



Fire Emergency Plan Policy

June 2026



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This policy will be reviewed annually
Policy: June 2026 JS
Next review: June 2027 JS

Introduction:

This plan has been prepared in accordance with the Fire Safety Act 2021, Fire Safety (England) Regulations 2022 and the guidance contained in the Fire Risk Assessment carried out by Assurity Consulting (2024). This policy is applicable to all pupils, including those in the EYFS.

The purpose of the Emergency Plan is:

- To ensure that the people in the workplace know what to do if there is a fire.
- To ensure that the workplace can be safely evacuated.

If You Discover a Fire:

The fire alarm system should sound automatically if smoke has been detected.

Alternatively, if a person comes across a fire that has not been detected by the smoke detectors, that person should sound the alarm manually by striking the black circle in the centre of the fire alarm point.

The person sounding the fire alarm, the Head Teacher, Deputy Head, School Office staff or Fire Officer (Joanne Salibi) should then telephone the Fire Brigade.

The person should then (with classroom pupils if appropriate) immediately make their way to safety via the designated nearest exit.

The fire alarm is monitored by an external company 24/7. If there is an activation, the KCS Porters' lodge will be notified.

How People will be warned about the Fire:

The fire alarm will sound.

Escape Routes:

Information on escape routes will have been given to every member of staff. The 'Fire Escape Route' chart is displayed in every room around the school and in the corridors. New staff are encouraged to familiarise themselves with the building upon taking up their post.

Action to be taken in the Event of Fire:

In the event of fire, leave the building in a calm and controlled manner via your designated exit. Do not stop to collect personal belongings. Do not re-enter the building until told it is safe to do so. Pupils are evacuated by their teachers and escape routes are appropriately signed. Teachers, pupils and non-teaching staff make their way to the Assembly Point, which is the **REAR PLAYGROUND**. The class teachers take the pupil present charts from their classrooms, and the School Office staff take the pupil and staff school lists to the playground to ensure all pupils and staff are present. The pupil and staff emergency contact information is also taken to the playground, along with the emergency grab bag.

WCPS is an Equal Employment Opportunity and inclusive school community. We celebrate and welcome diversity and do not discriminate based on race, religion, colour, national origin, gender, sexual orientation, age, disability status, or any other applicable characteristics protected by law.

Once the building is evacuated, it must not be re-entered until either the Senior Fire Brigade Officer allows re-occupation (if the Fire Brigade has been called) or, if the Fire Brigade has not been called, only the Head teacher, Deputy Head or Fire Officer has the authority to allow the building to be re-occupied.

Duties and Identity of Employees who have specific Responsibilities in the Event of Fire:

All staff are equally responsible, apart from giving permission to re-enter the building (see above).

Arrangements for the Safe Evacuation of People Identified as being especially at risk, such as Contractors, those with Disabilities, Members of the Public and Visitors:

The School Office staff/Fire Officer will ensure information is available on the number of persons visiting the building so this can be used at the assembly point roll call.

The Head Teacher or Deputy Head checks that all staff members are present.

How the Fire Brigade and other necessary Emergency Services will be called and who will be responsible for doing so:

The person sounding the fire alarm, the Head Teacher, Deputy Head, School Office staff or Fire Officer will be responsible for calling the Fire Brigade.

Procedures for liaising with the Fire Brigade on arrival and notifying them of any special risk, e.g. the location of flammable materials:

The Head teacher, Deputy Head or Fire Officer will liaise with the Fire Brigade.

Fire Safety Checks and Drills:

The Fire Officer tests the fire alarm bell weekly in term time. During the school holidays, the porters test the fire alarm bell weekly as arranged by the Fire Officer. Fire drills are carried out every term. Records of drills are kept in the Fire Document Folder located in the school office.