

Daffodil Grammar School for Girls

Fire and Emergency Evacuation Procedure

School address: 163 Commercial Road, London, E1 2DA

Proprietor (Responsible Person): ASM Anisuzzaman

Headteacher: Mr Stephen Montford

Health and Safety Lead: Eman Ahamed

Applies to: All staff, pupils, visitors, contractors and any persons on site

Review cycle: Annual, or immediately following any incident, drill concern, or premises change

Linked policies: Health and Safety Policy, Safeguarding and Child Protection Policy, First Aid Policy, Staff Handbook

1. Purpose and underlying principles

The purpose of this procedure is to ensure that, in the event of fire or any other emergency requiring evacuation, every individual on the school premises can be removed from danger quickly, safely and under appropriate supervision.

In a school environment, evacuation is not simply about leaving a building. It is a controlled safeguarding operation. Pupils must not only exit safely, but must remain supervised, calm, accounted for and protected from further risk once outside. Any failure in supervision, accountability or communication during evacuation can quickly become a safeguarding issue.

The school therefore adopts the following fundamental principles:

- Evacuation must be immediate and without hesitation.
- Supervision of pupils must be maintained at all times.
- No individual must be left behind unless it is unsafe to reach them.
- All individuals must be accounted for as quickly as possible.
- No one may re-enter the building until it is declared safe.
- Staff must act calmly, decisively and in accordance with this procedure.

The Regulatory Reform (Fire Safety) Order 2005 places a legal duty on the responsible person to ensure appropriate fire precautions, staff training and safe evacuation arrangements. The Independent School Standards also require that suitable arrangements are in place to safeguard and promote the welfare of pupils, including health and safety.

2. Scope and application

This procedure applies at all times when the premises are occupied, including:

- during the school day
- before and after school activities
- extracurricular provision
- meetings, events or parent visits
- staff-only working periods

It applies to all individuals on site, including pupils, staff, visitors, contractors and temporary personnel.

No person is exempt from this procedure. All adults on site are expected to cooperate fully and follow instructions given by staff in positions of responsibility.

3. Fire detection, alarm systems and raising the alarm

The school is equipped with a fire detection and alarm system designed to provide early warning of fire or smoke.

The fire alarm signal is a continuous alarm sound. This must always be treated as a genuine emergency signal. Staff and pupils must not assume that an alarm is a drill unless this has been explicitly communicated in advance.

If any person discovers a fire, smoke, burning smell or signs of combustion, they must activate the nearest fire alarm call point immediately. There must be no delay in doing so. Attempting to investigate further before raising the alarm may result in dangerous delay and increased risk.

Fire alarm call points are located throughout the building and must remain unobstructed and accessible at all times.

4. Immediate response when the alarm sounds

When the fire alarm sounds, evacuation must begin immediately. There must be no waiting for confirmation, no attempt to continue activities, and no delay for personal convenience.

All staff must stop what they are doing and initiate evacuation procedures without hesitation.

Teachers must instruct pupils clearly and calmly to stand, leave all belongings behind, and follow them out of the classroom. Pupils must not attempt to collect bags, coats, books or devices. Time lost retrieving belongings can significantly increase risk.

Staff must ensure that pupils move in an orderly manner. Running, shouting or pushing must be prevented. Calm but firm direction is essential.

Staff must understand that their tone and behaviour directly influence pupil response. If staff remain calm, pupils are more likely to remain calm. If staff appear uncertain or panicked, disorder may follow.

5. Evacuation routes and safe exit from the building

Each room in the school must have a clearly displayed evacuation route. Staff must be familiar with both primary and secondary exit routes from any area in which they work.

During evacuation, staff must use the nearest safe exit. They must not attempt to return to a familiar or preferred route if a closer or safer exit is available.

If an evacuation route is obstructed by smoke, fire or any other hazard, staff must immediately direct pupils to an alternative route. This must be done decisively and without hesitation.

Doors should be closed behind the last person leaving a room where it is safe to do so. This helps to slow the spread of fire and smoke. Doors must not be locked.

Corridors, stairways and exits must be kept clear at all times. Any obstruction is a serious health and safety concern and must be reported immediately.

6. Responsibilities of teaching staff

Teaching staff have primary responsibility for pupils in their care during evacuation.

They must ensure that:

- all pupils leave the room promptly
- no pupil remains hidden, seated or in adjoining areas
- pupils are directed safely to the exit
- order and discipline are maintained
- pupils remain together as a group

Where it is safe to do so, teachers should quickly check visible areas such as corners of the room or directly accessible adjoining spaces. However, staff must not delay evacuation or place themselves at risk by conducting extensive searches.

Teachers should take their class register if it is immediately accessible. However, evacuation must never be delayed for this purpose.

Once outside, teachers must escort pupils directly to the assembly point and maintain supervision until further instruction is given.

7. Responsibilities of support staff and non-teaching staff

Support staff, administrative staff and site staff play a critical role in ensuring that evacuation is complete and that shared spaces are cleared.

They must:

- assist in directing pupils and staff towards exits
- check corridors, toilets and communal areas where safe to do so
- support pupils who may be confused, distressed or hesitant
- report immediately if any area cannot be checked safely

Administrative staff may also be responsible for bringing visitor sign-in records or attendance information to the assembly point.

Site staff may be responsible for assisting emergency services, ensuring access routes are clear and providing information about the building.

8. Responsibilities of pupils

Pupils must follow all staff instructions immediately and without question during evacuation.

They must:

- leave the building promptly
- remain silent and attentive
- walk in an orderly manner
- not run or push
- not return for belongings
- remain with their class or designated group

Pupils must understand that evacuation procedures are serious and that failure to follow instructions may put themselves and others at risk.

9. Assembly point procedures and accountability

The assembly point is a designated safe area away from the building. All pupils, staff and visitors must proceed directly to this location.

At the assembly point:

- pupils must line up in their class groups
- staff must maintain order and supervision
- registers must be taken as quickly as possible
- any missing individuals must be identified immediately

The Headteacher, or designated senior leader, will take overall control of the situation.

No one may leave the assembly point unless authorised to do so.

10. Missing persons procedure

If any pupil, member of staff or visitor is unaccounted for, this must be reported immediately to the person in charge.

The following information must be provided:

- name of the missing person
- last known location
- any relevant circumstances

No staff member or pupil must re-enter the building to search for a missing person. This is the responsibility of the fire and rescue service.

Immediate and accurate reporting is essential, as it informs emergency services and enables appropriate response.

11. Visitors, contractors and external persons

Visitors and contractors must be managed carefully during evacuation.

All visitors must sign in on arrival. This ensures that they can be accounted for during evacuation.

The member of staff responsible for the visitor should, where possible, ensure that the visitor evacuates safely and reaches the assembly point.

Visitors must be included in the accountability process. No visitor should leave the site until it is confirmed that all persons are accounted for.

12. Pupils or staff requiring assistance (PEEPs)

Some individuals may require assistance to evacuate safely. This may include pupils or staff with mobility difficulties, medical conditions, sensory impairments or other needs.

Where this applies, a Personal Emergency Evacuation Plan (PEEP) must be in place.

Staff must:

- be aware of any PEEP relevant to pupils in their care
- follow the agreed procedures
- ensure that assistance is provided safely and appropriately

No individual should be placed at risk because their needs have not been considered in advance.

13. Communication and coordination with emergency services

The fire and rescue service must be contacted immediately when a fire is confirmed or suspected.

The Headteacher or designated responsible person will:

- liaise with emergency services on arrival
- provide details of the building layout
- confirm whether anyone is missing
- provide any relevant safety information

All staff must cooperate fully with emergency services and follow instructions without delay.

14. Re-entry to the building

No person may re-enter the building until it has been declared safe by the fire and rescue service or by the Headteacher where appropriate.

Unauthorised re-entry is strictly prohibited and may place lives at risk.

15. Fire drills and continuous improvement

Fire drills will be conducted regularly, at least once per term.

Drills are essential for:

- testing procedures
- familiarising staff and pupils
- identifying weaknesses
- improving response times

After each drill:

- the evacuation will be reviewed
- any issues will be recorded
- corrective actions will be implemented

Staff must treat drills seriously. They are not optional exercises.

16. Staff training and awareness

All staff will receive fire safety and evacuation training as part of induction and ongoing professional development.

Training will ensure that staff:

- understand their responsibilities
- know evacuation routes
- can manage pupils effectively
- can respond confidently in an emergency

Staff must not assume prior knowledge is sufficient. Procedures must be followed as defined by the school.

17. Final statement

Fire evacuation is one of the most critical safety procedures in the school. Its effectiveness depends entirely on staff understanding their responsibilities and acting without hesitation.

In a school, evacuation is not only a safety procedure but a safeguarding duty. Pupils rely on staff to lead them safely, maintain order and ensure that no one is left behind.