

Victoria Lane Academy



Fire Safety and Emergency Evacuation Plan 2026 - 2027



A Member of the Tudhoe Learning Trust



Victoria Lane Academy

Fire Safety Duties –

The following persons have fire safety responsibility within the school –

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| Head Teacher | – will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. |
| Premises Manager | – will during the course of his/her duties ensure that fire safety measures are in place. |
| Teachers | – will take charge of pupils to ensure their class evacuates the building in an emergency.

– will actively ensure that the means of escape in their classroom is never obstructed or blocked. |
| All other staff | – will cooperate in the emergency procedures in event of a fire. |

Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Shared Premises

In premises that are shared with another organisations the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the school's emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

Details of the Schools Emergency Plan

How people will be warned if there is a fire

- The fire alarm will sound as a continuous ringing bell throughout the school.

What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Head Teacher as soon as possible after ensuring pupils in their care have evacuated to a place of safety.

OR

- Staff should report the fire immediately to the Head Teacher, or Deputy Head in the absence of the Head Teacher.

AND

- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit ensuring all children in their care are accounted for.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

What pupils or visitors should do if they discover a fire

- Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out

- All occupiers of the premises should exit by the nearest available fire exit and assemble at the nearest assembly point. N/R/Y1 and any adults in these areas and EYFS kitchen assemble on Infant yard in their respective classes. Y2-Y6 and adults in the rest of the school building assemble on Junior Yard separated into their designated classes. If the alarm sounds during lunchtime and the children are on the field, classes should assemble on the field.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves i.e. the last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but do not run.
- Fire Marshals will ensure that all toilet areas have been evacuated by everyone.
- E Kelly checks Nursery toilet area, K Freer checks Reception and Y1 toilet area, D Gordon checks Year 3/6 toilet area, A Ambrose checks Year 2/3 toilet area, J Alton checks Y4/5 toilet area. E Kelly will check EYFS PEEPS children are out of the building. K Freer will check KS1 PEEPS children are out of the building. A Ambrose will check KS2 PEEPS children are out of the building.
- The class teacher will take the laminated fire register form from the class to the assembly points.
- TA will take First Aid bag and Purple bag containing any medication including inhalers.
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.

Procedure for checking the premises have been evacuated

- Roll calls will be made by class teachers against the register.
- Fire Marshals AAm/KF/EK/DG/JA will ensure all toilets are clear. Each has a designated toilet area to check. HW, ACo and FA are also qualified fire wardens in case they need to check areas due to staff absence.
- HT ensure building evacuated within the required timescale (3 minutes maximum)
HW – Junior Yard SD – Infant Yard. HW to inform SD when children can re-enter the building.

Where people should assemble after leaving the premises

- Assembly Points
Nursery/Reception/Year 1 - Infant School Yard

Year 2/3/4/5/6 - Junior School Yard

Any adults in school in N/R/Y1/EYFS Kitchen - Infant School Yard

Any adults elsewhere in school - Junior School Yard

During lunch and break times on the field, classes should assemble at the assembly points at either end of the school field (one for upper school and one for lower school).

Identification of key escape routes & how they are accessed to escape to a place of safety

All classes have an emergency exit and clear signage indicating this exit.

Arrangements for fighting fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave firefighting to the Fire Service.
- Details of which fire extinguisher to use is detailed in the staff Health & Safety Handbook.

Type	Use
Water	Combustible materials such as wood, paper, cardboard.

	Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock. Do not use on flammable liquids.
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide (CO2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

The duties and identity of staff who have specific responsibilities if there is a fire

- Admin staff – telephone the fire service and take registers to the assembly point
- Kitchen staff – turn off cooking appliances before leaving kitchen
- Premises Manager – shut off any machinery in use when alarm sounds.
- Fire Marshals – ensure toilets are evacuated by everyone

Arrangements for evacuation of people especially at risk

- 10 children currently have a personal evacuation plan and will be escorted from the premises by designated staff members – PEEPS held in a separate file to comply with data protection regulations.
- Visitors invited to the school will be requested to inform the school of any special requirements before they arrive.

Any appliances or power supplies that have to be isolated if there is a fire

- Kitchen equipment

Specific arrangements for high risk areas

- If open when the alarm sounds, the flammable material storage cupboards will be shut by the member of staff using the materials.
- Kitchens – cooking appliances will be isolated.

Contingency Plans for when safety systems are out of order

- In the event of the fire detection system being out of order, staff will be informed of the need to verbally alert neighbouring classrooms in the event of a fire.
- In the event of the place of assembly being unavailable, the school will use the school field.

How rescue services will be called and who is responsible for this

- Admin staff will call the fire service from the front desk.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

- The Head Teacher or Deputy Head Teacher will liaise with the emergency services on their arrival.

What training employees need and the arrangements for ensuring that this training is given

- Fire drills will be held termly (last one was 23rd September 2025)
- The emergency procedure will be shared with staff, including the induction of new staff.
- Staff will be given information on the type of fire extinguisher to use in different circumstances and instruction on how to use the firefighting equipment.
- Firefighting equipment training will comprise of –
 - which extinguisher to use
 - the location of the nearest appliance to relevant workplace
 - information on how to operate the extinguishers
 - instruction to keep themselves between the fire and the exit.

Plans for dealing with people once they have left the premises

- If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils
- Alternative accommodation, if required, will be St Joseph's RC Primary.

Liaison between building owners, employers, residents and rescue services

- Emergency premises assistance can be obtained from –

Property Helpdesk – 0191 383 5353

Service Direct - North 0771 3193 708 or 711

- South 0771 3193 710 or 709

Date of Implementation: March 2011

Date of Review: July 2026

Next Review due: July 2027

Signed by Headteacher: *H. D. Whitfield*

Signed by Chair of Governors: *K Short*