedures

Immediate Actions & Notification

1. **Discovery of Fire:** Any person who detects a fire must immediately activate the nearest **Fire Alarm Call Point (Break Glass)**.
2. **Alarm Activation:** On hearing the continuous fire alarm signal, all persons must stop all activities and prepare to evacuate.
3. **Emergency Services Contact:** The Principal's PA (or the designated deputy, typically the Receptionist) will immediately contact the **Fire and Rescue Service (999)**. This step is mandatory for genuine alarms, unless it is a pre-notified drill.
4. **Panel Check:** The Premises Team (or designated staff member) will, where safe and practicable, attend the Fire Alarm Panel to confirm the detector/zone in alarm. They will also verify if the sprinkler system has activated. This information will be relayed to the **Incident Lead** (Principal/Deputy Principal).

Classroom Evacuation and Safety

5. **Teacher Command:** Teachers will immediately instruct the children to be **silent**. This is essential for hearing instructions and for a calm evacuation. All adults present (support staff, volunteers, visitors) will assist the teacher.
6. **Securing the Room:** Staff will **close windows and doors** as the last person leaves the room. This acts as a fire break to help contain the fire and smoke, but **must not** endanger safety or impede evacuation speed.
7. **No Collection of Items:** The teacher will instruct everyone **not to collect personal possessions, including bags and coats**.
8. **PEEPs and Specialist Assistance:**
 - Children/Staff with a physical or cognitive disability will be evacuated by their dedicated support staff member in accordance with their Personal Emergency Evacuation Plan (PEEP).
 - If a child/person cannot be evacuated immediately, they must be taken to the nearest designated refuge area. The emergency services must be informed of their location and specific needs immediately upon the arrival of the Fire and Rescue Service.
9. **Evacuation Route:**

The class will line up, with the teacher leading and supporting adults at the back. They will leave the building using the designated route. If the route is blocked or dangerous, the most appropriate safe alternative route will be taken.

10. Evacuation Conduct:

All occupants will walk quickly and sensibly in silence. Only supervising adults will speak to give necessary instructions. Lifts must not be used.

Assembly and Accountability

11. Movement to Assembly Point:

Classes will move directly to their officially designated assembly point, ensuring they do not cross other classes' paths to avoid slowing down the flow.

Once at the point, the children will stand silently, in a line and facing away from the building

- Alternative Route: If safe routes to the official assembly points are blocked, the alternative is to exit via the front of the Main Building and assemble in the car park or road opposite the school (Richards Way)

12. Register Information Retrieval:

The Receptionist (or designated deputy) will ensure the day's attendance information (Pupil Registers, Staff Rota, Visitor/Contractor Sign-In Sheets) is retrieved and taken to the main Assembly Point.

13. Pupils in Other Groups:

- Children in ability groups or small groups must evacuate with the staff member responsible for them.
- Upon reaching the Assembly Point, the accompanying staff member (e.g., LSA) must deliver the children back to their main class group (morning registration class) and report to their Year Team Leader for their own register.

14. Sweep/Fire Warden Duties:

Designated Fire Wardens will sweep their allocated areas (paying particular attention to toilets, cloakrooms, and specialist areas) to ensure no one has been left behind. They will relay an "**All Clear**" message to the Incident Lead (Senior member of SLT)

15. Roll Call and Reconciliation:

- The Class Teacher performs a Head Count and calls the class register in silence. Supporting adults are also accounted for.
- The Receptionist/Admin Team calls and marks the registers for all staff, contractors, and visitors at their specific assembly point.

16. Reporting Missing Persons:

- When the register is complete, the teacher will raise their hand. The register will be collected by a member of SLT and the teacher lowers their hand. If all people cannot be accounted for, the teacher or staff member will immediately report this discrepancy to the most senior person.
- The member of SLT will immediately record the names and last known whereabouts of any missing persons. This critical information will be communicated to the Fire and Rescue Service immediately upon their arrival at the school entrance by the PA.

Post-Incident and Re-entry

17. Authority to Re-enter: If the evacuation was genuine, the most senior person will wait for instructions from the Fire and Rescue Service. Only the Fire Officer or the Incident Lead (upon instruction from the Fire Officer) can grant permission to re-enter the building.
18. Review: At the end of every evacuation (practice or genuine), staff will complete a review to identify lessons learned and update procedures as needed.

SITE LAYOUT (ASSEMBLY POINT MAIN PLAYGROUND NEAR THE PLAYGROUND)

Fire Brigade Access

Year 6

Year 5

Year 3

Year 2

Year 1

Nursery and
Reception

Visitors
SLT
Support Staff, Site,
TAs,
Lunchtime staff,
Welfare, FSW, IT
Support & Premises
Non Class Based
Teachers & Admin
Team

