



Cardrew Court School

Fire Procedure Policy

September 2026

Fire Officer

The person responsible for organising the school's fire precautions is **Kerry Towers** in her absence, Ahmet Semi: **Caretaker** / Lyn Phelan **Receptionist**, **Laura Vallance** and **Emma Clarke**

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and ensure that a fire evacuation takes place at least once every term.
- Recording the significant results of the fire evacuation drills and disseminate learning to staff team.
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

All staff are responsible for ensuring that learners and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

Fire Drill

All classrooms must have a copy of the Emergency Evacuation plan for their Zone displayed in a highly visual area. The Fire Alarm must be sounded if there is a reasonable suspicion that there is a fire. It is better that it is sounded too soon than too late. **It is imperative that every time the fire alarm sounds it is treated as an emergency.**

Everyone must evacuate the building. Any visitors should go to the front of school assembly point to be checked against the visitor log. Always follow the direction and guidance of CCS staff and fire wardens, (Fire Officers identifiable by high visibility jackets.)

Staff procedure:

Fire Wardens report clearance of areas to Headteacher / Caretaker / receptionist- at the front of school who will liaise with the Fire Service.

Learner Registers and management/registration of staff/visitors will be overseen by headteacher and Receptionist the front of school who will liaise with SLT when registers are complete.

Dismiss your class from the room you are in, having indicated the route they should follow. **As per your Zone Emergency evacuation plan.**

- If time allows close all windows and close the door behind you as you leave.
- Leave the building by the designated emergency exit and move as quickly as possible (with teaching groups) to the school muster point. (By container, bottom of carpark) Line up in class rows.
- Any supply staff or cover supervisors should take the same register that they did at am or pm registration.
- Return the register to the Headteacher / Receptionist and report any missing learners.
- If a learner is missing inform the headteacher / Receptionist immediately.
- Instruction to dismiss learners will be given by the member of SLT responsible for the assembly area. If Emergency services are required, there may be a considerable wait while the Fire & Rescue Service deal with the situation. It is essential that learners are not allowed to wander and that no one returns to the building before being given the all clear.

The fire alarm does not automatically sound at the fire station. Once the building alarm is activated, School site staff will carry out initial investigation at the panel and fire wardens will provide a status report. The evacuation will take place whatever the outcome, but if proof of fire is discovered this will be communicated to the Fire & Rescue Service by ringing 999. At weekends and outside of the hours 0800 – 1800 the Fire & Rescue Service will attend unless they are told it is a false alarm by ringing 0844 809 9980.

Fire – Other Associated Procedures

- Reception staff to ensure Emergency Evacuation box, Ipad and emergency paper registers and pens are taken to the muster point.
- Registers to be taken as quickly as possible via Reception staff / Emma C / Laura V
- Visitors must report to the receptionist as soon as possible at muster point.
- ALL STAFF should exit the building immediately and not walk back through to collect belongings.
- ALL STAFF should have 2-way radio's on their person at all times.
- The Fire Officer to liaise with the caretaking staff and ensure the fire alarm has been re-set. The Fire Officer to make the decision to re-enter the building.

In the headteachers absence – Caretaker / Receptionist to deputise as necessary

Fire Alarms outside school hours or during lunchtime

- Any learners in school out of school hours should be directly supervised by an adult who is responsible for their evacuation and registration in the event of a fire alarm sounding.
- If staff are in building they are responsible for checking their areas as far as possible.
- If alarm sounds at the end/or just before – the above procedure must be followed.
- Learners must not get in transport, leave the premises or go to their classrooms for belongings.
- Events involving large numbers, e.g. Open Evening should have separate fire safety procedures as part of the risk assessments for the activity. See Risk Assessment folder.

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in her absence, Ahmet Semi: **Caretaker** / Lyn Phelan **Receptionist** and **Emma Clarke** / **Laura Vallance**

Fire Wardens:

Lyn Phelan, Kerry Towers, Claire Cross, Charlie Tavner, Lauren Jenkin, Laura Vallance, Ian Eddy, Jack Pellowe, Jenna Hamilton

EVERY ROOM IN THE SCHOOL in all Zones need to be checked by the Fire Warden team in the event of a Fire Alarm evacuation.

Cardrew Court School Emergency Evacuation Exit plan.

