

St Mary's Catholic Primary School



Evacuation Policy



EVACUATION POLICY



Contents

1.	SCHOOL MISSION	2
2.	INTRODUCTION	2
3.	POLICY SCOPE	2
4.	STATUTORY FRAMEWORK	2-3
5.	EVACUATION PROCEDURE IN THE EVENT OF A FIRE OR OTHER EMERGENCY (ON THE SCHOOL SITE)	3-4
6.	EVACUATION PROCEDURE IN THE EVENT OF A FIRE OR OTHER EMERGENCY (OFF THE SCHOOL SITE)	4-5
7.	MONITORING AND REVIEW	5

1. SCHOOL MISSION

At St Mary's Catholic Primary School, our Mission is:

**TO LOVE GOD ABOVE ALL THINGS
BY
LEARNING TOGETHER
LOVING OURSELVES
LOVING EACH OTHER
LOVING ALL PEOPLE
LOVING LIFE ITSELF
AND
CONSTANTLY STRIVING FOR
EXCELLENCE
WORTHY OF OUR GOD GIVEN GIFTS.**

2. INTRODUCTION

At St. Mary's, we recognise that each member of our school community is created in the image and likeness of God, deserving of safety, dignity, and protection. Our mission to use our gifts for the good of the world includes taking responsibility for the wellbeing of those around us, especially in times of potential risk.

Our evacuation policy reflects this commitment. By following clear, calm, and consistent procedures, we act together to safeguard every individual in our care. In doing so, we follow Christ's example of vigilance, compassion, and courage—ensuring that all members of our school community feel secure and supported.

3. POLICY SCOPE

This policy applies to all staff, pupils, and visitors on the school premises and relates to the evacuation or orderly removal of all persons from the school building in response to a threat from inside the building such as fire.

This policy sits alongside the Safe Response policy which applies to the evacuation and/or lockdown of all persons within the school building in response to threats from both outside and inside the building.

4. STATUTORY FRAMEWORK

This policy has due regard to statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005

This policy has due regard to official guidance including, but not limited to, the following:

- DfE – Health and Safety: Advice on Legal Duties and Powers
- DfE – Emergency Planning and Response for Education, Childcare and Children’s Social Care Settings
- Home Office – Fire Safety: Guidance for Those with Legal Duties
- Home Office – Fire Safety Risk Assessment: Educational Premises
- ProtectUK guidance for schools

This policy will be applied in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Safeguarding and Child Protection Policy

5. EVACUATION PROCEDURE IN THE EVENT OF A FIRE OR OTHER EMERGENCY (ON THE SCHOOL SITE)

- The school will carry out evacuation drills at least once a term in order to ensure pupils and staff members fully understand what is involved in the evacuation procedure and that it is implemented effectively.
- In an emergency situation, such as a fire, the school’s evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.
- All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- New staff members are advised of evacuation procedures as part of their induction training.
- Designated Fire Wardens are responsible for zones within the school – there is a laminated card in each area to be retrieved by each Fire Warden in the event of an evacuation.
- The Headteacher will ensure that all staff members are aware of the primary designated assembly point in the event of an evacuation. This is the Astroturf on the school site.
- The signal for the evacuation procedure to be implemented is a continuous bell (the ‘Fire Alarm’).
- When the Fire Alarm is sounded, pupils and visitors must immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- Staff members will direct pupils to the nearest or safest exit.
- It is staff members’ responsibility to ensure that exits are never obstructed or blocked.

- Fire Wardens are responsible for 'sweeping' their zone to ensure that there are no pupils left in that area. Once the Fire Warden is confident that their zone is clear, they will exit the building and must hand their laminated card to the Headteacher who will be located at the primary designated evacuation point.
- Pupils will walk in an orderly and quiet manner to the primary designated evacuation point.
- The class teacher or adult responsible for a class at that time has responsibility for bringing the class medical bag and 'Red Hand' to the primary designated evacuation point.
- Staff members are to be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP) including any need to use the Evac Chair.
- When pupils are lined up in their year groups at the primary designated evacuation point, a register and headcount will be taken by their class teacher or adult responsible for the class at that time.
- Any missing pupil, staff member or visitor will be reported to the Headteacher, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.
- Information regarding any missing person will be immediately communicated to the Fire and Rescue Service. Staff must not re-enter the building unless authorised by the Fire and Rescue Service.
- Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the Headteacher or emergency services.
- The school office staff will call the emergency services (e.g.: Fire and Rescue Service) as soon as the alarm is raised and they have safely exited the building.
- The school office will take the pupil registers and the visitor and contractor signing-in records to the primary designated assembly point where practicable and safe to do so.
- If required, parents/carers will be contacted in order to collect their children.
- All evacuations will be recorded using the Evacuation Record Log.

6. EVACUATION PROCEDURE IN THE EVENT OF A FIRE OR OTHER EMERGENCY (OFF THE SCHOOL SITE)

- In the event that the school site needs to be evacuated, the secondary designated assembly point will be used. This is in front of St Mary's Church.
- The decision to evacuate off site and use the secondary designated assembly point is the responsibility of the Headteacher (or designate).

- The secondary designated assembly point will be accessed via a padlocked gate on the grass bank adjacent to the Astroturf. Staff will lead children through the gate in a calm and orderly manner behind the Priory and around the side of the Church building to the secondary designated assembly point.
- All the other requirements (as set out above) will also apply for an evacuation to the secondary designated assembly point e.g.: zones to be swept, headcounts, registers, communication to emergency services etc.
- Where the school site cannot be reoccupied, parents/carers will be informed of collection arrangements via the school's communication system.

7. MONITORING AND REVIEW

This policy will be reviewed on an annual basis, or sooner, if statutory guidance is released before the review date.

The review will be conducted by the Headteacher in collaboration with the Governing Body.