

## Fire Management & Evacuation Plan

Version 1.2

Date of Creation – February 2026

**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.

Facility Information
<b>General emergency evacuation plan for:</b> Stamford Welland Academy Green Lane Stamford PE9 1HE
Contact Telephone: 01780 761000 Enquiries – 01780 761000 Out of hours contact /Site Manager – Alan Walker 07976464063
Fire Alarm serviced by – New Flame Fire Extinguishers serviced by – New Flame Emergency Lighting serviced by – Elite
Fire Risk Assessor – Logic Safety Solutions Natalie Archer TIFSM
Location of Fire Assembly points
Tennis Courts – Back of School (Appendix 2)
Location of Evacuation Assembly points
The Bluecoats School, Green Lane. Stamford. PE9 1HE (Appendix 3)
Fire Equipment
Localised fire extinguishers are on site and should only be used by trained personnel. Kitchen area fitted with fire blanket. Manual call points located within the building.
<b>Review Date: 22/04/2027 or sooner pending any changes to information in this document.</b>

### 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 (**Victoria Lloyd**) 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 (**Alan Walker**). 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, 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:

- 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.	AWA	VLL	
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.	ANO/PGI	AWA	
Chief Fire Marshall	To oversee the safe evacuation procedure.	VLL	TWE	

	Once duties completed and evacuation is still required, report to assembly points.			
Fire Evacuation Register Supervisor: Assembly Point	Fire Evacuation Register Supervisor: Provide student register to teaching staff at assembly point.	HTW	KBR	
Fire Marshall 1: Maths corridor upstairs. Offices, toilets, IT room, PE corridor downstairs, Changing rooms, Sports hall, Lift	Evacuate department: Escort students to the assembly points and ensure roll call completed.	HTW		
Fire Marshall 2: SEN, Offices, canteen, Drama Studio, reception, staffroom & toilets	Evacuate department: Escort students to the assembly points and ensure roll call completed. Ensure catering staff are evacuated from kitchen. Ensuring where possible, equipment is turned off and isolated.	TWE		
Fire Marshall 3: Reading area, library, main hall, Music & English corridor	Evacuate department: Escort students to the assembly points and ensure roll call completed.	EAP		
Fire Marshall 4: Humanities corridor upstairs, office, toilets, lift	Evacuate department: Escort students to the assembly points and ensure roll call completed.	JNO		
Fire Marshall 5: Science corridor. Prep Room, Science, toilets, DT, Art & Food corridor	Evacuate department: Escort students to the assembly points and ensure roll call completed.			

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.			
Roll Call Takers	All roll call takers will confirm attendance of each department / classroom to the principal.			

### 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 Marshall – [Vicky Lloyd](#)

<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 – [Tom Weller](#)

<u>STEP</u>	<u>Action</u>
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 ( <a href="#">Chris Crookell</a> ) 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 – [\(Kaylee Briggs\)](#)

<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 (NUMBER 1) located on map
5	Signal to Deputy Fire Marshall that all students accounted for

**Fire Marshall**

Fire Marshall 1	HTW	<i>Example;</i>  1. Sweep Green corridor upstairs (Maths corridor upstairs. Offices, toilets, IT room, PE corridor downstairs, Changing rooms, Sports hall, Lift) 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshall that areas are accounted for
Fire Marshall 2	TWE	<i>Example;</i>  1. Sweep Green corridor downstairs (SEN, Offices, canteen, Drama Studio, reception, staffroom & toilets) 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshall that areas are accounted for
Fire Marshall 3	EAP	<i>Example;</i>  1. Sweep Blue corridor upstairs (Reading area, library, main hall, Music & English corridor) 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshall that areas are accounted for
Fire Marshall 4	JNO	<i>Example;</i>  1. Sweep Red corridor upstairs (English, conference Room, IT) 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshall that areas are accounted for
Fire Marshall 5	SSW	<i>Example;</i>  1. Sweep Staff room, reflection room, Library, offices, lift) 2. Make way to central waiting area (NUMBER 1) located on map 3. Inform Chief Fire Marshall 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 / Assistant 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 student 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. 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 Senior Tutor / Deputy Senior Tutor / SSA. If any student not accounted for, inform Senior Tutor / Deputy Senior Tutor / SSA immediately.
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.

**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 MUGA. 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 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 – Tennis Courts. – 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**

- 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 kept shut at all times in order to prevent 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.

## Appendix 2 – Site layout / escape routes



## Fire Assembly Point

A1 A2 A3 A4 A5 A6 A7A8      D1 D2 D3 D4 D5 D6 D7 D8      N1 N2 N3 N4 N5 N6 N7 N8

Austen

Da Vinci

Newton

Tennis Courts

Support Staff

Admin Staff

Visitors

## Fire Evacuation Lines

## SWA TUTOR GROUPS

AUSTEN	TUTOR(S)	LOCATION
ACS	Clint Stacey	
AJW	Jenny Wishart	
ASW	Steph Wyton/Amy Bowler	
AJP	James Ponder	
ANA	Nicola Allen	
AST	Stephanie Thompson-Collins	
ANR	Nicole Rich	
AAE	Anya Evitts	
DA VINCI		
DJE	Jordane Edwards-Maddock	
DKE	Kristoff Edwars/Sheena Flowers	
DCB	Charlotte Boyd	
DAW	Anna Walker	
DKS	Katie Smith	
DJH	John Hickman	
DSG	Sharon Gostling	
DCE	Chris Emmerson	
NEWTON		
NLK	Linda Kollati	

NLC	Lauren Chester & Emma Baker	
NDH	Debbie Harris	
NPG	Pamela Goode & Lydia Henderson	
NJO	James O'Shea	
NJH	Jim Hibbs	
NNM	Nikki Mezenguel & Samuel Austin	
NPL	Philippa Law & Lorna Fox	

**FIRE ALARM – SWEEP REGISTER**

Role	Staff Member	Clear (Tick)
Fire Marshall 1 – Maths corridor upstairs. Offices, toilets, IT room, PE corridor downstairs, Changing rooms, Sports hall, Lift	HTW	
Fire Marshall 2 – SEN, Offices, canteen, Drama Studio, reception, staffroom & toilets	TWE	
Fire Marshall 3 – Reading area, library, main hall, Music & English corridor	EAP	
Fire Marshall 4 – Humanities corridor upstairs, office, toilets, lift	JNO	
Fire Marshall 5 – Science corridor. Prep Room, Science, toilets, DT, Art & Food corridor	SSW	
Staff and Student Registers.	KBR	

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### Appendix 3 – Evacuation Action Notice – Procedure

#### The School Evacuation Procedure

Notices displaying the school evacuation 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 (this will be the school bell on repeat)**

- Leave the building immediately by your nearest accessible fire exit and report directly to your designated evacuation assembly point – The Blue Coat school carpark – See plan detailed below in appendix 4.
  - 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**

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

#### **Calling The Bluecoat school**

A member of the site team will contact the school to notify them that we will be assembling on their school site, carpark.

## Appendix 4

Stamford Welland Academy to The Bluecoats School 0.2 miles, 5-minute walk.

