



St Peter's Catholic Academy

Fire Drill and Emergency Evacuation Policy

Our Mission

"Together One Family, One Community in Christ."

St. Peter's Catholic Academy recognises that gospel values and the teachings of the church are central to the life of the school. The school aims to create an environment where children can develop physically, emotionally, socially and morally fostering co-operation and communication between home, school, parish and the local community. Together we hope to lead our children towards understanding, tolerance, justice and sensitivity to the needs of others.

This document details the fire and emergency evacuation procedures for St Peter's Catholic Academy

An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building

It is the Principal's responsibility to ensure all staff members are aware of the policy

All staff must ensure they are familiar with the procedures and act upon the requirements

The role of Lead Fire Marshal has been delegated to Miss Caton

On discovering a fire:-

- Raise the nearest alarm using the nearest break glass
- Do not attempt to put out the fire

On hearing the alarm:-

- The person managing the class/group/individuals will take the children through the nearest fire exit in a calm and orderly manner
- Do not stop to collect anything
- Line up at the designated assembly point which is on the school playing fields.
- Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP)
- All staff should be aware of their nearest exit not only in the classroom but other areas of the school
- Fire Evacuation notices and a Premises Plan (see appendix A) detailing the assembly point, escape routes and fire exits are present in each classroom/area
- The Principal or Vice Principal to check main building including toilets, cloakroom area and chapel to ensure they are fully evacuated. If able to do so the Principal will exit via the doors opposite the chapel.
- Fire Marshall to stay in office entrance and check the alarm panel where the fire is located so this information can be passed onto the Fire service.
- Mrs Shaw or another member of the foundation stage to check the Nursery and Reception Class and

Foundation Unit kitchen and toilets to check full evacuation.

- Miss Caton to check the administration block, staff toilets and hall to check full evacuation
- Miss Caton or Mrs Hammond to ensure they have a mobile phone and call the fire brigade
- Mrs K Hammond to take pupil registers to assembly points and give to class teachers
- Mrs K Hammond to use inventory anywhere app to check all visitors and staff are present at assembly points
- Member of staff to ensure that gate keys are removed from building and that gates are unlocked for fire service (if required)
- Teachers to call class register and report any missing pupils to the Principal or Fire Marshall.
- The Fire Marshall will liaise with the Fire Service once they arrive at school
- 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 Principal or emergency services

Kitchen staff

- Kitchen staff to evacuate to the designated assembly point on the school playing fields
- Cook in Charge to check that all kitchen staff have evacuated and are present at assembly point
- Kitchen staff not to return to building until authorised by member of Leadership team

Visitors

- Visitors must sign in upon arrival
- All visitors will be informed of the fire evacuation plan
- All visitors in the event of a fire, fire drill or any other emergency to evacuate the school building at the nearest fire exit and go to the assembly point on the school playing fields

General Fire Precautions

- The fire alarm to be tested weekly by the Site Manager and logged in the Fire Log Book
- All Fire Doors /Exits and Emergency Lighting to be checked monthly and recorded in the Fire Log Book.
- All Fire Fighting Equipment to be checked monthly and recorded in the Fire Log Book.
- Fire Drills to take place Termly and recorded in the Fire Log Book.
- An Evacuation Record Log to be completed after each drill or evacuation (see appendix B)
- Fire Risk Assessment to be completed and reviewed annually
- This policy is reviewed annually and is located in the school office
- All staff to ensure good housekeeping at all times

Use of Fire Extinguishers

- The fire regulations and marshal's courses place some emphasis on fighting fires using extinguishers. They have been written for general workplaces rather than specifically for schools. In the event of a fire alarm in a school the primary responsibility of the class teacher in charge of the children must be their safe exit from the building

Training

- All staff to complete Fire Safety Awareness and Fire Warden Online training on National Online College
- S Caton to complete Fire Marshall training and L2 Fire Safety course
- A Hodgson Trained Fire Marshall
- S Caton Trained in Fire Risk Assessment

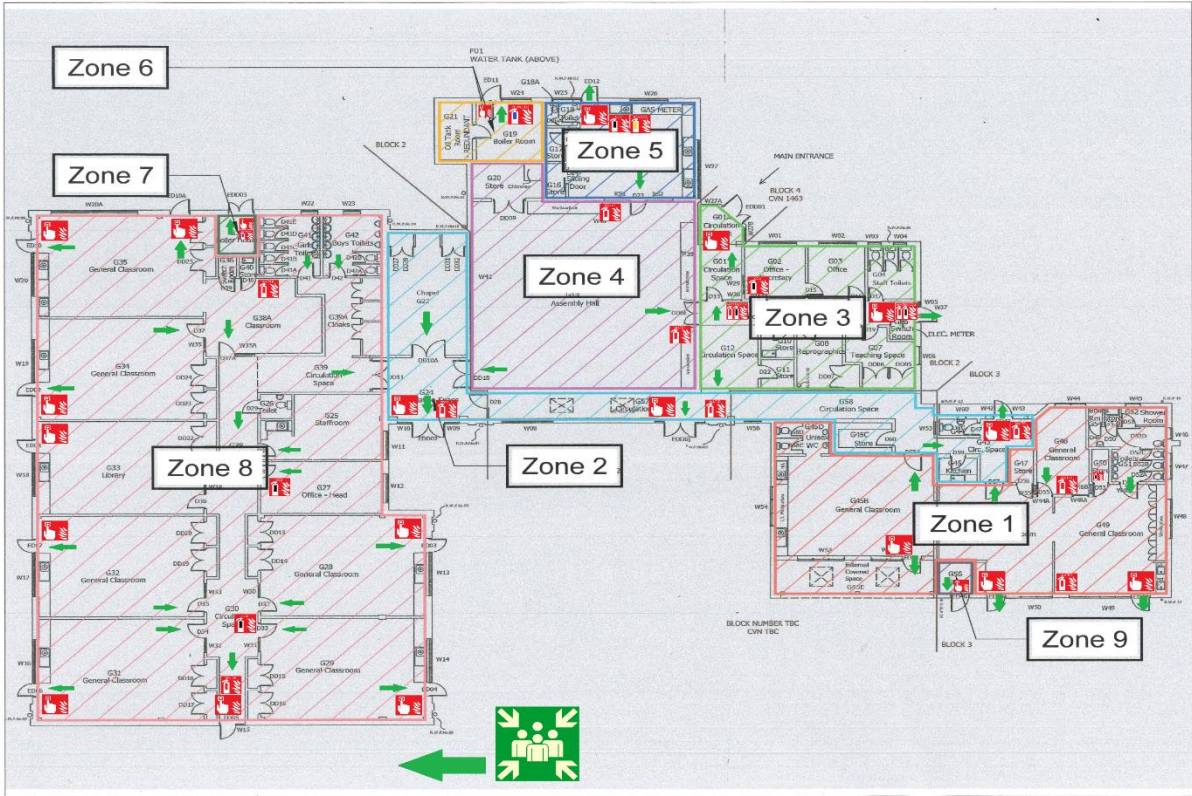
This Policy was reviewed September 2025

Chair of Academy Committee – N Williams

Signature_____

Date_____

Appendix A – Premises Plan



Appendix B – Evacuation Record Log

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information
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