



EBOR ACADEMY TRUST

Camblesforth Primary Academy

Fire Procedure & Emergency Evacuation Plan & Fire Safety Training



Date: February 2026

Review Date: February 2029

1. Fire or Other Emergency Regulations

TO BE DISPLAYED IN EVERY CLASSROOM AND OFFICE

1.1. Responsible Person

The Responsible Person will direct evacuation procedures in the event of the alarm being raised and ONLY the Responsible Person will decide when it is safe to re-enter the building and inform the fire warden to switch off the alarm. The Responsible Person on each site will check the effectiveness and safety of the overall evacuation.

Responsible Person and Overall Coordination	Head Teacher or designated SLT member in absence of headteacher Mr D Card
	If absent Mrs D Eckley Mrs K Jackson
	Fire Wardens Mr D Card Mrs D Eckley Mrs K Jackson

1.2. Raising the alarm

- i) The person discovering the fire or other emergency which requires evacuation of the building should sound the nearest fire alarm.
- ii) On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point
- iii) The alarm can be recognised in that it is the continuous ringing of the fire alarm bell.

- iv) Evacuation procedures must commence for all personnel in the building. Once it has been established that there is a genuine emergency the office staff should immediately call the Fire Brigade/Police. They should then proceed to the assembly point with whole school registers of children absent that day and visitors on site.

1.3. Assembly Point

The assembly point for all students and staff is the playground outside Otters Class.

There are 5 assembly points and staff and pupils must proceed to their designated assembly point.

The assembly point for children attending Wrap Around is the front of the school premises. Staff will escort all pupils from the hall door, around the building and walk to the front of the school premises and wait outside the main gates. All staff in the building at this time should also follow this route. While waiting at this assembly point staff should ensure that no parents, pupils or staff attempt to access the school grounds.

- i) Staff and students must make their way to the assembly point as quickly as possible. When this is reached students should go to their class location and line up for registration. Support staff and visitors should line up next to the assembly point for support staff and visitors. Assistant teachers will also line up with support staff if they are not taking a class.
- ii) Throughout the emergency students must remain SILENT so that the organisation and registration of the school can be conducted quickly.

In the event that this assembly point cannot be used and the whole school site needs to be completely evacuated, staff follow normal evacuation procedures and will escort children out of their closest fire door. They will leave the school site, turning right out of the front of school and head down Mill Lane to Camblesforth Methodist Church, Lavender Cottage, 2 Barn Elms, Camblesforth, YO8 8GY. Keys for this property are located in the school office.

1.4. Alarm during registration and lessons

- i) The teacher will direct students to line up at the classroom door and to remain silent throughout the emergency. Bags and coats must be left in the classroom. The teacher will then escort the group, in single file, to the assembly point.
- ii) On reaching the assembly point students should be directed to their class location.

- iii) Any students out of normal teaching groups when the alarm sounds should go to the assembly point and report to his/her teacher.

1.5. Alarm during breaks, lunchtime or movement from registration to lessons

- i) Unsupervised students should immediately make their own way quickly and in silence, to the assembly point. Do not run; walk quickly and leave the building by the nearest exit.
- ii) Students on playing fields or playgrounds may not be immediately aware of the emergency. As soon as they realise, they must inform others around them and proceed to the assembly point. **THEY SHOULD NEVER ATTEMPT TO ENTER THE BUILDING WITH THE ALARM RINGING.**
- iii) Students in the dining halls will leave under the direction of duty staff.

1.6. Return to the buildings

- i) No-one may re-enter the buildings until permission has been given by the Responsible Person.
- ii) If the emergency has taken place during registration or lessons, students will return to the buildings with their teacher when permission is given.

If the emergency has taken place during breaks or lunchtime, students will be returned to the building by their teacher or released to play on the playground or playing field.

1.7. Emergency evacuation procedures out of normal school hours and holidays

Definition of out of hours:

Term-time: 15:30 hours until 08:30 hours

Weekends and holiday time: 24 hours

In the event of an alarm (indicated by a continuous ringing fire alarm bell)

- **Alarms must not be silenced** before the cause has been identified
- **Everyone** must evacuate the buildings

- The **out of hours assembly point** is at the front of the school Premises, outside of the main gates.
- After 15:30 hours students should only be in the building if they are taking part in after school activities, under the supervision of a member of staff. The members of staff supervising such activities are responsible for ensuring that students leave the building in an orderly manner and proceed to the assembly points listed above.
- Children attending WAC will be escorted out of the building to the designated assembly point outside the main gates of the school premises and return when it is safe to do so. A member of site staff will follow normal procedure.
- If part of the premises is being used for a letting, the person organising the letting will ensure that the evacuation procedure is followed.
- The senior member of staff/caretaker will investigate the reasons for the alarm.
- In the event of a genuine emergency they will use the school telephone/mobile to contact the emergency services. No-one must re-enter the building until informed that it is safe to do so by the emergency services.
- In the event of a false alarm, the caretaker/senior member of staff on duty will inform people at the assembly point that it is safe to re-enter the building.

1.8. EVACUATION MANAGEMENT

EVACUATION MANAGER

The Headteacher/delegated member of the senior leadership team in the absence of the headteacher will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

ROLL CALL MANAGER

The school administrator will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

The fire warden or other designated responsible person will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

1.9. VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a **PEEP** “personal emergency evacuation plan”, which will identify the needs and support actions necessary and details of that support.

1.10. FIRE FIGHTING ARRANGEMENTS

Generally with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional ‘hands-on’ training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

Only tackle small fires

Ensure they are always located between the fire and the exit

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion are affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

1.11. FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

1.12. EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to firefighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

- The asbestos register (or copy).
- A drawing of the premises indicating:
- Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gases e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of the main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

STAFF FIRE SAFETY TRAINING PROGRAMME

Fire safety training shall be delivered to all staff at induction and at regular periods thereafter. Records of this training will be maintained.

The training will be based on:

- General fire safety matters.
- Significant issues and control measures identified within the fire risk assessment.
- Procedures and responsibilities indicated in the emergency plan.
- Issues arising from the regular fire evacuation drills.

2. INDUCTION PROGRAMME - Day 1

The Responsible Manager shall ensure the following programme shall be delivered to all staff on their first day of employment:

- An explanation of the premises evacuation procedure, identification of the fire marshals in the areas the new employee will be working and a detailed explanation of what the inductee must do on hearing an alarm or finding a fire.
- A suitably competent person will 'walk' the workplace with the inductee and indicate.
- All escape routes.
- The assembly point.
- How to open fire exit doors fitted with push bars or other release devices.
- The location of fire alarm call points and portable fire fighting equipment.
- The fire doors that must be kept closed and locked as appropriate.
- Stress the need to ensure exits and fire doors are kept free from obstructions, able to self-close when fitted with closing devices and that staircases, circulation areas/corridors are maintained free of combustibles and other obstructions.
- Areas in which smoking is permitted and prohibited
- Staff member to sign the understanding of the all the above on their Staff Induction Checklist

3. ONGOING TRAINING

The Responsible Manager shall ensure the staff will receive regular fire safety training every twelve months in respect of the following.

3.1. GENERAL FIRE SAFETY MATTERS

The following will be delivered to all employees.

- The importance of the fire precautions within the building, i.e. protected staircases, protected corridors, smoke barriers in corridors, fire alarms and escape lighting.
- The importance of fire doors and the need to ensure they function correctly.
- The importance of keeping exit routes clear.
- Smoking policy.
- Local housekeeping arrangements.
- Local fire prevention controls.
- Local arson prevention measures.
- The selection and use of fire fighting equipment and the location of equipment provided.

The procedure for recording near misses.

3.2. SIGNIFICANT MATTERS ARISING FROM THE FIRE RISK ASSESSMENT

Staff will be informed of any significant fire risks and the interim actions to control them. These will also be included in the regular training.

3.3. EVACUATION PLAN PROCEDURES AND RESPONSIBILITIES

The following detail from the current evacuation plan will be delivered to all employees.

- Where alarm points are and how to raise the alarm.
- Actions on finding a fire.
- Actions on hearing the alarm.
- Revise escape routes from the building, including alternative escape routes.
- How to call the Fire and Rescue Service and who should do this.
- The location of the assembly points.
- Fire marshal responsibilities.
- Procedures for evacuating members of the public.

- Arrangements for the evacuation of people with special needs.
- Fire fighting arrangements.
- First aid arrangements.

3.4. ISSUES ARISING FROM FIRE DRILLS

Staff will be informed of any significant issues arising from the most recent fire drill and what action is being taken. Any key issues should be included in the regular training.

3.5. TRAINING RECORD

Records will be maintained for all training activities. The following information will form the basis of those records:

- Subject matter covered.
- The date the training occurred.
- The duration of the training.
- Who gave the training and their level of competency.

Names of people receiving the training.