FIRE EVACUATION PLAN

General Emergency Evacuation Plan for:
St. Anne's Catholic Academy

Premises address and contact number:
Camp Hill Drive
Nuneaton
CV10 0JX

Tel No: 02476392877

Plan date	July 2026
Review date	July 2027

Sound of the alarm

A siren

Raising the alarm

In the event of a fire:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point-smash the glass or press the front panel.

If fire is detected by automatic detectors, this will trigger the fire alarm

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Rachel Darlington / Senior Leadership Team and appointed fire marshalls (identified with high visibility jacket and hard hat) will take charge and lead in the fire evacuation
- Admin staff dial 999 and request attendance by the Fire Service.
- Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire
- Admin staff pick up daily attendance/register sheets
- Admin staff pick up visitors signing in book/sheet from reception desk
- Admin staff to divide between KS2 and KS1 playground, taking appropriate class registration sheets with them. Visitors book to be taken by admin staff to KS2 playground. Admin staff to liaise by mobile phone to ensure all visitors are accounted for
- Staff will commence evacuation of the building, leading their class or group out of the nearest fire exit. – ensuring this is done in a calm and safe manner
- Fire marshalls to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.
- Meet at assembly point and check all contractors, staff members and pupils are accounted for to liaise with Fire Service upon their arrival
- All buildings to be evacuated when alarm is sounding.

- Admin staff to check adult numbers
- Teachers to check pupil numbers of their class and raise hand if correct (according fire number chart in classroom), keep pupils silent and calm
- A member of Nursery staff to phone SLT and confirm all children and staff accounted for and building clear.
- Alert at soonest possibility any missing pupils to admin or SLT
- Teachers only to return to building with pupils under the direction of the SLT

Class Fire Assembly Points

- Nursery – Key Stage 1 playground.
- Reception, Year 1 and Year 2 = line up on KS1 Playground, by fire numbers painted on the playground
- Year 3, Year 4, Year 5 and Year 6 = line up on KS2 Playground, by fire numbers painted on the playground
- All non-classroom based adults to line up on KS2 playground by Annie's Place
- Kitchen Staff = line up on KS2 playground by Annie's Place

Escape routes

The escape routes from the building are:
Nearest fire exit (all classrooms have a signed fire exit and emergency lighting)

Fighting Fires- Extinguisher Use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: In staff carpark inside gates
- Mains fuse box: Electric Cupboard in lobby area. Passage way outside kitchen. KS2=outside year 5. Nursery=in cupboard.
- Mains water inlet: outside carpark Gates on Pavement
- Gas/oxygen cylinders: N/A
- Location of fire alarm panel: School Office

Number of staff needed to carry out evacuation plan

To implement the evacuation plan, we have all 4 DSL's – Tracey Gillin, Siana Woodward, Martyne Atkins and Patti Finelli-Calder.

Equipment needed to effect the emergency plan	
Mobile Phones	
Variations to plan	
Before 8:45 and after 3:30 key holders Clare Brayne and Dionne Mullis to facilitate evacuation. Sweep building, call 999 and liaise with SLT. All staff to muster on KS2 playground	
Back-Up Arrangements	
If key Holders Clare Brayne and Dionne Mullis absent SLT to lead evacuation If fire alarm failure- school bell to be rung constantly Training: New staff induction	
Fire Marshalls	
Shelia Aiello, Megan Bishop, Clare Brayne, Kiera Powell, Leanne Elwell, Jeana Moss, Siana Woodward, Maisie Reynolds, Martyne Atkins, Hannah Smith.	
Responsibilities	
For ensuring plan is up to date	Dionne Mullis (Site Manager) /Tracey Gillin (SLT)
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above