

PILGRIMS' CROSS CE Aided PRIMARY SCHOOL

EVACUATION PROCEDURE 2025-2026

ASSEMBLY POINT

1. The main playground
2. The school field (if playground is deemed unsafe)
3. By the front gate
4. The Community Centre (if access to other assembly points is blocked)

The school is split into 7 FIRE MARSHAL ZONES: each zone will be swept by trained and available FIRE MARSHALS (or a deputy, if the Marshal is not in school that day). All FIRE MARSHALS will be trained every three years.

TEACHERS

- Will have practised lining up in **register order** with their classes
- Will ensure they know the emergency exit from all the rooms in the school – Assembly Points and emergency exits are detailed on map by FIRE EXIT IN EVERY ROOM
- Will not collect their personal belongings
- Will evacuate the children from the room calmly – teacher **will not lead the children**- they will ensure they can see the front and the back of the line and keep checking both.
- Will ensure the children **walk quietly** to the Assembly Point – position of teacher as above
- Will ensure the children are **quiet** at the Assembly Point
- Will register the children by head counting and calling the register, ensuring they confirm those children that are present, holding up a **green** (register complete) or **red** (child missing) card.
- Inform the FIRE EVACUATION MANAGER if any child is not present at the Assembly Point, who attended school that day.
- Will keep the children **quiet** when waiting at the Assembly Point
- Will wait until the fire alarm is silent before being told to return the children to the building by the FIRE EVACUATION MANAGER.

SUPPORT STAFF

- If not taking on the role of Fire Marshal, support the Teachers in the above responsibilities.
- Fulfil responsibilities detailed on children's or staff's Personal Emergency Evacuation Plans (PEEPs), contained in folders in each classroom.

VISITORS, VOLUNTEERS, CONTRACTORS

- Will be informed about the emergency exits from the rooms in the school – emergency exits are indicated by green signage.
 - Exit the building and calmly walk to the Assembly Point and report to the Admin Staff.
-

LUNCHTIME VARIATION

- If the alarm is triggered during lunchtime, many Fire Marshals will be on lunchtime duty. They should **stay with the children** with whom they are working and lead their evacuation.
 - Jim Cascarini (or the Deputy) will sweep Orange, Lilac, White & Blue, then out to the Assembly Point.
 - Debbie Hopgood (or the Deputy) will sweep Pink, Yellow & Green, then out to the Assembly Point.
 - Children on the MUGA & EYFS amphitheatre area to assemble there, not join the rest of the school at playground Assembly Point.
 - Staff off site must **stay off site**, if they hear the fire alarm when approaching the school.
-