



Fire Evacuation Policy

1. Purpose

The purpose of this policy is to ensure the safety of all staff, children, and visitors by providing clear guidelines on fire evacuation procedures. This policy outlines responsibilities, fire prevention measures, and emergency protocols to be followed at each site.

2. Responsibilities

Designated Site Facilitators (DSF) / Designated Safeguarding Leads (DSL)

- Overall responsibility for fire safety at their site.
- Ensure all staff and children are aware of fire evacuation procedures.
- Conduct regular fire drills and maintain fire safety records.
- Ensure fire exits remain clear and that all fire-fighting equipment is checked regularly.
- Liaise with emergency services in the event of a fire.

Staff Members

- Follow the DSF's lead in guiding children to safety.
- Assist with headcounts and ensure no one is left behind.
- Report any fire hazards immediately to the DSF.

All Individuals on Site

- Follow the evacuation procedures and leave the building safely.
- Do not return to the building until declared safe by emergency services.

3. Fire Prevention Measures

- Fire exits must always remain clear and accessible.
- All electrical equipment should be switched off when not in use.
- Flammable materials must be stored safely.
- The DSF is responsible for ensuring that fire drills are conducted at least once per term.

4. Fire Evacuation Procedure

Upon Discovering a Fire:

1. Sound the fire alarm immediately.
2. Notify the DSF and other staff members.
3. Evacuate children and staff to the designated assembly point.
4. Only attempt to extinguish the fire if trained to do so and if it is safe to do so.

Upon Hearing the Fire Alarm:

1. Stop all activities immediately.
2. Follow the DSF's instructions and guide children to the nearest fire exit.
3. Do not use lifts or return for belongings.
4. Assemble at the designated fire assembly point.
5. The Manager and DSL (if safe to do so) will conduct a quick sweep of key areas, including classrooms, hallways, and toilets, to check for any remaining children or staff.
6. The Manager/DSL must not put themselves at risk – if there is any danger (e.g., smoke, flames, blocked exits), they must immediately evacuate and inform emergency services.
7. Once outside, a headcount and register check will be carried out at the assembly point.
8. Emergency services will be informed immediately if anyone is unaccounted for.

5. Fire Assembly Points

- Each site will have a designated fire assembly point communicated by the DSF.
- If the primary location is inaccessible, a secondary assembly point will be used.

6. Communication & Training

- All staff must receive fire safety training as part of their induction.
- Fire evacuation procedures will be displayed at key locations in each site.
- The DSF will ensure that all staff and volunteers participate in fire drills at regular intervals.

7. Review & Updates

This policy will be reviewed annually or whenever significant changes occur in fire safety regulations, site layout, or staffing.

Last Reviewed: J Wiltshire

Next Review Due: 19/03/26