



Fire Management & Evacuation Plan

Version 1.2

Date of Creation – September 2025

Purpose:

This guide is designed to fully inform all members of the school community (all staff, students and visitors) of what must happen during a fire evacuation to ensure everyone is safe. Every individual within the school 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.

<p>Facility Information</p> <p>General emergency evacuation plan for: Sawtry Village Academy Fen Lane Sawtry Cambs PE28 5TQ</p> <p>Contact telephone: 01487 803701 Out of hours contact: Iain Hamilton – Site Manager (07702 860411)</p> <p>Fire Alarm serviced by: Tranter Fire Services – (0116 271910) Fire Extinguishers serviced by: Tranter Fire Services Emergency Lighting serviced by: Tranter Fire Service</p> <p>Fire Risk Assessor: Logic Safety Solutions (Natalie Archer – CertIOSH – TIFSM – CFRAR)</p>
<p>Location of Fire Assembly points</p> <p>Back Field Playground</p>
<p>Fire Equipment</p> <p>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.</p>
<p>Review Date: 01/07/2026</p>

Fire Safety Policy

This policy is to be reviewed annually by the Senior Leadership Team and Academy Council 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 (S Parsons) 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 take place and monitor the standard of fire precautions maintained. They will also ensure 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 Principal.

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. Up to date records of PEEPs will be stored and maintained by the SEND department.

Day to day operational management for fire safety is delegated to Site Manager (I Hamilton). They will ensure 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 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 visitors 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, there will be a requirement through the HS & Compliance software (IAMCOMPLIANT) to engage in some e-learning training around fire safety. There will be a requirement for all key members of staff to undertake this e-learning training annually to ensure upkeep of knowledge.

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:

- Encouraging people to leave the building by the nearest possible fire exit
- Ensuring people stay calm and leave the buildings in an orderly manner
- Directing people to the designated assembly point
- If safe to do so, checking all areas are clear such as rooms, toilets, and storerooms
- Reporting any evacuation issues to the Fire Safety Lead/Principal
- Assisting with the safe evacuation of disabled persons
- Reporting to the Fire Safety Lead/Principal of any individual refusing to leave the building

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

Fire Marshals 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	Fire Safety Lead/Site Manager To determine if it is a real emergency or a false alarm.	I Hamilton	J Haddock P McAllister	
Fire Panel in Reception	School site team to meet Fire Safety Lead at panel. Identify where the alarm has been activated. Go to activation point (in pairs) if safe to do so, report findings back to Fire Safety Lead via radio. Once duties completed and evacuation is still required, report to assembly points.	J Haddock P McAllister	I Hamilton	
Chief Fire Marshal	To oversee the safe evacuation procedure. Once duties completed and evacuation is still required, report to assembly points.	S Parsons	D Bridgeman	
Fire Evacuation Register Supervisor: Assembly Point	Provide student register to teaching staff at assembly point.	SSA for each house: 1 R Twine 2 L Ward 3 J Davis 4 L Browning 5 H Weightman 6 D Dixon	Senior tutors for each house: K Kefford O Thorpe Youell A Hart H Edwards A Janejvak T Hill	
Fire Marshal 1: Languages corridor upstairs. Middle floor of new build. Offices, toilets, Languages classrooms on that floor	Evacuate department: Escort students to the assembly points and ensure roll call completed.	I Poidevin	F Clark	
Fire Marshal 2: PE changing rooms, PE office, sports centre, astro turf, main field areas, ping pong room if in use.	Evacuate department: Escort students to the assembly points and ensure roll call completed.	S Dunn	C Davies	



Fire Marshal 3: Maths corridor. Upstairs House offices, toilets, Maths.	Evacuate department: Escort students to the assembly points and ensure roll call completed.	A Hurst	C Park	
Fire Marshal 4: English corridor upstairs. English, office, toilet	Evacuate department: Escort students to the assembly points and ensure roll call completed.	R Orpwood Price	N Fraser	
Fire Marshal 5: Reception, toilets, staff toilets, meeting rooms, first aid room, foyer area	Evacuate department: Collect visitors book and take to assembly points. Account for all visitors and contractors at assembly point. Escort students to the assembly points and ensure roll call completed.	J Scott	V Bretherton	
Fire Marshal 6: Science corridor downstairs in N1-6 building Prep Room, Science, toilets	Evacuate department: Evacuate science labs. Escort students to the assembly points and ensure roll completed	S Moore	P Keppel	
Fire Marshal 7: Science rooms, Norman office, Media rooms, lift, Art rooms and art storerooms, Offices	Evacuate department: Evacuate science labs and all classrooms Escort students to the assembly points and ensure roll completed	K Terry	C Sansby	
Fire Marshal 8: DT corridor downstairs. S1- S6, IT support room, pond area, Saints toilets, Saints house office, all DT classrooms, upstairs office	Evacuate department: Escort students to the assembly points and ensure roll call completed.	E Gilbert	D Hughes	



Fire Marshal 9: Staff offices, Humanities corridor upstairs, lift, offices, Willow area, conference room, business rooms, IT rooms.	Evacuate department: Escort students to the assembly points and ensure roll call completed	K Tracy	T McCleary	
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Fire Marshal 10: STRIVE classrooms, offices, and X rooms	Evacuate department: Escort students to the assembly points and ensure roll call completed	A Brown	N Stevenson	
Fire Marshal 11: Kitchen area, canteen, café, Sixth Form common room, hall, refectory and refectory toilets	Ensure catering staff are evacuated from kitchen. Where possible, ensure equipment is turned off and isolated.	T Hill	T Carder	
Fire Marshal 12: Core offices	To evacuate the core trust offices including core IT	L Hook	M Hair	
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. Evacuate bungalow. Open gates	H Ford	R Coleman	
Roll Call Takers	All roll call takers will confirm attendance of each department / classroom to the Principal.	Teaching Staff		

High Risk Areas

The following areas have been identified as higher risk areas:

- Kitchen
- Science labs / department
- Food prep areas – Food Tech / D&T
- Boiler/Generator rooms



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

Chief Fire Marshal



<u>STEP</u>	<u>Action</u>
1	Put on high vis jacket unless teaching so unable to do so
2	Move to fire panel to meet Site Team
3	Await confirmation of registers and area sweeps from Deputy Fire Marshal
4	Disconnect alarm (Site Manager) and give all clear to Deputy Fire Marshal
8	Support student re-entry

Deputy Fire Marshal

<u>STEP</u>	<u>Action</u>
1	Put on high vis jacket unless teaching so unable to do so
2	Evacuate the building and make way to central waiting area 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 Marshal
5	Confirm with Fire Evacuation Register Supervisor that all staff are accounted for
6	Confirm with Chief Fire Marshal that all persons are accounted for and areas swept
7	Await all clear from Chief Fire Marshal
8	Initiate student dismissal

Fire Evacuation Register Supervisors

<u>STEP</u>	<u>Action</u>
1	Put on high vis jacket
2	Take out form registers on clip board with pen to the field
3	Give House Registers to Senior Tutors
4	Wait at central area located on map
5	Signal to Deputy Fire Marshal that all students accounted for

Fire Marshal

Fire Marshal 1		<ol style="list-style-type: none"> 1. Languages corridor upstairs. Middle floor of new build. Offices, toilets, Languages classrooms on that floor 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 2		<ol style="list-style-type: none"> 1. PE changing rooms, PE office, sports centre, astro turf, main field areas, ping pong room if in use 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshal that areas are accounted for



Fire Marshal 3		<ol style="list-style-type: none">1. Maths corridor. Upstairs House offices, toilets, Maths2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 4		<ol style="list-style-type: none">1. English corridor upstairs. English, office, toilet2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 5		<ol style="list-style-type: none">1. Reception, toilets, staff toilets, meeting rooms, first aid room, foyer area2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 6		<ol style="list-style-type: none">1. Science corridor downstairs in N1-6 building Prep Room, Science, toilets2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 7		<ol style="list-style-type: none">1. Science rooms, Norman office, Media rooms, lift, Art rooms and art storerooms, offices2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 8		<ol style="list-style-type: none">1. DT corridor downstairs. S1-S6, IT support room, pond area, Saints toilets, Saints house office, all DT classrooms, upstairs office2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 9		<ol style="list-style-type: none">1. Staff offices, Humanities corridor upstairs, lift, offices, Willow area, conference room, business rooms, IT rooms2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 10		<ol style="list-style-type: none">1. STRIVE classrooms, offices, and X rooms2. Make way to central waiting area (NUMBER 1) located on map3. Inform Chief Fire Marshal that areas are accounted for



Fire Marshal 11		<ol style="list-style-type: none"> 1. Kitchen area, canteen, café, Sixth Form common room, hall, refectory and refectory toilets 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshal that areas are accounted for
Fire Marshal 12		<ol style="list-style-type: none"> 1. Core offices 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshal that areas are accounted for

Site Team

<u>STEP</u>	<u>Action</u>
1	Make way to fire panel
2	Support building sweeps / facilitate access to emergency services (as directed by Site Manager / Chief Fire Officer)
3	Await all clear from Site Manager / Chief Fire Officer
4	Support student re-entry

Senior Tutors / SSAs

<u>STEP</u>	<u>Action</u>
1	Make way to House area / lines as quickly as possible
2	Check all groups have a tutor to register forms. If covering, take the lead for that tutor group and follow form tutor guidance
3	Ensure tutors place register in the air when they are complete and can confirm all students are present
4	Inform SLT Link if all students are accounted for or of any concerns about registers
5	Support management of behaviour and dismissal of Houses

Form Tutors

<u>STEP</u>	<u>Action</u>
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. Students 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 are accounted for – this will be collected by the Senior Tutor / SSA. If any student is not accounted for, inform Senior Tutor / SSA immediately
6	Manage behaviour and a calm dismissal of tutor group



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

A. You must lead the same tutor group for the fire evacuation and follow the form tutor steps

Class Teacher

<u>STEP</u>	<u>Action</u>
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 groups 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:

Lettings

Where all or part of the premises is to be hired out, the agreement between the school and the hirer must detail how the arrangements for fire safety will be coordinated between the two parties.

In the majority of situations, the hirer will only be responsible for the safe evacuation of their patrons to the assembly point in the back field playground. The hirer will be provided with the contact number for the duty mobile phone in case of emergency.

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 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 in Site Team office.

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

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 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.

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 – Back field playground – See plan detailed below in Appendix 2.
 - Do not stop to collect personal possessions.
 - Do not re-enter the building until informed that it 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 Deputy Fire Marshal.
 - 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

- Use the lift.
- 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.

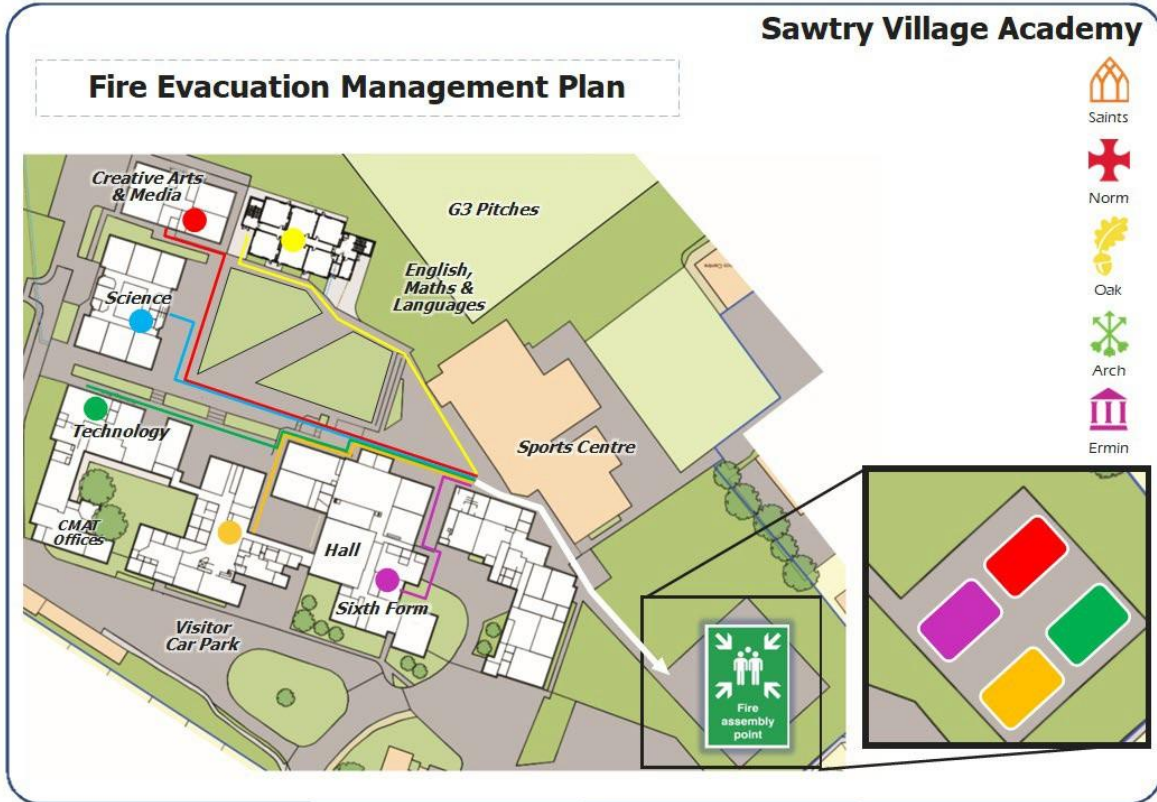
Fire Extinguishers

Fire extinguishers are located throughout the floor. 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. Site team are responsible for the upkeep and maintenance of fire extinguishers.



Appendix 2 – Site layout / escape routes

Fire Assembly Point





Fire Evacuation Line

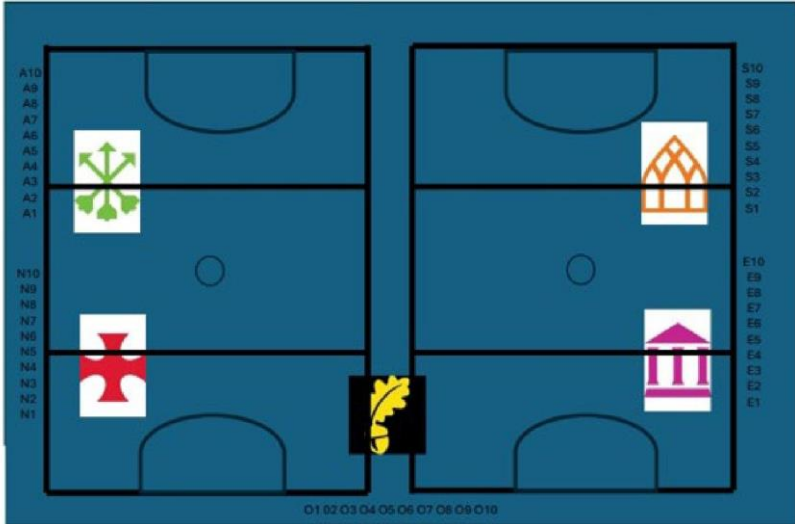
Fire Alarm Protocol

Ensuring all staff and students follow the fire alarm protocol is vital to maximise safety for all. Please read the following and remember it in the case of a fire alarm.

1. When you hear the fire alarm (in class) stay calm and follow your class teacher in single file and in silence to the backfield. Ensure your bag and equipment are left in the classroom. If the fire alarm goes off before school, break, lunch or after school please walk calmly to the backfield.
2. Once on the backfield stay silent and walk to your form group and get into register order.
3. Your tutor will take the register, please stay silent whilst this takes place.
4. Please wait silently to be dismissed back to class.



Fire Alarm Positions



Steps down to courts



SVA TUTOR GROUPS

ERMINE HOUSE	TUTOR(S)		LOCATION
E1	Miss C Park	E-CP	
E2	Mr A Hurst	E-AH	
E3	Mr G Ajayi	E-GA	
E4	Ms E Marcinkeviciene	E-EM	
E5	Mrs A Ellis	E-AE	
E6	Miss L Philpot	E-LP	
E7	Mrs M Roberston	E-MR	
E8	Mrs N McCulloch	E-NM	
E9	Mrs D Saunders	E-DS	
E10	Mrs S Smith	E-SJS	
E11	Mrs H Hart	E-HH	
E12	Mrs A Moorfoot	E-AM	
E13	Mr T Turner	E-TT	
E14	Mr D Whitehead	E-DW	
ARCHERS HOUSE			
A1	Miss K Staunton	A-KS	
A2	Mrs C Dornelly	A-CD	
A3	Mr F Clark	A-FC	
A4	Mrs K Peck	A-KP	
A5	Mrs I Poidevin	A-IP	
A6	Mr S Dunn	A-SD	
A7	Mrs N Richards	A-NR	
A8	Mrs L Campbell	A-LC	
A9	Mr N Fraser	A-NF	
A10	Mrs R Orpwood Price	A-ROP	
A11	Mrs S Baywood	A-SB	
A12	Mr R Hennig	A-RH	
SAINTS HOUSE			
S1	Mr J Clayton	S-JC	
S2	Mr D Hughes	S-DH	
S3	Mrs D Larham	S-DL	
S4	Mrs E Gilbert	S-EG	
S5	Mr T McCleary	S-TM	
S6	Mr T Mason	S-TMa	
S7	Mrs H Rendall	S-HR	
S8	Mr L Brearley	S-LB	
S9	Mrs K Tracy	S-KT	
S10	Mr I Fowler	S-IF	
NORMAN HOUSE			
N1	Miss L Kitching	N-LK	
N2	Miss A Brown	N-AB	
N3	Mrs C Sansby	N-CS	



Sawtry Village
Academy

N4	Mr J Smith	N-JS	
N5	Mr J Mayville	N-JM	
N6	Mr K Terry	N-KT	
N7	Mr S Moore	N-SNM	
N8	Mr N Howlett	N-NH	
N9	Mr G Gillson	N-CG	
N10	Ms S Tripathi	N-ST	
OAK HOUSE			
O1	Mr A Kearney	O-AK	
O2	Mr G Kennedy	O-GK	
O3	Miss E West	O-EW	
O4	Mr J Quickfall	O-JQ	
O5	Mr N Fraser	O-NF	
O6	Miss C Stoker	O-CS	
O7	Mrs A Clifton-Atfield	O-ACA	
O8	Mr F Reynolds	O-FR	
O9	Mrs A Koutra	O-AKO	



FIRE ALARM – SWEEP REGISTER

Role	Staff Member	Clear (Tick)
Fire Marshal 1: Languages corridor upstairs. Middle floor of new build. Offices, toilets, Languages classrooms on that floor	I Poidevin F Clark	
Fire Marshal 2: PE changing rooms, PE office, sports centre, astro turf, main field areas, ping pong room if in use	S Dunn C Davies	
Fire Marshal 3: Maths corridor. Upstairs House offices, toilets, Maths	A Hurst C Park	
Fire Marshal 4: English corridor upstairs. English, office, toilet	R Orpwood Price N Fraser	
Fire Marshal 5: Reception, toilets, staff toilets, meeting rooms, first aid room, foyer area	J Scott V Bretherton	
Fire Marshal 6: Science corridor downstairs in N1-6 building Prep Room, Science, toilets	S Moore P Keppel	
Fire Marshal 7: Science rooms, Norman office, Media rooms, lift, Art rooms and art storerooms, offices	K Terry C Sansby	
Fire Marshal 8: DT corridor downstairs. S1-S6, IT support room, pond area, Saints toilets, Saints house office, all DT classrooms, upstairs office	E Gilbert D Hughes	
Fire Marshal 9: Staff offices, Humanities corridor upstairs, lift, offices, Willow area, conference room, business rooms, IT rooms	K Tracy T McCleary	
Fire Marshal 10: STRIVE classrooms, offices, and X rooms	A Brown N Stevenson	
Fire Marshal 11: Kitchen area, canteen, café, Sixth Form common room, hall,	T Hill T Carder	



Sawtry Village
Academy

refectory and refectory toilets		
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Fire Marshal 12: Core offices	L Hook M Hair	
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Car Park areas: Site entrance	H Ford R Coleman	
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Secondary location for fire evacuation and for bomb evacuation: Sawtry Junior Academy.

Date: _____

Time: _____