



Riversdale Primary School

A nurturing, ambitious and values led school.

FIRE EVACUATION PLAN

DATE: 1st June 2026

REVIEW DATE: 30th May 2029

INTRODUCTION

The purpose of this procedure is to outline the action to be taken in the event of a fire emergency within the school. The Headteacher will ensure staff are aware of their responsibilities in respect of this procedure.

ROLES & RESPONSIBILITIES

Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

All Staff General

Upon discovering a fire in the school, it is the responsibility of any and all staff members to raise the alarm using the nearest break glass point.

All staff members must:

- Evacuate the building to the designated playground area,
- Model to all pupils/visitors how to appropriately evacuate the building,
- Be aware of their nearest exit, not only in their classrooms, but other areas of the school.

Classroom Staff/Support Staff

On hearing the fire alarm:

- the person managing the class/group/individuals will take the children through the nearest fire exit.
- children must evacuate the building in silence.
- no one should stop to collect any belongings.
- children must be evacuated to the relevant assembly point in the playground if it is safe to do so. if advised by a fire marshal, children must be evacuated to the relevant assembly point in coronation gardens.
- staff will check children against the register, using Weduc on their mobile device, and immediately inform fire marshals of any missing children.
- any staff who have children in a different location to their normal assembly point must notify the fire marshals.
- No staff member or child should re-enter building until told to do so by Headteacher or Fire Service.

Administrative Staff

Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will:

- on hearing the alarm, immediately contact the fire brigade on the emergency number: 999.
- the evacuation report on InVentry must be printed, taken out and checked. Any persons missing must be reported to the fire marshals.
- An emergency evacuation register must be printed from Arbor

Fire Marshalls

- On hearing the alarm, all Fire Marshalls, will immediately go to their respective area of responsibility and monitor the evacuation of the premises.
- The Fire Marshalls will visually check their respective halls, classrooms and toilets on their allocated floor.
- To enable them to monitor the assembly points, teaching staff will immediately inform the fire marshalls of any missing pupils.
- When the headcount has been completed the fire marshalls will inform each other and the headteacher/deputy headteacher that everyone is present. In the event that any person or persons are missing, this information will be shared immediately with the emergency services upon their arrival.
- In the event that one of these senior leaders/fire marshalls is not on site, the responsibility passes to the Premises Officer

Premises Officer

- As fire marshal, the Premises Officer will visually check the halls, classrooms and toilets on their allocated floor. This will depend on the attendance of the main fire marshals. This will be communicated via mobile phone from the most senior member of staff on site at the time.

Fire Marshalls

Visually check their allocated area and ensure everyone leaves the building safely and quickly.

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so.
- Evacuate by designated route.
- Close doors and windows as they leave.
- Assemble at their assembly point in the main playground
- NOT stop to collect personal belongings
- Not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

ASSEMBLY POINTS

All Resource Base children and staff should evacuate to the AstroTurf area of the playground, directly opposite the Coronation Gardens gate.

All Year 2 and 6 children and staff, as well as administrative staff, should evacuate to the Fantasy Land area of the playground, directly opposite the Merton Road Exit.

All Year 1, 3, 4 and 5 children and staff, as well as the kitchen staff, should evacuate to the Sphere Space area of the playground, adjacent to the Portacabin classrooms.

Further Evacuation from the playground can be arranged via the gateway onto Coronation Gardens or via Merton Road where necessary.

If the school grounds need to be evacuated, all children, staff and visitors need to assemble in the middle part of Coronation Gardens.

FIRE WARNING SYSTEM

Bells, break glass points and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly.

The main fire alarm panel is situated on the wall opposite the carpark entrance doors. This is serviced annually.

EVACUATION PROCEDURES

All areas have an escape route identified and all aspects of the school have an allocated playground assembly point.

All staff are provided with a Health and Safety tour on their first day, including information such as fire evacuation procedures.

Visitors and contractors are directed to specific fire evacuation points on their first day, depending on the area of the school they are working in.

Regular fire drills are arranged.

KEY ESCAPE ROUTES

All areas have direct escape routes to assembly points on either Sphere Space or Fantasy Land. If necessary pupils and staff can further be evacuated from the site, via various exits, to Coronation Gardens.

Fire exit signs are posted on all exits.

All exits are kept unlocked and clear of obstructions.

There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi-annually.

FIRE FIGHTING EQUIPMENT

There are a variety of fire extinguishers: CO2, Water and foam, throughout the building. These are checked weekly on a rota basis and serviced annually.

FIRE RISK ASSESSMENTS

Risk assessments are carried out annually.

PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

This is an individual plan for means of escape from fire/emergency for adults/children with a disability.

These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

PORTACABIN AND SCHOOL HOUSE

Currently the school fire alarm is not linked to the portacabin and the School House.

Portacabin: The school fire alarm can be heard in the portacabin and they see/hear when pupils and staff evacuating the building. The Portacabin has its own fire alarm. Should this go off, pupils and staff will evacuate and a member of staff will inform the office.

School House: The school fire alarm can't be heard in the School House. Should the alarm go off in the school, a member of staff from the office will alert anyone who is in the School House. Should the alarm go off in the School House, they will alert the school office.

GENERAL FIRE PRECAUTIONS

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

FIRE PREVENTION MEASURES

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening

- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

FIRE PROTECTION MEASURES

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire
- It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.