

Fire Management & Evacuation Plan

Version 1.2

Date of Creation: 1st June 2025

Date Reviewed: 2nd September 2025

Purpose:

This guide is designed to fully inform all employees, Contractors, and visitors of what must happen during a Fire Evacuation to ensure everyone is safe. Every individual has a responsibility during a Fire Evacuation. If each individual plays their part, it will ensure we are safe and if the need arises, emergency services can be contacted at the earliest possibility.

Facility Information
General emergency evacuation plan for: NeneGate School Park Lane Peterborough PE1 5GZ Contact Telephone: 01733 349438 Out of hours contact – Site Manager – Mark Langstone Fire Alarm serviced by – Britannia Fire Extinguishers serviced by – Britannia Emergency Lighting serviced by – Britannia Fire Risk Assessor – Logic Safety Solutions (Phil Adams – FIIRSM)
Location of Fire Assembly points
Rear of playground, near fence
Fire Equipment
Localised fire extinguishers are on site and should only be used by trained personnel. Site is also equipped with sprinkler system. Key operated call points
Review Date: 01/09/26 or sooner pending any changes to information in this document.

Fire Safety Policy

This policy is to be reviewed annually by the senior leadership team and governors to ensure compliance.

This policy should also be read in conjunction with the health and safety policy and with reference to the fire risk assessment.

The policy applies to all staff, members of the public (including students), contractors, and visitors whilst on site.

It remains pivotal that the site remains focused on fire prevention. Other site policies are in place where there is a risk of fire. These are controlled to prevent an outbreak and prevent this policy being activated.

Any staff member who may require assistance in the event of an emergency, will be part of a **PEEP** (Personal Emergency Evacuation Plan). Please revert to the PEEP policy for more information.

Overall responsibility for fire safety management plan

The principal Catherine Wilson is the responsible person for the school and will have overall responsibility for fire safety matters. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They will also ensure that periodic and regular fire evacuation drills are undertaken early in each term. Roles may be designated to site staff and other Leadership members to assist under the responsibility of the headteacher.

Any member of the public (student), member of staff, visitor or contractor who requires a PEEP will be the responsibility of both the principal and the site team to ensure the correct personnel are involved and that adequate measures have been taken to ensure compliance.

Day to day operational management for fire safety is delegated to site manager Mark Langstone. Ensuring that fire action notices are kept up to date and all fire safety equipment is properly maintained.

All employees and site users are required to follow the principles detailed in this plan.

Fire Action Notices

A copy of the fire action notices shown at Appendix 1. These notices are displayed beside all call points, on fire exit routes and in areas commonly frequently used by external visitors e.g., ground floor main hall. For a detailed log of the location of these notices, refer to the Fire Device Schematic shown at Appendix 2.

Visitors

All visitor to the school must sign in at reception. Here they will be provided with an identity badge, informed of the evacuation procedures, and the need for a Personal Emergency Evacuation Plan will be determined.

The vast majority of visitors will be accompanied by a member of school staff and in the event of the alarm sounding this member of staff will either escort the visitor to the assembly point, or if the member of staff is a fire marshal, begin to escort the visitor from the premises and hand over to another member of staff as soon as practicable.

Where a visitor is likely to be unaccompanied while on the school site, they will be provided (by their host) with sufficient information to allow them to escape to the assembly point as quickly and safely as possible.

Firefighting equipment

There are a number of fire extinguishers and fire blankets on site. Whilst there is no expectation for these to be used, they are designed to be available in the event of risk to life and to assist in escaping the building.

Training is to be provided to key members of staff to ensure competency in higher risk areas.

Training

All staff will be provided with fire safety precautions as part of the initial induction programme. Additionally, all responsible fire marshals mentioned in this document will receive fire marshal

training as a minimum. There will be a requirement for all members of staff to undertake fire safety awareness training every 2 years.

Fire marshals are provided with additional training by an accredited training provider which will cover key aspects of fire safety and the use of fire extinguishers.

All students receive information on the evacuation and assembly procedures when they start with the school. This training is refreshed periodically/termly as part of the programmed fire drills.

Fire Marshals

The following members of staff in the table below are appointed as Fire Marshals. They are responsible for:

- Encourage people to leave the building by the nearest possible fire exit
- Ensure people stay calm and leave the buildings in an orderly manner
- Direct people to the designated assembly point
- If safe to do so, check all areas are clear such as rooms, toilets, and storerooms
- Report any evacuation issues to the lead fire safety person / Principal
- Assist with the safe evacuation of disabled persons
- Report to the lead fire safety person/Principal of any individual refusing to leave the building

They will only use firefighting equipment if evacuation from the building requires it.

Fire Wardens will conduct regular workplace inspections and are also the focal point for any concerns which should be relayed to the Fire Safety Lead at the earliest opportunity.

Area	Designation	Named Staff	Deputy	Trained
Fire Panel In Reception	Lead Fire safety / Site Manager Determine if this is a real emergency or false alarm.	Mark Langstone	Michael Neesham	
Fire Panel In Reception	School Site team to meet lead fire safety at panel. Identify where the alarm has been activated. Go to activation point (in pairs) if safe to do so, report findings back to lead fire safety via radio. Once duties completed and evacuation is still required, report to assembly points.	Mark Langstone to deploy identified SLT to activation points		
Chief Fire Marshall	To oversee the safe evacuation procedure. Once duties completed and evacuation is still required, report to assembly points.	Catherine Wilson	James Leeman	
Fire Evacuation Register Supervisor:	Fire Evacuation Register Supervisor:	Sangeeta Ravalia	Tamera Christie- Beddington	

Assembly Point	Provide student register to teaching staff at assembly point.			
Fire Marshall 1: Primary classrooms	Evacuate department: Escort students to the assembly points and ensure roll call completed.	Stephanie Patten	Samiha Bashir	
Fire Marshall 2: Secondary corridors and classrooms	Evacuate department: Escort students to the assembly points and ensure roll call completed.	James Leeman	Amanda Bailey	
Fire Marshall 3: Reception, offices at front, Dining Hall and kitchen	Evacuate department: Escort students to the assembly points and ensure roll call completed. Ensure catering staff have evacuated any visitors at front are directed to roll call	Emily Clarke	Emma McMenemy	
Car Park areas: Site entrance	To stop any incoming/outgoing traffic Report to Fire safety lead via radio To meet with emergency services on arrival.	Tracey Martin	Valerie Martin	
Roll Call Takers	All roll call takers will confirm attendance of each department / classroom to the principal.	Tutors	Class TAs	

High risk areas

The following areas have been identified as higher risk areas.

- Kitchen
- Science lab
- Food Tech and any food preparation areas
- Boiler/Generator rooms

STEP BY STEP GUIDE WHEN FIRE ALARM BEGINS – ROLE SPECIFIC INFORMATION

Chief Fire Marshall – Catherine Wilson

<u>STEP</u>	<u>Action</u>
1	Put on High Vis jacket unless teaching so cannot do so
2	Move to fire panel to meet Site Team
3	Await confirmation of registers and area sweeps from Deputy Fire Marshall
4	Disconnect alarm (Site Manager) and give all clear to Deputy Fire Marshall
8	Support Student re-entry

Deputy Fire Marshall – James Leeman

STEP	Action
1	Put on High Vis jacket unless teaching so cannot do so
2	Evacuate the building and make way to central waiting area (NUMBER 1) located on map
3	Support smooth student entrance to Fire Evacuation lines
4	Confirm with Senior Tutors that all students are accounted for and inform Chief Fire Marshall
5	Confirm with Fire Evacuation Register Supervisor (Sangeeta Ravalia / Tamera Christie-Beddington) that all staff are accounted for
6	Confirm with Chief Fire Marshall that all persons are accounted for and areas swept
7	Await all clear from Chief Fire Marshall
8	Initiate Student Dismissal

Fire Evacuation Register Supervisor – Sangeeta Ravalia

STEP	Action
1	Put on High Vis Jacket
2	Take out form registers on clip board with pen to the field
3	Hand registers to tutors or class TA
4	Wait at central area (NUMBER 1) located on map
5	Signal to Deputy Fire Marshall that all students accounted for

Fire Marshall

Fire Marshall 1	Stephanie Patten	1. Sweep primary classrooms and corridor 2. Make way to muster point 3. Inform Chief Fire Marshall that areas are accounted for
Fire Marshall 2	James Leeman	1. Sweep secondary classrooms and corridors, including sports Hall and Changing Rooms 2. Make way to muster point 3. Inform Chief Fire Marshall that areas are accounted for
Fire Marshall 3	Emily Clarke	1. Sweep front offices and inclusion spaces and Dining Hall) 2. Make way to central muster point 3. Inform Chief Fire Marshall that areas are accounted for

Form Tutors

STEP	Action
1	Make way to fire evacuation line for your form as quickly as possible
2	Manage behaviour of tutor group ensuring students are in a single file line, in silence and facing the front. Student should be in register order (alphabetical)
4	Take accurate register after it is given to you.

5	Put register in air to confirm all students accounted for – this will be collected by the Register Supervisor
6	Manage behaviour and a calm dismissal of tutor group

1. What if I covered a tutor group during am registration?

- A. You must lead the same tutor group for the Fire Evacuation and follow the Form Tutor steps

Class Teacher

STEP	Action
1	When alarm rings, ensure you inform the class to remain calm, push their chairs under and quickly and very quietly make their way to their tutor group's Fire Evacuation line.
2	Close windows and shut the door
3	Quickly make way to Tutor Group line and begin Form Tutor role

This information should be provided for the benefit of the fire service in the event of a fire.

PEEP Arrangements

Personal Emergency Evacuation Plans are implemented for any building user who may have difficulty evacuating the premises.

PEEPS must be in place and practiced termly with all involved.

Servicing and Maintenance Arrangements

The building's plant and equipment are maintained by a combination of the facilities team and external contractors. The broad division of responsibilities is shown below. For a detailed division of responsibilities, refer to the Fire Logbook located at reception next to the fire panel.

Activities carried out in-house	Activities carried out by external parties
Maintenance of escape routes	Servicing of fire alarm system
Weekly fire alarm tests	Servicing of emergency lighting
Monthly emergency lighting test	Fire extinguisher service and recharge
Periodic site fire inspections	Sprinkler system servicing
Training	Training
Reactive maintenance	Reactive maintenance

Any issues with any part of the premises fire detection and alarm system, or firefighting equipment should be reported to the site management team.

Appendix 1 – Fire Action Notice – Procedure

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. The site manager will ensure these notices remain up to date and also additionally presented in a way that is pupil friendly in order to be easily understood.

Discovering a fire – Raise the alarm!

- Report immediately to the nearest member of staff (only if you can do so without putting yourself at risk) / Operate the nearest fire alarm call point.
 - All members of staff will carry a key to sound the alarm.

Fire Marshals

Fire marshals are responsible for ensuring their areas are clear of people by checking the workplace including toilets etc but should ensure that a safe exit is always available to them.

On hearing the alarm

- Leave the building immediately by your nearest accessible fire exit and report directly to your designated fire assembly point – **front car park** – See plan detailed below in appendix 2.
 - Do not stop to collect personal possessions.
 - Do not re-enter the building until informed that is safe to do so.
- Line up in single file at your designated point and wait for your name to be called.
 - All students will be accounted for by the teachers using the attendance register.
 - All staff will be accounted for by the principal.
 - All visitors on site whether contracted to work or visit must sign in at reception upon arrival using the visitor login system. Registration information will be collected by the reception team and all visitors and contractors accounted for.

DO NOT

- Stop to collect personal possessions.
- Re-enter the building until officially told it is safe to do so.

Calling the fire brigade

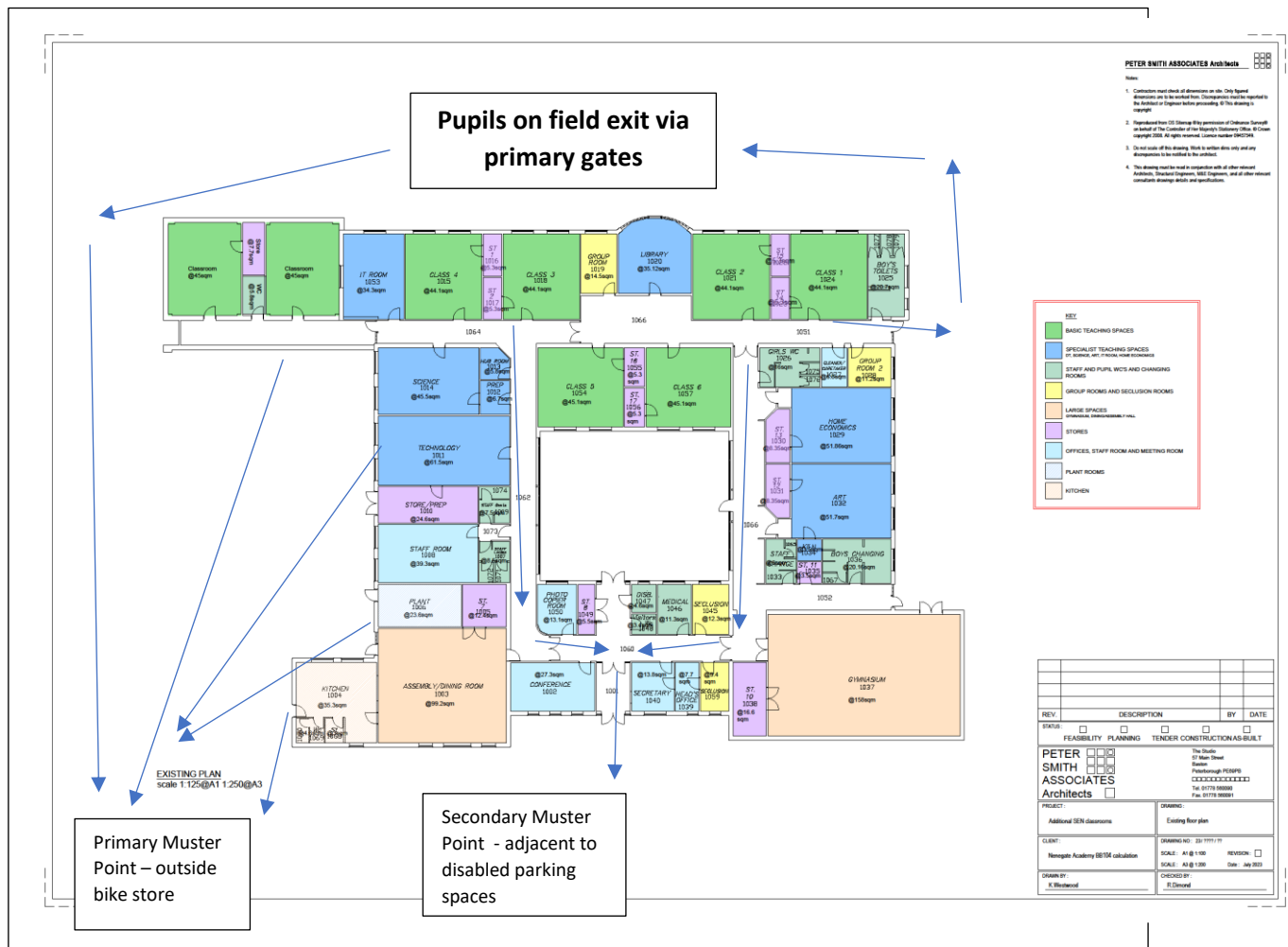
In the event of fire the brigade must be called. Meet with the emergency services on arrival.

Fire Doors

Fire doors must be shut at all times in order to prevent or slow the spread of the fire and smoke.

Fire extinguishers

Fire extinguishers are located throughout the building. These should only be used in the event of a fire blocking your escape route. There is no expectation that you actively tackle a fire, however, should you choose to do so please ensure that you use the correct appliance for the type of fire. Full instructions for use can be found on the appliance itself.



Fire Evacuation Lines

NENEGATE TUTOR GROUPS

GROUP	TUTOR(S)	LOCATION
Mandela	Simona Gheorgita	Primary Muster Point 1
Franklin	Jane Taylor - Pitt	Primary Muster Point 2
Turing	Vera Bordacs	Secondary Muster Point 1
Angelou	Alison Smith	Secondary Muster Point 2
Sharman	Rob McQueen	Secondary Muster Point 3
Battuta	Katrina Tomlinson	Secondary Muster Point 4
Attenborough	Kaz Odain	Secondary Muster Point 5
Coleman	Sam Whitehead	Secondary Muster Point 6

FIRE ALARM – SWEEP REGISTER

Role	Staff Member	Clear (Tick)
Fire Marshall 1	Stephanie Patten	
Fire Marshall 2	James Leeman	
Fire Marshall 3	Emily Clarke	

Date: _____

Time: _____