

Offham Primary School



Fire Evacuation Procedure

Date of Policy: July 2026

Review Date: July 2027

On discovering a fire activate the nearest fire alarm put and then leave the buildings as defined below. Remember do not stop to gather personal items and always remain calm.

Class Teacher/Teacher Assistant

On hearing the alarm:

- Calmly exit building with pupils using the agreed fire door or nearest exit.
- On leaving shut doors and windows to contain the fire.
- Once at the Assembly point (playground) line up the pupils in alphabetical order.
- Report presence to Head Teacher/Deputy Head Teacher or Office Staff and take register from School Secretary.
- Walk along the line calling each pupils name.
- If any pupil is missing, then report to Head Teacher/Deputy Head Teacher immediately.
- If all present and correct, raise hand.

Fire Warden – SLT and Site Staff

On hearing an alarm:

- If safe to do so check allocated areas and assist people to nearest fire exit.
- Exit building using the agreed fire door or nearest exit.
- On leaving shut doors and windows to contain the fire.
- Once at the Assembly Point (playground) report presence to Head Teacher/Deputy Head Teacher or office staff.
- Inform Head Teacher/Deputy Head Teacher if checked area. If you do not inform them we will assume area not checked. This will inform fire brigade on their arrival.

Contractors/Visitors to the School

On hearing an alarm:

- Exit building using the agreed fire door or nearest exit.
- On leaving shut doors and windows to contain the fire.
- Report to the Head Teacher/Deputy Head Teacher or office staff at the Assembly point (playground).

All Other Staff

On hearing an alarm:

- Exit building with pupils (if applicable) using the agreed fire door or nearest exit (Appendix 1).
- On leaving shut doors and windows to contain the fire.
- Once at the Assembly Point (playground) report presence to Head Teacher/Deputy Head Teacher or office staff

Headteacher/Deputy Headteacher

On hearing an alarm:

- If a Fire Warden follow the procedures.
- Confirm a true fire.
- Once confirmation has been made make or get Office staff to make the 999 call.
- Exit building with using the agreed fire door or nearest exit .

- On leaving shut doors and windows to contain the fire.
- Meet at the Assembly Point (playground).
- Confirm with teaching staff/Teacher assistant if all children accounted for (appendix 1)
- Confirm with Fire Wardens if allocated areas have been checked (appendix 1).
- Confirm with Office Staff if all staff and visitors have been accounted for (appendix 1).
- Liaise with the Fire Brigade.

Office Staff

On hearing an alarm:

- If a Fire Warden follow the procedures.
- If requested by the Head Teacher/Deputy Head Teacher make the 999 call
- Exit the building with using the agreed fire door or nearest exit.
- On leaving shut doors and windows to contain the fire.
- Meet at the Assembly Point (playground).
- Give teachers registers to check pupils' presence.
- Record staff and visitors' presence.
- Report lack of presence to Head Teacher/Deputy Head Teacher immediately.
- Confirm with Fire Wardens if allocated areas have been checked.

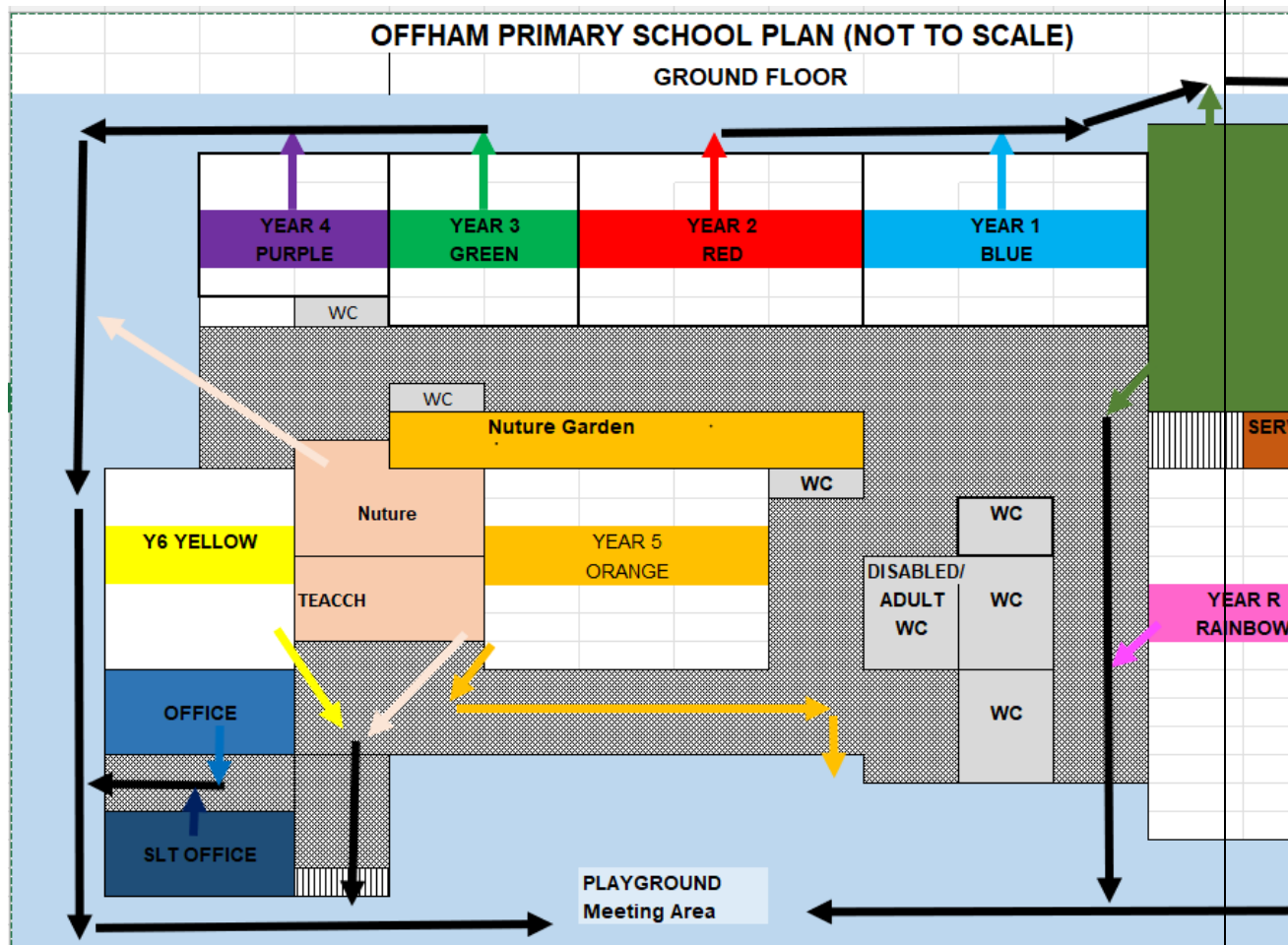
Appendix 1: Checklist

Group/People	Checked
Visitors	
Staff	
Rainbow	

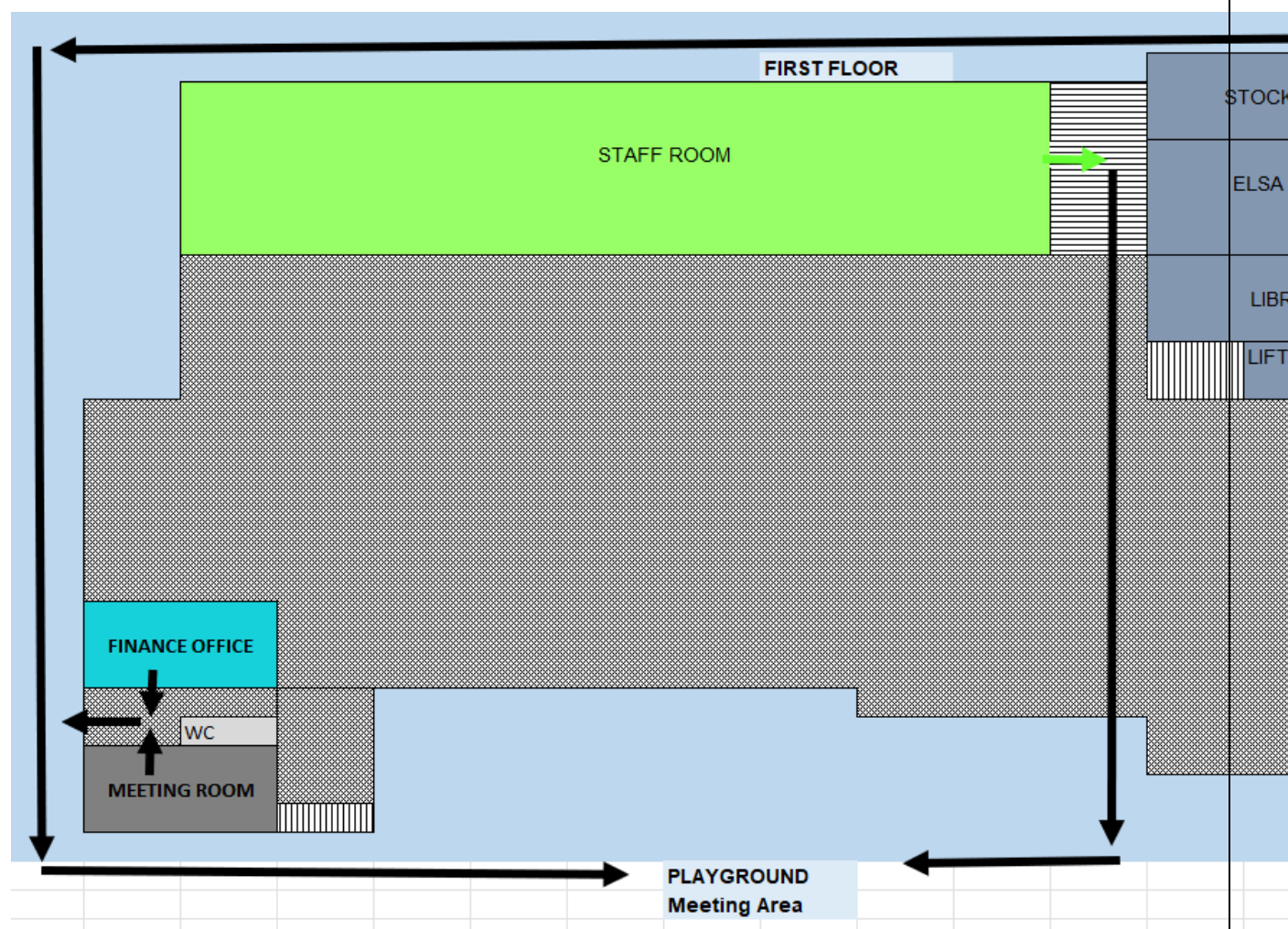
Blue	
Red	
Green	
Purple	
Orange	
Yellow	

Area	Checked	Area	Checked
Purple Class		Year 5/6 Girls Toilets	
Toilet boys		Year 5/6 Boys Toilet	
Toilet girls		Blue Class	
Green Class		Blue Class Toilet	
Red Class		Disabled Toilet	
Orange Class		Nurture	
The Pod		TEACCH	
Outdoor Classroom		Yellow Class	
Kitchen		School Office	
Servery		SLT office	
Staff Room		Meeting Room	
Rainbow Classroom		Finance Office	
Rainbow Outside		Upstairs Toilet	
Rainbow Toilet		Stock Room	
The Nest		The Library	

Appendix 1: Fire Evacuation Ground Floor



Appendix 2: Fire Evacuation First Floor



Appendix 5: Checklist

Group/People	Checked
Visitors	
Staff	
Rainbow	
Blue	
Red	
Green	
Purple	
Orange	
Yellow	

Area	Checked	
Purple Class		
Toilet boys		
Toilet girls		
Green Class		
Red Class		
Orange Class		
The Pod		
Outdoor Classroom		
Kitchen		
Servery		
Staff Room		
Rainbow Classroom		
Rainbow Outside Area		
Rainbow Toilet		
Year 5/6 Girls Toilets		
Year 5/6 Boys Toilet		
Blue Class		
Blue Class Toilet		
Disabled Toilet		
Nurture		
TEACCH		
Yellow Class		
School Office		

SLT office		
Meeting Room		
Finance Office		
Upstairs Toilet		
Stock Room		
The Nest		
The Library		