



*In the Light of Jesus
we Learn to Shine*

St. Joseph's Catholic Primary School

Emergency Evacuation Policy & Procedures

Ratified by Governors

Date: 07.10.25

Document Status	
Reviewed	October 2025
Date of next Review	October 2026
Approval Body	Governing Body
Publication	School Website/Staff Policy folder

This policy must be reviewed annually

We have carefully considered the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Emergency Evacuation Instructions St Joseph's Catholic Primary School

Set out below is the schedule of designated officers and procedures in the event of an emergency evacuation of the school buildings (KS1 and KS2) due to a Fire or Bomb Alert* (*Appendix A). You should familiarise yourself with the instructions.

KS1

In particular you should note that the assembly point for Foundation Stage, KS1 and the music room is on the main KS1 school playground; staff room and PPA areas is on the main KS1 school playground; office, administrative staff and visitors including those in the main entrance, groups in the PLAYtarium, and Family Room, to assemble in the main KS1 school car park. On hearing the intermittent ringing Alarm Bell, evacuate the building immediately.

KS2

In particular you should note that the assembly point for Years 4, 5 & 6 is on the main KS2 school playground; Year 3 and groups in the SEN and ICT room(s), meeting room and PPA areas to assemble on the main school field; office, administrative staff and visitors at reception, groups in the Music, MFL, and Medical Room, to assemble in the main KS2 school car park. On hearing the intermittent ringing Alarm Bell, evacuate the building immediately.

If you discover a fire:

Break Glass in the nearest Fire Alarm call point

Attack Fire (if you have been trained and it is safe to do so)

Leave the building by the **nearest exit** and proceed to your assembly point.

The Incident Control Officer will take charge of any evacuation.

Stop work and switch off electrical appliances (excluding computers) if it is safe to do so.

Inform visitors of the emergency and take them with you to your assembly point. **All Fire Search Officers note:** For persons with disabilities (visitors or employees) a system must be in place to enable them to leave the premises safely. **If you know of any persons remaining in the building on evacuation, ensure you advise the Incident Control Officer (HT or in her absence the reserve Incident Control Officer, DH or AH) who will be using the remote 'ICOM' to communicate with key staff.**

Leave immediately by the nearest available exit and proceed to the assembly point.

DO NOT RUN OR PANIC

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED IT IS SAFE TO DO SO BY THE INCIDENT CONTROL OFFICER.

The designated officers/deputies are listed below and their duties are as follows.

1. INCIDENT CONTROL OFFICERS

INCIDENT CONTROL OFFICER: Headteacher

RESERVES: Deputy Head/Assistant Heads

SEARCH OFFICERS: Site Agent, Office Manager, Senior Staff/Year Leaders in designated Year Groups

2. Establish nature of incident (Fire or bomb alert?)

3. Decide on appropriate action: Bomb Alert follow guidance shared from Business Continuity Plan – Inform Police – Proceed to evacuate building.

When you hear the Fire Alarm ringing:

Proceed to delegated assembly points and restrict entry until arrival of Emergency Services.

The Search Officers must report directly to the Incident Control Officer with the results of their search e.g., unable to search toilet area.

(Once the Fire and Rescue Service arrive, they will take over responsibility for the incident. The Incident Control Officer will pass your information over to them).

The Incident Control Officer will keep staff informed of nature of incident and instruct staff when the incident is over and it is safe to re-enter the building.

No one must enter the building until the signal is given that it is safe to do so.

SEARCH OFFICERS (Duties when alarm bell sounds):

- Search your allocated area to make sure there are no persons left in the building. (If a bomb is suspected, be alert, look for suspicious packages **but** touch nothing, only report location of package to Incident Control Officer).
- Close windows and doors as you leave the building (if possible).
- Pass any information e.g., about disabled persons requiring evacuation assistance, to the Incident Control Officer and then go to your assembly point.

For Search Officers and search details see attached.

Search Officers – please ensure that the Fire Action Notice is prominently displayed and provide any new members of staff within your working area with a copy of the Emergency Evacuation instructions and advise them of the assembly point and the action to be taken in the event of an emergency.

In order to keep this procedure up to date please can all SLT members who have a named employee as a Search officer notify the Headteacher if that named Search Officer leaves our employment or is assigned to another classroom and provide H&S with a replacement person.

**INSRUCtIONS TO THE SITE AGENT IN THE
EVENT OF AN EMERGENCY EVACUATION FROM
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL.**

(TO BE READ IN CONJUNCTION WITH THE SCHOOL'S FIRE INSTRUCTIONS)

On hearing the alarm go outside to the designated playground to assist the Incident Control Officer. If no Incident Control Officer is present assume this role.

If the Incident Control officer is in place go to the Blundell Road Entrance to assist the Fire Service and prevent entry of the public/visitors until told it is safe to do so.

If your services are not required then go the Assembly Point.

If the Site Agent is not on site, then a member of the office staff to assume this role.

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
KS1 FIRE DRILL PROCEDURES

ALARM: Intermittent Alarm Bell

ASSEMBLY POINT(s): Foundation and KS1 and groups in the music room - main KS1 School Playground.

Staff room and PPA areas is on the main KS1 school playground

Admin and welfare staff, groups in the PLAYtarium, and Family Room: Main KS1 school car park

Teachers: On hearing the Fire Alarm:	Switch off any electrical equipment (not computers) if it is safe to do so. Escort your class out of school as quickly as possible. Shut classroom door. Walk to assembly point. Check register/headcount. Check teaching assistant/adult helpers are with your class. Inform Year Leader of any children not accounted for. YL to use walkie-talkie to communicate missing child/adult
Search Officers	Carry walkie-talkie and take to assembly point.
Office Staff:	Phone Fire Brigade Raise barrier for emergency vehicle access Close office doors. Check Staff toilets and close door. Check ICT suite and close door.
Welfare/Medical Assistant:	Escort any children from the medical room Close medical room doors.
Teaching Assistant working with a small group.	Escort them out or the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible.
Teaching Assistant working in Year Group areas.	Check corridor area and close doors. Check boys' and girls' toilets and close doors.
Teaching Assistant working in ICT suite	Escort any children out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Family Worker/Teaching Assistant working in Family Room	Escort any children/adults out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Teacher/Teaching Assistant working in PLAYtarium/Music Room	Escort any children out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Teacher/Teaching Assistant working in link corridor	Escort any children out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Teacher/Teaching Assistant working in Staff Room	Escort any visitors out of the nearest Exit as quickly as possible to assemble on main KS1 school playground. Close doors and Incident Control Officer to be informed.
School Kitchen Staff	Switch off any kitchen appliances. Leave from the nearest Exit as quickly as possible to assemble on KS1 car park. Close doors and Incident Control Officer to be informed.
<ul style="list-style-type: none"> • All Teaching Assistants should report back to the teacher they are working with • Once outside Search Officers should report by walkie-talkie immediately to the Incident Control Officer (AH at KS1) who will be in a visible place on the main KS1 school playground. 	

YOUR NEAREST FIRE EXIT IS: Each Year Group to identify nearest exit

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
KS2 FIRE DRILL PROCEDURES

ALARM: Intermittent Bell

ASSEMBLY POINT(s). Admin and welfare staff, groups in the Music, MFL, and Medical Room: Main KS2 School Car Park.

Years 4, 5 & 6: Main KS2 School Playground.

Year 3 and groups in the SEN, ICT and staff/PPA room(s): Main School Field.

Teachers: On hearing the Fire Alarm:	Switch off any electrical equipment (not computers) if it is safe to do so. Escort your class out of school as quickly as possible. Shut classroom door. Walk to assembly point. Check register/headcount. Check teaching assistant/adult helpers are with your class. Inform Year Leader of any children not accounted for. YL to use walkie-talkie to communicate missing child/adult
Search Officers	Carry walkie-talkie and take to assembly point.
Office Staff:	Phone Fire Brigade, Raise barrier for emergency vehicle access. Close office doors. Check Staff toilets and close door. Open Yr 4 side gate for emergency access.
Welfare/Medical Assistant:	Escort any children from the medical room Close medical room doors.
Teaching Assistant working with a small group.	Escort them out or the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible.
Teaching Assistant working in Yrs 3, 4, 5 & 6 areas.	Check corridor area and close doors. Check boys' and girls' toilets and close doors.
Teaching Assistant working in Library	Escort any children out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Family Worker/Teaching Assistant working in Family Room	Escort any children/adults out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Teacher/Teaching Assistant working in Music Room	Escort any children out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Teacher/Teaching Assistant working in MFL Room	Escort any children out of the nearest Exit as quickly as possible. Close doors and join their class in the designated area if possible. Incident Control Officer to be informed.
Teacher/Teaching Assistant working in ICT Suite	Escort any children out of the nearest Exit as quickly as possible to assemble on main school field. Close doors and Incident Control Officer to be informed.
Teacher/Teaching Assistant working in SEND Room	Escort any children out of the nearest Exit as quickly as possible to assemble on main school field. Close doors and Incident Control Officer to be informed.
Teacher/Teaching Assistant working in Staff /PPA Rooms	Escort any visitors out of the nearest Exit as quickly as possible to assemble on main school field. Close doors and Incident Control Officer to be informed.
School Kitchen Staff	Switch off any kitchen appliances. Leave from the nearest Exit as quickly as possible to assemble on KS2 car park. Close doors and Incident Control Officer to be informed.
<ul style="list-style-type: none"> • All Teaching Assistants should report back to the teacher they are working with • Once outside Search Officers should report by walkie-talkie immediately to the Incident Control Officer who will be in a visible place on the main KS1 school playground. 	

YOUR NEAREST FIRE EXIT IS: Each Year Group to identify nearest exit.

KS1 LUNCHTIME FIRE DRILL PROCEDURES

ALARM: Intermittent Bell

**ASSEMBLY POINT: Main KS1 School Playground
Main KS1 School Car Park.**

WET LUNCHTIMES

MID-DAY SUPERVISORS:

IN CLASSROOMS: Switch off any electrical equipment (not computers) if it is safe to do so.
Escort your class out of school as quickly as possible to the main KS1 school playground.
Shut classroom door.
Class mid-day supervisor to complete a number count.

Once outside Search officers should report immediately to the Incident Control Officer (Headteacher or Deputy/Assistant Headteacher) who will be in a visible place on the main KS1 school playground.

SENIOR MID-DAY SUPERVISORS: Check designated working area has been evacuated.

IN CANTEEN AND HALL: Escort children out.

Line children up with class mid-day supervisor.
Mid-day supervisor to complete a number count.

Once outside mid-day supervisors should report any missing persons immediately to the Incident Control Officer (Headteacher, Deputy or Assistant Headteacher) who will be in a visible place on the main KS1 school playground.

SENIOR MID-DAY SUPERVISOR: Check that the dining hall has been evacuated.

MEDICAL/WELFARE/ADMIN ASSISTANT(s): Collect fire numbers/registers from Office and escort any children from the medical room. Close medical room doors.

Any other staff on site to assist mid-day supervisors at assembly points.

KS2 LUNCHTIME FIRE DRILL PROCEDURES

ALARM: Intermittent Bell

**ASSEMBLY POINT: Main School Playground/Main School Field/
Main School Car Park.**

WET LUNCHTIMES

MID-DAY SUPERVISORS:

IN CLASSROOMS:

Switch off any electrical equipment (not computers) if it is safe to do so.

Escort children out of school as quickly as possible to the main designated assembly point e.g. KS2 school playground or school field.

Shut doors.

Mid-day supervisor to complete a number count.

Once outside Search officers should report immediately to the Incident Control Officer (Headteacher or Deputy/Assistant Headteacher) who will be in a visible place on the main KS2 school playground.

SENIOR MID-DAY SUPERVISORS: Check designated working area has been evacuated.

IN CANTEEN AND HALL: Escort children out.

Line children up with mid-day supervisor.

Once outside mid-day supervisors should report any missing persons immediately to the Incident Control Officer (Headteacher/Deputy Head or Assistant Headteacher) who will be in a visible place on the main KS2 school playground.

SENIOR MID-DAY SUPERVISOR: Check that the dining hall has been evacuated.

MEDICAL/WELFARE/ADMIN ASSISTANT(s): Collect fire numbers/registers from Office and escort any children from the medical room. Close medical room doors.

Any other staff on site to assist mid-day supervisors at assembly points.

KS1 PLAYTIME FIRE DRILL PROCEDURES

TEACHER ON DUTY: Signals for children to line up.

ALL OTHER TEACHERS: Report to the KS1 playground/car park (dependent on location in school) and escort any children to assembly points as appropriate.

Search Officers: Evacuate the building to the nearest assembly point.

Welfare/Medical/Office Assistants: Escort any children from medical room and close doors. Report to member of office staff at the assembly point.

Office Manager/Bursar/Office Staff: Collects fire numbers/registers, from office. Close doors and go to Assembly Point with walkie-talkie. Report to Incident Control officer.

Teachers/Teaching Assistants: Evacuate the building to the nearest assembly point. Check cloakrooms and toilets as appropriate and close doors.

Escort children out through the nearest exit.
Close doors
Line up at Assembly Point.

Once outside Search Officers should report immediately to the Incident Control Officer who will be standing in a visible place on the main KS1 school playground.

KS2 PLAYTIME FIRE DRILL PROCEDURES

TEACHER ON DUTY: Signals for children to line up.

ALL OTHER TEACHERS: Report to the KS2 playground/field/car park (dependent on location in school) and escort any children to assembly points as appropriate.

Search Officers: Evacuate the building to the nearest assembly point.

Welfare/Medical/Office Assistants: Escort any children from medical room and close doors. Report to member of office staff at the assembly point.

Office Manager/Bursar/Office Staff: Collects fire numbers/registers from office. Close doors and go to Assembly Point with walkie-talkie. Report to Incident Control officer.

Teachers/Teaching Assistants: Evacuate the building to the nearest assembly point. Check cloakrooms and toilets as appropriate and close doors.

Escort children out through the nearest exit.
Close doors
Line up at Assembly Point.

Once outside Search Officers should report immediately to the Incident Control Officer who will be standing in a visible place on the main KS2 school playground.