

Fire & Evacuation Procedure School Road

Amended: Autumn 2025
Adopted by Governing body:

Reviewed: Annually

Vision Phrase

‘Aim high and smile’



Fire and Evacuation

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Definitions

FRS	Fire Rescue Service
MDSA	Midday Supervisor Assistant
PA	Personal Assistant
TA	Teaching Assistant

Introduction:

The purpose of this document is to detail:

- Action to be done if you Discover a fire
- Actions to be taken when hearing the fire alarm
- Roles and responsibilities of individuals

West Hove Infant School (School Rd) has three distinct areas these being the main school building a Children's Centre and stand-alone hut, these areas are shown in [Appendix 1](#). Both the main build and Children's Centre have two levels a Ground and First floor the Children's Centre has a dedicated fire exit from the upper floor. In addition the main building has a basement that houses the boilers and hot water cylinder.

The Children's Centre has its own boiler room and a commercial kitchen. The fire exits for each areas are detailed in [Appendix 3](#)

All staff and adults working at the School should familiarise themselves with:-

Fire evacuation procedure and Policy for the school.

- Should be familiar with the room evacuation plan and sweeping responsibilities detailed in [Appendix 4](#)

In the event of the fire alarm being activated the primary objective is:

- To evacuate the building of all personnel in an orderly manner
- To ensure no persons are left in the building unless authorised to be there
- To ensure all personnel are accounted for, by carrying out a roll call
- Notify the Fire Rescue Service (FRS)

Assembly Point.

Once outside the building follow the evacuation route to the main assembly area which is located in the Junior School playground as shown in [Appendix 2](#).

In the event of a major incident a second assembly point may be considered, this will be detailed once the roll call has been carried out by the incident controller (SLT). This would include bomb threats etc.

Fire Drills

The Fire Drill will be practised once each term, the times of the drills will vary to ensure that evacuations are practiced at different periods of the school day. Occasionally, the drill will take place during Breakfast Club.

All after school clubs will complete a fire drill once per half term. Their exit will depend on location of club. The club administrator (CL) will discuss this with the club leader during their induction.

Fire Action:

On Hearing the Alarm

- Evacuate the building using the nearest available fire exit that is shown on the evacuation plan.
- Close all doors as you pass through them and if you have time close windows.
- DO NOT stop or allow children to pick up personal belongings
- Make your way to the designated assembly point in an orderly manner.
- Do not re-enter building until authorised to do so
- A role call will be carried out, report any missing persons

On Discovering a Fire

- On discovering a fire, raise the alarm by shouting FIRE! (To alert anyone in the immediate vicinity)
- Activate the nearest Break-Glass call-point (small red box, close to most exits).
- Leave the building by the nearest exit, following the instruction ON HEARING THE ALARM.
- Report location of fire (room number) to the incident controller (SLT) attending.

A typical fire action card see Fig 1



Fig 1

Fire Exits / Fire doors

A fire exit is a means of exiting a building in the event of fire. The purpose of the fire exit is to, allow a quick escape through to a place of safety. A fire exit is not to be confused with a fire door, which is an internal door with a fire-resistance rating. It is used as part of a passive fire protection system to reduce the spread of fire and smoke between separate compartments/areas of the building to enable safe egress from a building. A fire door must be closed if the fire alarm is activated. The school has numerous fire exits throughout the school which are shown in [appendix 3](#)

Roles and Responsibilities

It is the responsibility of all staff when the alarm is sounded to ensure that children/visitors in their charge are escorted from the building in an orderly manner and make their way to the assembly point for roll call. This includes individual needs groups in the children's Centre etc.

Role 1: School senior SLT leader at the time of incident. (Fire Co-Ordinator)

- Verifies that the Fire Brigade has been called
- Open both of the back gates and await the Fire Rescue Service (key to be carried on ID badge)
- Return to the assembly point to coordinate
- Verify with that all pupils, staff and visitors are present
- Liaise with the FIRE Rescue Service
- Will give the all clear that it is safe to return to the building

Role 2: Duty Office Staff

The Duty Office staff

- Call **999** and ensure that they are clear on the access points
- Collect the class registers, the absence and late book and the Staff/Visitor printed sheet from Sign In Portal
- Collect the grab and go bag in main office (tall cupboard in front office)
- Exit the school by the nearest available fire exit and make way to the assembly point.
- Distribute class registers to the teachers for roll call
- Verify that all visitors are accounted for

If the registers are still with the teachers (during registration, at the beginning of a session) when the fire alarm sounds, the teachers must take their register with them. At lunchtime, the Office Manager or Clerical Assistant will collect the registers and at the assembly point distribute to all MDSAs.

Fire Wardens

The purpose of the sweeping is to ensure that everybody has evacuated a designated area

Hut

The senior teacher/Intervention TA using the hut at the time of the alarm must ensure all personal are out of the building before closing the outer door.

Duties of Individual Needs Assistants working with children who have a PEEP, mobility difficulty or special need.

When present, the individual needs assistants will accompany the child to the assembly point on the junior school front playground using the nearest exit door. The class teacher is ultimately responsible for the children in his/her care.

Visitors

All visitors will be briefed on the fire evacuation procedure and assembly point on arrival. Depending on the reason for their visit they may have to make their own way to the assembly point or may be escorted by a member of staff. Where a roll call will be carried out.

All members of staff and visitors must sign in and out before entering or exiting the school building, including lunch times.

Lunchtimes

Lunchtime (Hall)

If the children are having lunch, the MDSAs will in turn to lead a few tables of children out to the assembly point through the nearest available fire exit. The MDSAs will ask the children to line up next to their class picture and should await their class register. The MDSAs will check registers to ensure that everyone is accounted for. MDSAs should hold up their arm to indicate that everyone is present. If anyone is believed to be missing, then the MDSA must go to a member of staff from the office who will check the late attendance/early leaving book.

NO ONE must re-enter the building until directed to do so by the Fire Co-Ordinator.

Lunchtime (Canteen)

The MDSAs in turn will lead a few tables of children out through the nearest available fire exit onto the junior school front playground. The MDSAs will ask the children to line up next to their class picture and should await their class register. The MDSAs will check registers to ensure that everyone is accounted for. MDSAs should hold up their arm to indicate that everyone is present. If anyone is believed to be missing, then the MDSA must go to a member of staff from the office who will check the late attendance/early leaving book.

NO ONE must re-enter the building until directed to do so by the Fire Co-Ordinator.

Lunchtime (Junior Buddies)

The buddies will read fire and evacuation guidance daily when signing in. Office staff will check that all buddies are present on the junior playground.

Buddies Fire Safety Guidance

Please make sure you read the following.

1. Sign in daily so that we know that you are on the school site.
2. If you spot a fire please alert a member of staff.
3. In the event of the fire alarm sounding please join an MDSA and evacuate the building via the safest and nearest exit. The fire alarm is one continuous sound.
4. It is essential that you go to the **junior school front playground (our assembly point)** so that we know that you are safely out of the building.
5. Sign out daily so that we know that you have left and we are not looking for you if there was a fire.

Children in Saplings

Staff to escort the children around the perimeter of the building to the assembly point. The children will line up behind their class picture and await the class register. Under no circumstance should anyone enter the building.

Children at WHLF Afterschool Club

If in the canteen

Staff will lead the children out to the assembly point at the nearest fire exit. Supervisor/Assistant Supervisor will take lap top and staff register to assembly point. One member of staff will sweep the toilets on the lower ground floor in the children's centre.

If in the Snug

Staff will escort the children in the Snug playground around the perimeter of the building to the assembly point member. One member of staff will sweep the toilets on the ground floor of the main building. Under no circumstance should anyone else enter the building.

If office is closed Supervisor/Assistant Supervisor will:

- Call **999** and ensure that they are clear on the access points
- Open both of the back gates and await the Fire Rescue Service
- Return to the assembly point to coordinate
- Verify that all pupils and staff are present
- Liaise with the FIRE Rescue Service

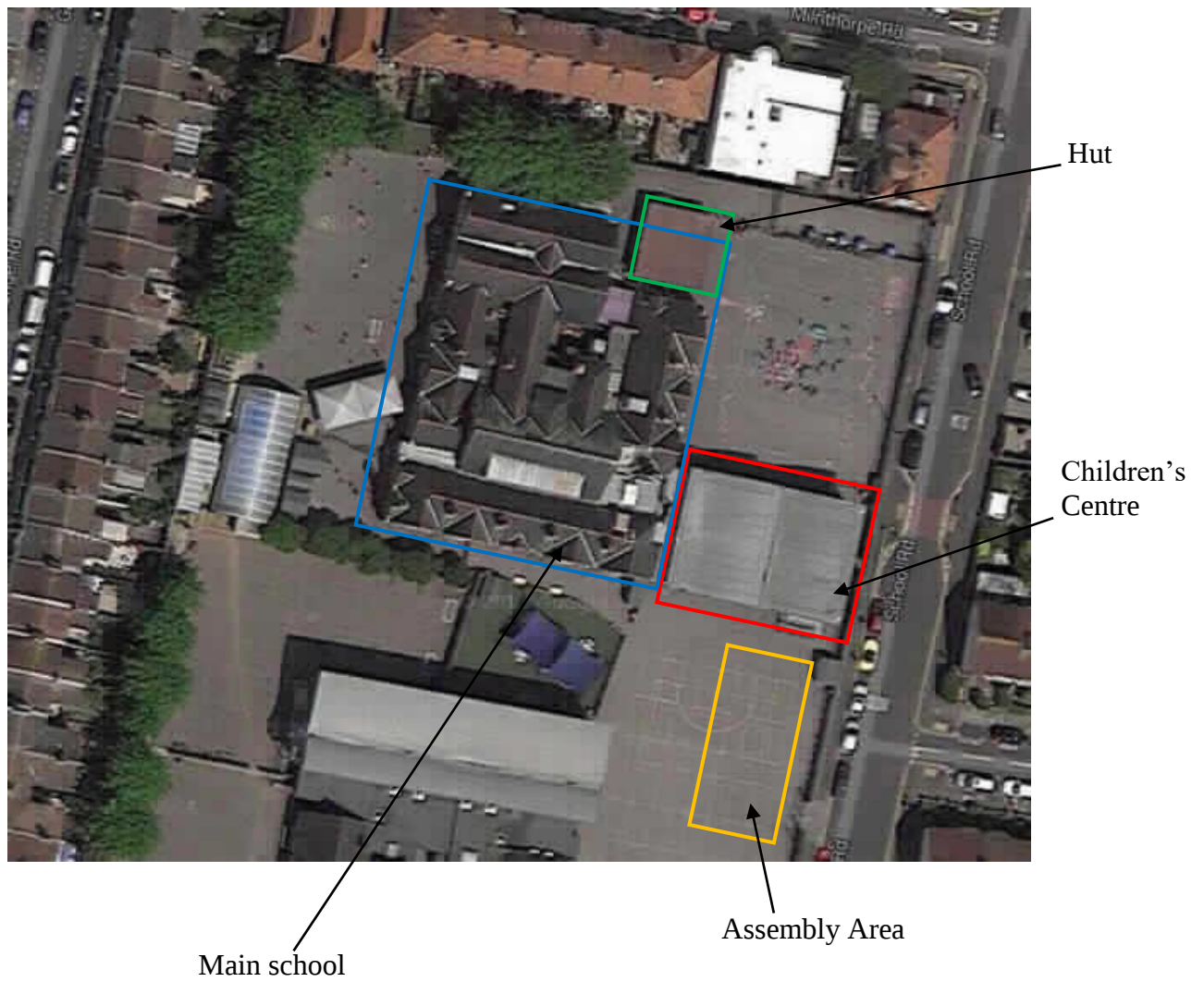
Staff members working with children in the Children's Centre

Staff working with children in lower ground level of the Children's Centre may evacuate via the kitchen access corridor as shown in [Appendix 3 \(Children's Centre Lower Ground Floor\)](#). Staff working in this area must take a green gate key (key 21 located main office key cupboard) this is to gain access to the junior school. **Every teacher using the children's centre must carry a key at all times for the gate** Upon hearing the alarm, the children must be escorted out of the building, following the exit signs.

The children must then be led through the green gate once unlocked and onto the junior school front playground to line up with their class.

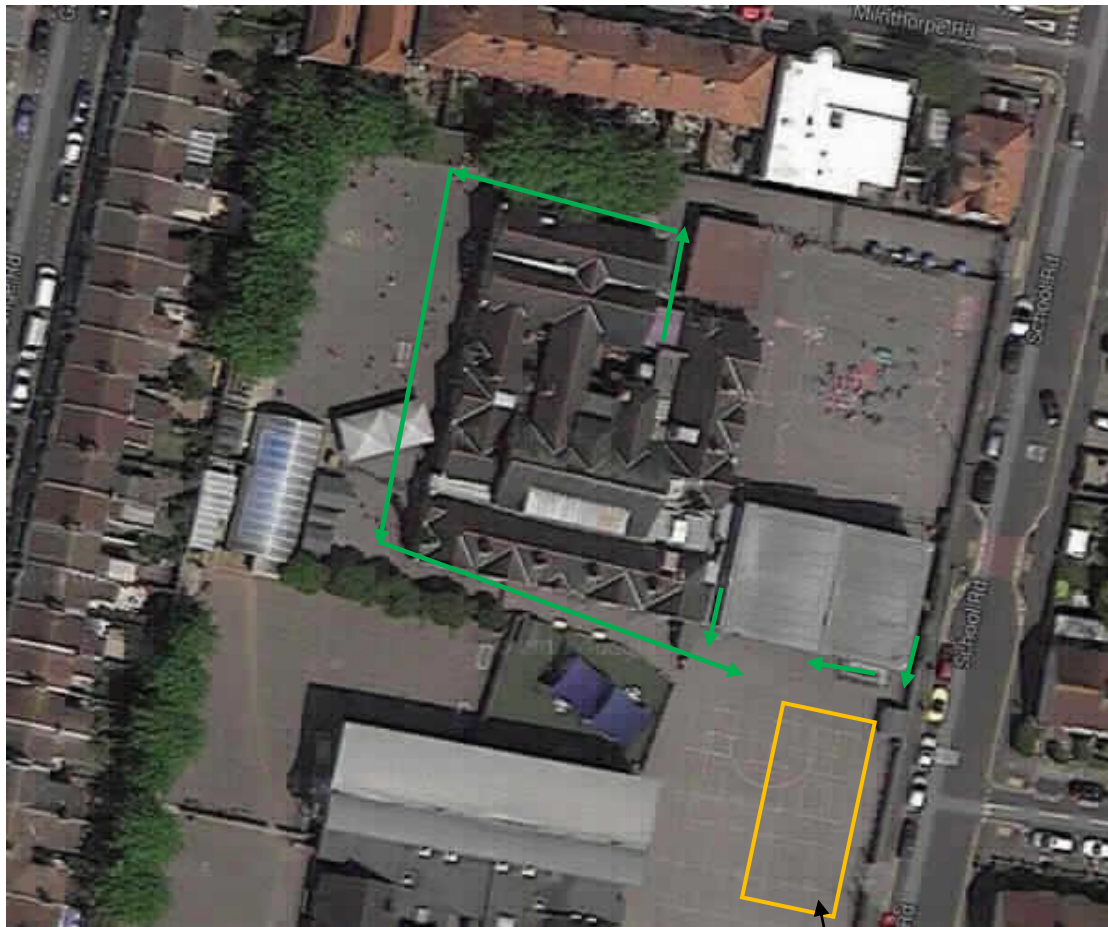
Appendix 1

West Hove Infant School (School Rd) Layout



Appendix 2

External evacuation routes to Assembly Area



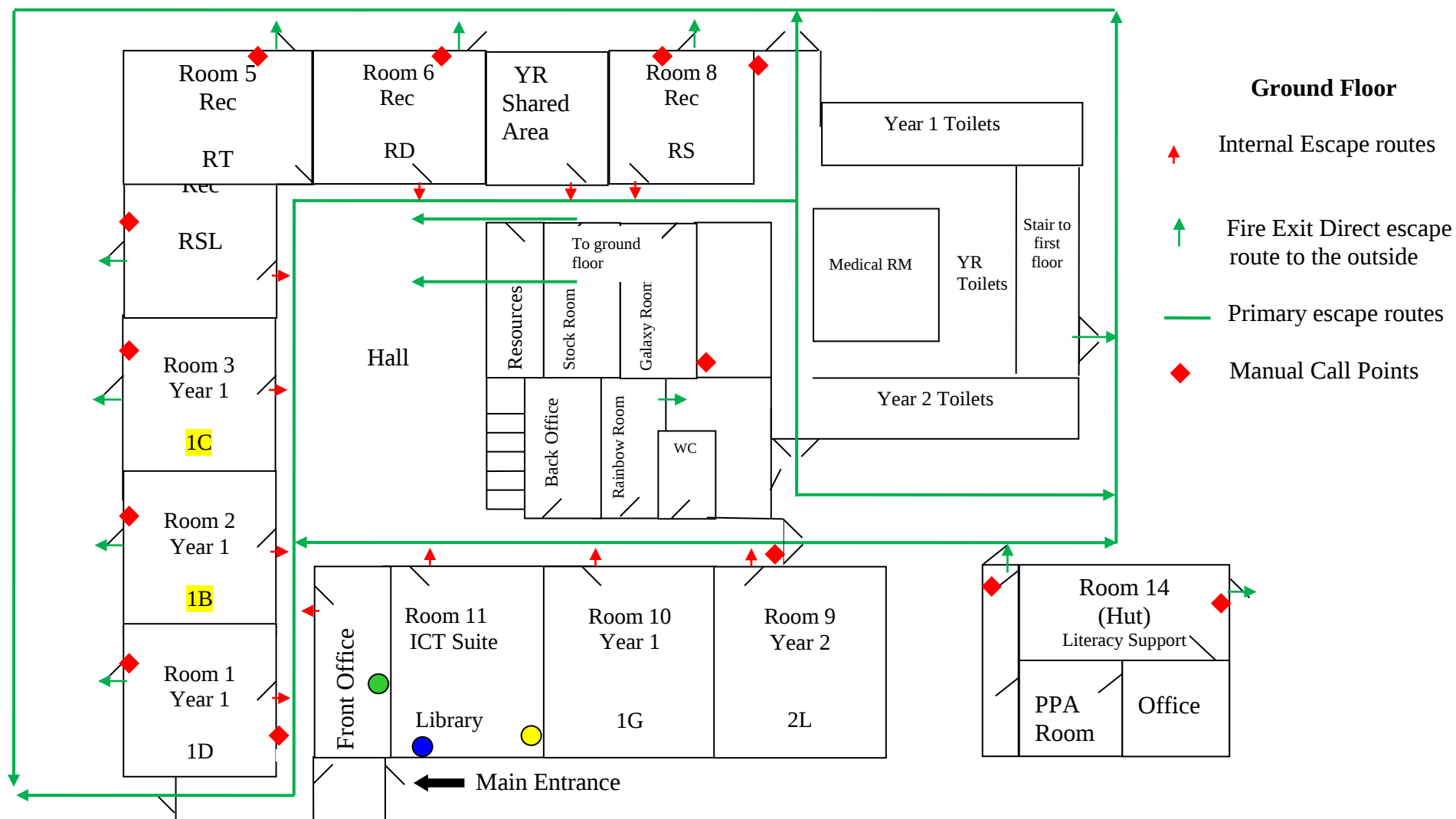
↑ External Evacuation
route

Main
Assembly Area

Appendix 3

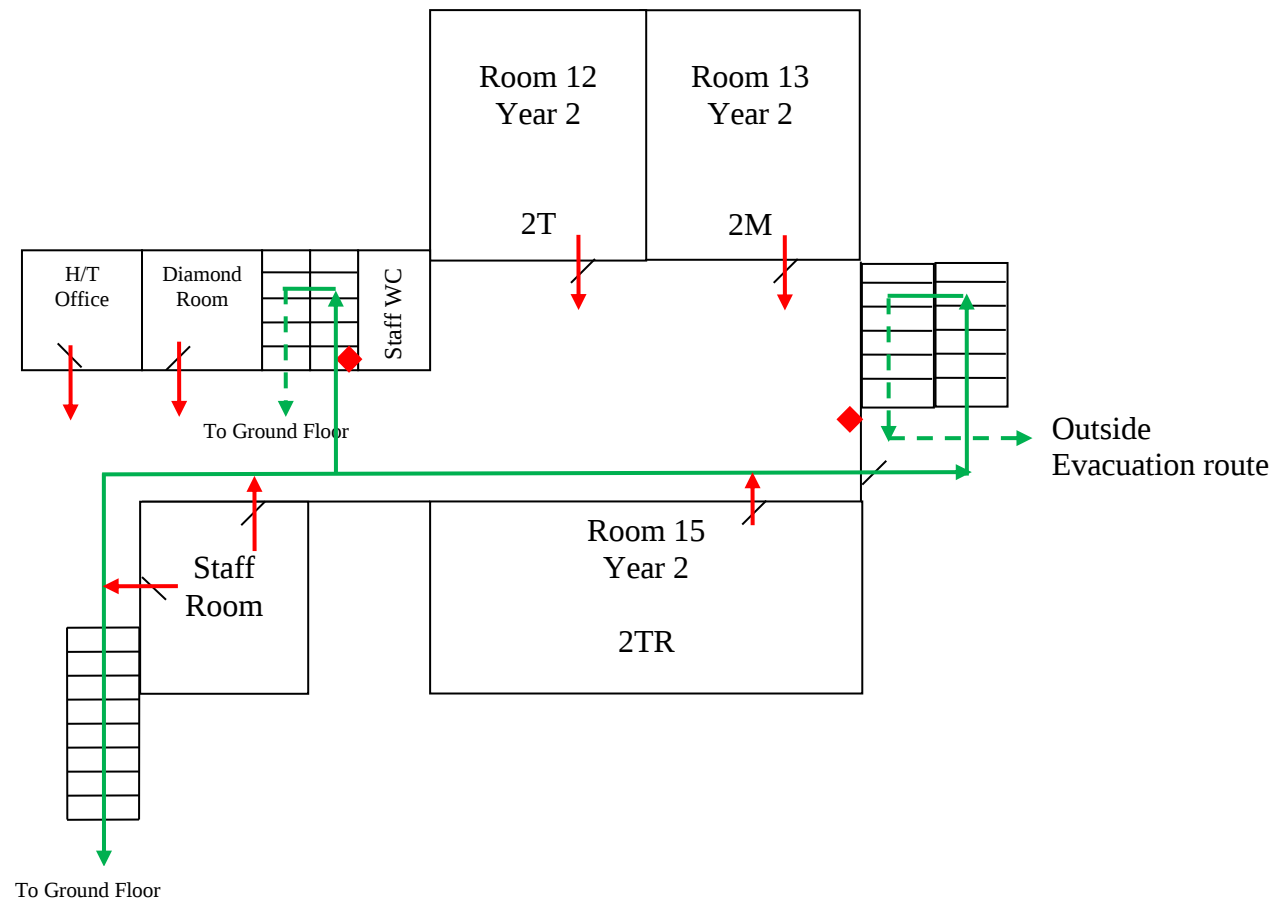
West Hove Infant School Evacuation Routes

Main Building Ground Floor

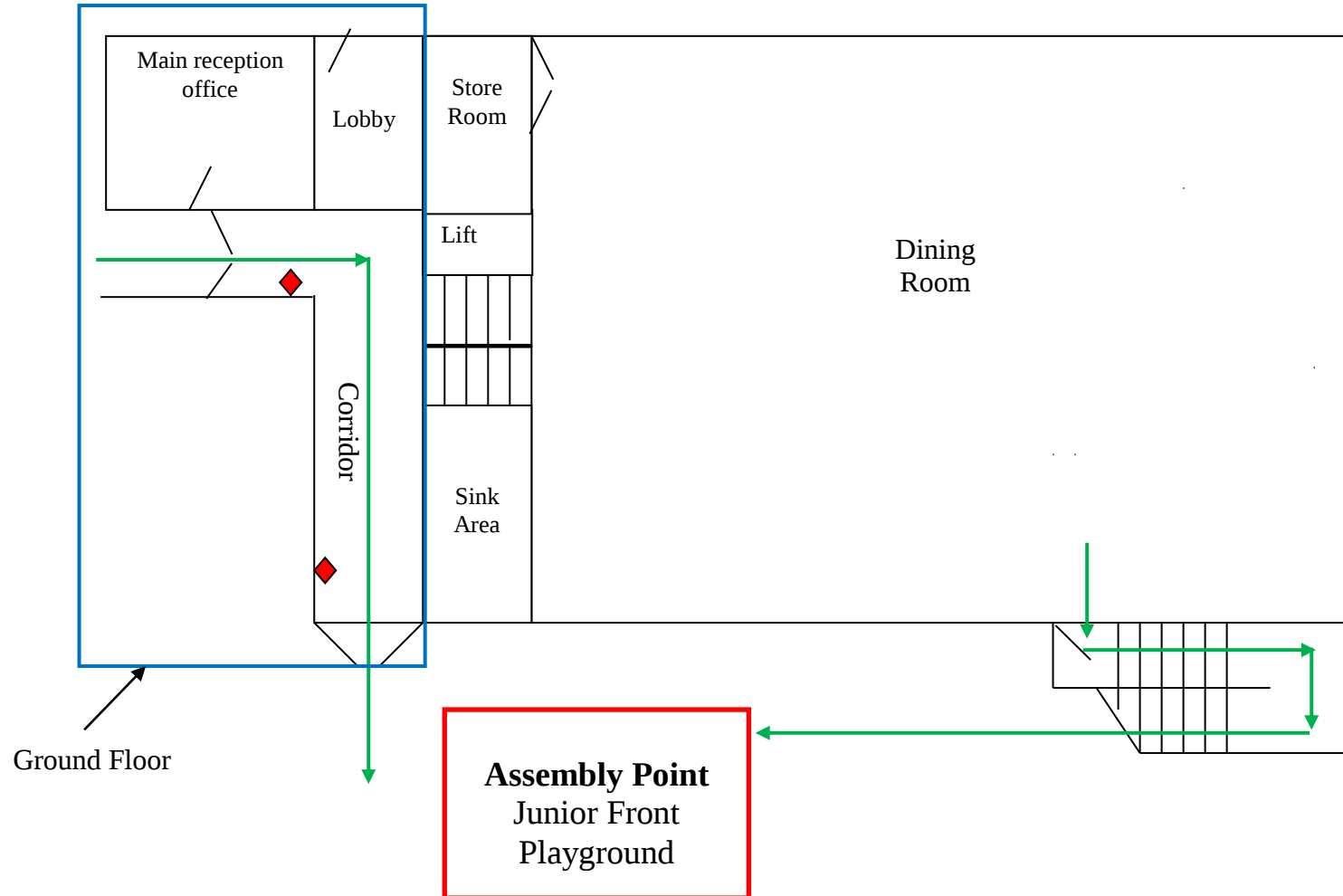


Assembly Point
Junior School
Front Playground

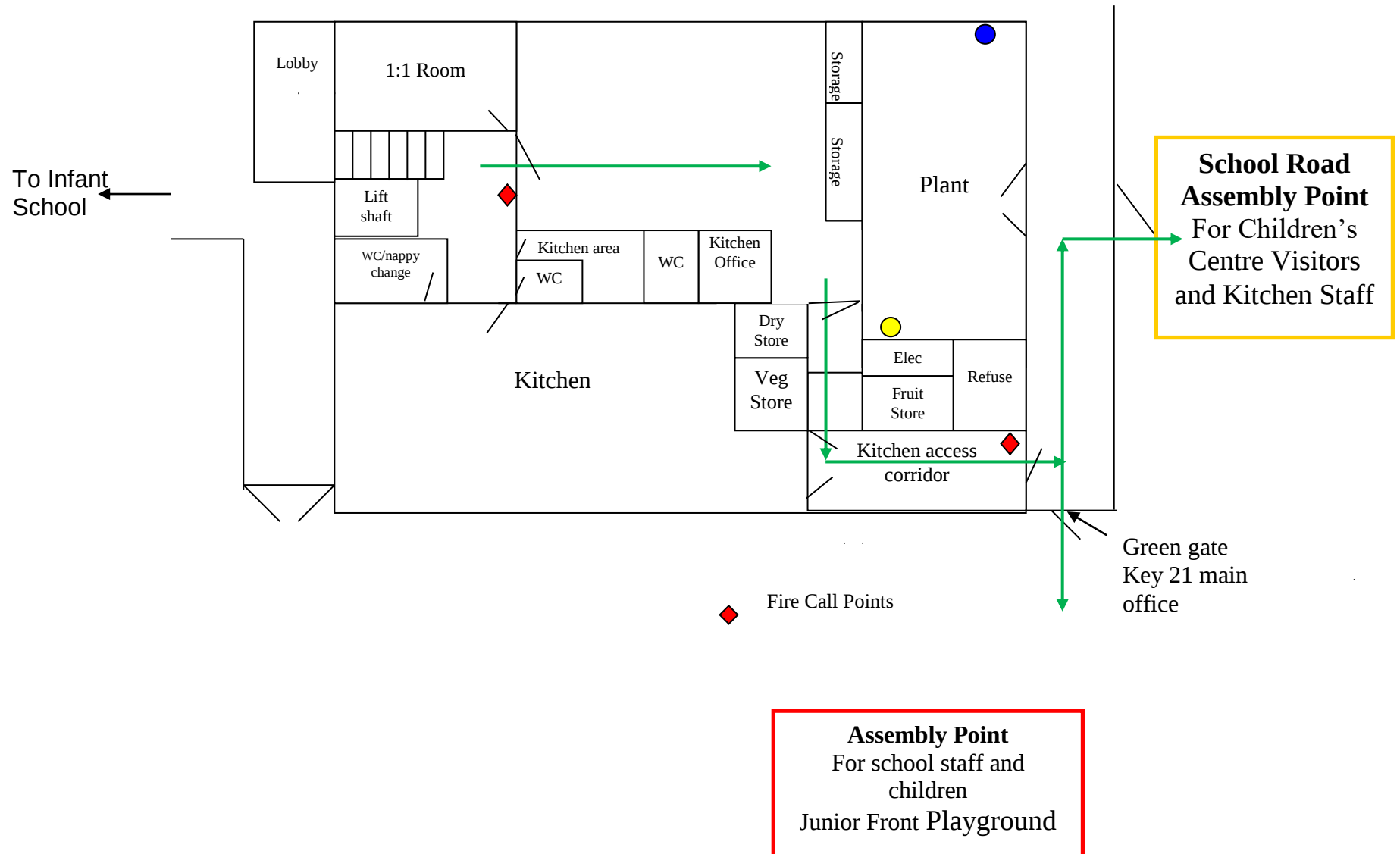
Main Building First Floor



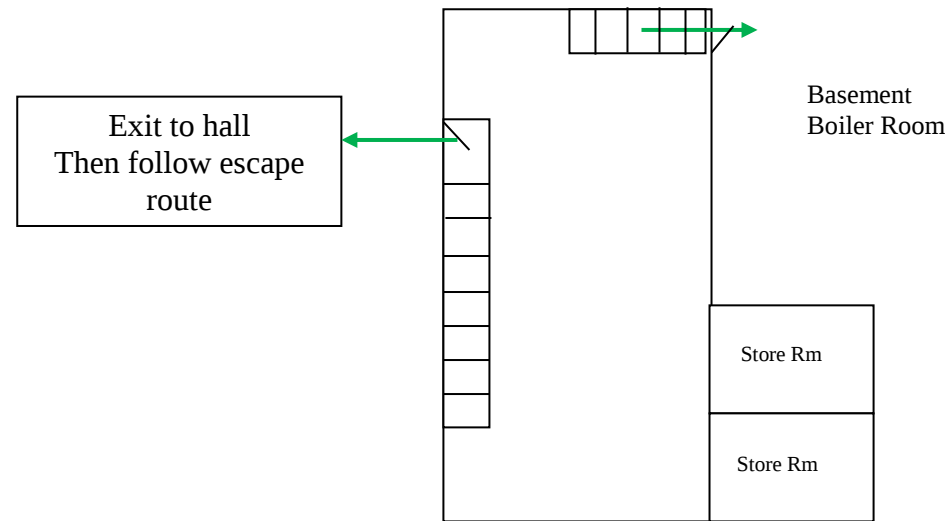
Children's Centre First Floor



Children's Centre Lower Ground Floor Escape route



Main Building Basement Boiler room



Appendix 4

BRIGHTON & HOVE CITY COUNCIL

EMERGENCY EVACUATION PLAN

Name & address of the premises	West Hove Infant School, Portland Rd, Hove
Directorate	CYPT
Section	Schools
Description of building e.g. office, hostel, school	Infant School
Person Responsible for day-to-day management of the premises	Maddie Southern (Headteacher)
Date plan produced and/or amended	September 2025
Name of person producing plan (print name)	Maddie Southern
Job title	Headteacher
Signature	

Duties and identities of staff with specific responsibilities during an evacuation e.g. the Evacuation Controller, Fire Wardens, 1st Aiders

- All teaching and support staff receive fire awareness, every 3 years. Fire wardens have received additional training in how to check fire doors and fire point checks. Staff have been instructed not to use fire extinguishers as per LA guidance.
- Back office staff to check the first floor of the main building.
- Front office staff to check the ground floor of the main building.
- On way to Assembly Point notify the class in Sapling
- The Executive Headteacher, Head of School or a member of SLT take responsibility for co-ordinating evacuation
- A member of the office staff and other support staff are trained first aiders
- Office staff or out of hours person discovering the fire should call the fire brigade

Action to be taken by a person discovering a fire

- RAISE THE ALARM immediately by activating the nearest Fire Alarm call point to start evacuation procedures
- No attempt should be made to tackle the fire unless fire extinguisher training has been given
- Leave the building by the nearest **safe** exit
- Report to assembly point
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building until safe to do so

Fire warning system (description of type of alarm used e.g. bell/siren/voice etc, types of signals and location of system panels)

- The school has automatic fire detection (AFD) to L2 standard as recommended by the LA
- Call points are identified on the school map enclosed. Please ensure that you are familiar

with their locations

- The AFD control panel is situated in the reception lobby
- Sounders have been installed throughout the school to give a high pitch electronic sound. This is not to be confused with the 9am bell sound

Evacuation procedures (description of procedures to be followed)

- Evacuation must be started as soon as the fire alarm is heard. All belongings should be left unless essential. The nearest and safest escape route should be used. All staff should adhere to the fire and evacuation policy
- Ensure all doors are closed as you leave
- Once at the assembly point, staff must collect registers and carry out a roll call. When this is done, each teacher should raise one arm to indicate to the head or deputy that all children in their class are accounted for- or inform them in person if someone is missing

Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, members of the public e.g. use of Evac-chairs, buddy systems, additional fire wardens for public areas etc.

- All staff are to ensure that visitors in their room or area are escorted from the building
- During school functions e.g. concerts, the most senior member of staff, or the PTA, present will give instructions to the parents/visitors
- Contractors' employers must liaise with the school regarding the arrangements for their staff
- If a member of staff or child has a PEEP, a member of staff will be designated to look after them in the event of a fire and during all fire drills

Location of Assembly Point(s)

In the Junior playground

How the Fire Service (and any other emergency services) are to be called and who is responsible for doing this

- Front Office Staff are responsible for calling the emergency services during normal school hours
- Out of hours, the person discovering the fire will call the emergency services
- Office Staff will be asked by the operator which service they require. 'The fire service' must be clearly stated. If injuries are known the ambulance service' must also be stated
- Office Staff will then need to give a brief summary of the situation
- The full address and telephone number of the school must be given

WHI school
Portland Road
Hove, BN3 5JA
[Tel: 01273 733386](tel:01273733386)

Provision for out of hours – when fire wardens, evacuation controllers may be unavailable, including

provision for staff who work late, cleaners, contractors and visitors who may be on the premises.

- The school hires out the hall to a number of providers. The schools fire and evacuation procedures will be given to them which highlights the evacuation routes
- Fire risk assessments will also be given to them
- All cleaners and mid-day staff will attend fire awareness training every other year

Procedures for liaison with the Fire Service on arrival and during the evacuation (who, where, what etc)

- The Senior SLT Leader at the time of incident will meet the emergency services and give them details of any missing persons. Plans of the school have been sent to the emergency services which illustrates where intake shut off points are located

Procedures for keeping access areas for the fire and rescue service clear

- The fire engine will need to come through the far drive in gates or junior double gates. A key is located in reception

Arrangements for fighting fire e.g. whether staff are trained to use fire extinguishers or not

- The school has adopted a strict policy on fighting fires. NO untrained staff member should tackle a fire
- Fire extinguisher training is not given as per LA guidance

Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival e.g. location of highly flammable substances such as oxygen, acetylene

The school has identified these high risks areas: Boiler room, ICT suite and kitchen areas.

Details of where staff training records are kept and arrangements for providing such training

- All fire safety training is recorded and kept on file
- Training is given every 3 years

Identification of key escape routes e.g. Attach plans of escape routes

- If the fire alarm system is inoperable whilst the school is in use then the Senior SLT Leader at the time of incident will implement the following measures:
- The old fire bell will be used in the event of a fire
- A full inspection of the premises will be conducted every hour
- In extreme circumstances the school will be closed. This decision will be taken by Senior SLT in liaison with the LA
- If the school cannot be re-entered due to fire damage, then pupils will be taken over to the Junior School (particularly in adverse weather conditions), whilst arrangements are made to call parents and send pupils home. If the junior school has to be evacuated also, a coach company will be called during adverse weather for the children to remain warm. During warm weather, the children will be escorted to Stoneham Park.