

North Wootton Academy

Emergency Procedure Plan 2026 -2027

Introduction

General

It is in the interest of all employees and visitors where applicable to be aware of the contents of this procedure and to ensure the school remains a safe place.

Scope / Objective

This procedure documents and defines the actions of designated members of staff and all other persons on discovering a fire.

Fire Instructions

THE WARNING OF FIRE AT NORTH WOOTTON ACADEMY IS A TWO-TONE KLAXTON.

The children must line up silently and exit the school via their primary route – see site plan.

The Assembly point is the Sports Wall on the Junior Playground.

On reaching the assembly point children must stand in their class lines facing towards the wall. Class Teachers will complete a head count to ensure all children are present. Any discrepancies must be reported to the principal immediately. They must then return to the front of their line

All other adults should group near the trim-trail for a register to be taken including 1-1 TA's after assisting their assigned child to the assembly point.

Classes should organise themselves in the following order, starting from the direction of the Infant Playground.

1 Maple	4 Acorns	7 Cedar	10 Juniper
2 Willow	5 Pine	8 Rowan	11 Elder
3 Conkers	6 Fir	9 Oak	

A clear gap should be left between each of the classes

All staff should be aware of the position of the Fire Alarm break glass points, the location of fire equipment and all exit routes from the premises.

Specified Roles during an Evacuation

All teachers are trained Fire Marshalls and responsible for the safe evacuation of their location, wherever it is safe to do so and ensuring all pupils are accounted for at the evacuation point. **All other teaching staff** are responsible for supporting the Fire Marshalls achieve their role. Office Staff and Principal are principally responsible for all other aspects of the evacuation acting as **Evacuation Leader A, B and C** (identified upon hearing a klaxon as staffing allows) as outlined below:

On Discovering a Fire During Normal School Hours

1. On discovering a fire, the nearest alarm should be sounded by breaking the glass and pressing the button.
2. All staff and children should proceed to the Assembly Point by the nearest available exit using the map in each location if they are unfamiliar with the evacuation.
3. **Where possible an adult should lead pupils** out of the class, with a second counting out the children and ensuring the room, toilets and cloakrooms in their respective work areas are clear. **Where there is only one staff member present, the line should be set off so long as this is a familiar route**– following a second class with more staff where possible – with the remaining adult checking that all pupils have left.
4. Where appropriate close all doors, but **do not** take personal risks.
5. On reaching the Assembly Point children must stand silently in their class lines facing **towards** the wall.
6. Each designated person (Class Teacher) will be responsible for children and visitors in his or her section at the sound of the Fire Alarm.
7. Teachers should perform a head count to ensure all pupils are accounted for, return to the **front of the line** and confirm to the principal, by raising their hand.
8. All other staff and visitors should group at the trim trail in order for a register to be taken by the Principal or Evacuation Leader C. 1-1 assistants should bring pupils in their care to the staff evacuation point if they cannot be left in their line.
9. **PE leaders or intervention staff** need to escort the pupils to the evacuation point to join their class where the class teacher will account for them.
10. The designated person (Class Teacher) should inform the principal of anyone unaccounted for with the initial check; however, a full register will be taken to ensure that all pupils are present or identify who is missing.
11. The **Evacuation Leader A (normally Operations Manager)** will be responsible for checking the alarm panel, locating the fire and then contacting the Fire Service.
12. The **Evacuation Leader B (normally Admin Assistant)** will be responsible for ensuring both the main gate and Infant playground gate are open and wait for the fire service.
13. The **Evacuation Leader C (normally the Secretary)** will bring the fire, visitor and staff registers to the assembly point.
14. Any visitors present at the time of the fire should be escorted to the Assembly Point and checked against the visitor's logbook by the **Evacuation Leader C (normally the Secretary)**.
15. **The principal** will ensure all children and employees are vacated and the school is clear.
16. In the event that there are only two members of office staff on site, the principal will assume Evacuation Leader C enabling another lead position to be filled.
17. The principal is responsible for the school and should receive a verbal report from the designated persons that their sections are cleared and all children and visitors are accounted for. **If the Principal is offsite any free member of the Senior Management Team will take charge.**

RETURN TO WORK ONLY WHEN THE "ALL CLEAR" HAS BEEN GIVEN BY A FIRE OFFICER

All three evacuation leaders must take a walkie-talkie (and a mobile if possible) during the evacuation

Procedure for the Evacuation Leader A

On receipt of emergency request or activation of the alarm obtain as much detail as possible.

1. Pick up walkie-talkie (and a mobile phone if possible)
2. Location of fire (unit and zone) – check fire alarm system box outside office
3. Check zone to ascertain cause/size of fire
4. Call the fire brigade
 - Give address – **North Wootton Academy, Priory Lane, North Wootton, Kings Lynn PE30 3PT** Telephone number – **01553 672385**
 - Location of fire
 - Evacuation status
 - Any injuries
 - Point of entry

Procedure for the Evacuation Leader B

On receipt of emergency request or activation of the alarm:

1. Pick up walkie-talkie (and a mobile phone if possible)
2. Ensure all four sets of double-gates are open
3. Move any obstacles in the EYFS area
4. Inform other leaders that actions are complete
5. Return to the car park to await the fire service and provide information as to the fire location and status of evacuation, visually checking external doors in the EYFS, Year 1, Reception and Year 5 area in the process.
6. Maintain radio contact

Procedure for the Evacuation Leader C

On receipt of emergency request or activation of the alarm:

1. Pick up walkie-talkie (and a mobile phone if possible)
2. Collect evacuation pack and daily adult registers
3. Ensure main office door is closed
4. Proceed through the junior hall visually checking hall doors have been closed on the way to the junior playground (allow pupils to evacuate first)
5. Pass out registers to Principal and then class teachers
6. Maintain radio contact

Procedure for the Principal (or spare member of SMT)

1. Proceed to the Assembly Point.
2. Ensure all children, staff and visitors are vacated and the school is clear.
3. Complete the adult/visitors register.
4. Keep Fire Service informed of status if needed.

The fire evacuation pack to include:

- 1. Site Plans**
- 2. Asbestos Plans**
- 3. Daily fire registers**
- 4. Keys for the boiler house, gates, electricity cupboard and gas box**
- 5. Personal Emergency Evacuation Plans for individual pupils**

Fire Alarm Check

Regular checks of the call points for the Fire Alarm System will take place on Tuesdays each week at **8.00 a.m.** The siren will not sound continuously but will operate in one burst so that there will be no confusion with a real alarm situation.

Fire Drills

Fire Drills will be conducted on a regular basis. Timescale - there will be one drill every half term.

These should be treated as if there is an actual fire. All the above procedures for evacuation should be followed.

SWOT analysis are completed after each evacuation to ensure these are opportunities for learning.

Power Cut

In the event of a power cut, the front school gate must be padlocked. Staff will be deployed to patrol the school and be on hand in the event of an emergency.

The fire alarm system has a battery backup and will continue to work. The alarm will bleep to show that there is an interruption to the power supply.

Fire Prevention

- 1. Prevent all possible causes of fire.**
- 2. Never obstruct exit routes.**
- 3. Do not wedge open fire doors.**

**IN THE EVENT OF AN EMERGENCY
DIAL 999
NORTH WOOTTON ACADEMY
PRIORY LANE
NORTH WOOTTON
KINGS LYNN
PE30 3PT
Tel: 01553 672385**

