



## **Fire Action Plan/Procedures**

**Review cycle:** Annually

**Last Review Date:** August 2025

**Next Review Date:** August 2026

**Staff responsible:** Colleen Woodley, Bursar

**Committee responsible:** Compliance & Health and Safety

**(This policy applies to the whole School including EYFS)**  
(Willington School reserves the right to update all policies on a regular basis)



1. These fire and emergency evacuation procedures are to cover all uses and users of Willington School at all times of the day / year. The procedures contain information necessary to allow a quick and effective evacuation of the buildings when the need arises. These procedures should be reviewed regularly.
2. The School has a comprehensive fire detection and alarm system. The system incorporates detection devices such as manual call points (break glass), some 63 smoke/heat detectors. If any of the devices detect smoke or heat or a call point is pressed, the alarm system sounds continuously.
3. **What should people do if there is a fire?**

**If a pupil discovers a fire, they must immediately inform the nearest adult who is to sound the alarm. If an adult discovers a fire, they should immediately alert others by shouting 'Fire, Fire, Fire' and activate the fire alarm by pressing the nearest manual call point (they are next to each Fire Exit and situated in the corridors of each floor) to initiate an evacuation. The alarm should be activated for all fires no matter how small. Try to notice what is on fire and report it to the senior person present in the Assembly Area as this may be of importance to the fire brigade.** Having sounded the alarm, a competent adult may try for up to 2 minutes to fight a small fire but the priority is on evacuation.

4. **The senior person present will be responsible for deciding to call the emergency services.**
5. **How should the evacuation process be carried out?** Everyone on site must respond to the fire alarm and leave the building at once by the closest safe escape route and go to the assembly area. Generally, the shortest route to a final exit should be taken but if that route is blocked or unsafe, another route should be taken.
6. On hearing the fire alarm (high pitched, shrill siren) members of staff should:
  - a. Organise an orderly exit from the building via the nearest available fire exit.
  - b. Close doors and windows to reduce the risk of fire spreading, where possible
  - c. Quickly check toilets, adjacent classrooms etc. on-route to the nearest exit.
  - d. Escort their teaching group to the assembly point
  - e. Collect their tutor group's register from the administrative staff.
  - f. Call a register and report to the evacuation leader
  - g. Continue to supervise their class until the "All Clear" is given and then escort pupils back inside.
  - h. Fire Marshals will sweep their corridors as they exit with the children.
  - i. Fire Marshals to use the evacuation chair if required.
7. **Assembly points and roll call** Everyone on site should know where the assembly points are, how to get there and alternative routes if the key escape routes are not available. Roll calls will be carried out at the assembly point to ensure all are accounted for:
  - a. **Main Assembly Area:** Worcester Road – turn right towards the barriers.  
This assembly point should be used by all on site. This applies all year round unless risk assessment shows otherwise due for example to construction / maintenance works.
  - b. **Reserve Assembly Area:** Worcester Road – turn left towards Compton Road.  
This assembly point is to be used if for some reason it is unsafe to assemble at the main point. The Bursar or another appointed member of staff will monitor the traffic for safety.
8. **Escape routes.** Regular fire drills are held to remind all of what to do. It is important to report any difficulties or make suggestions following a fire drill in order that the best possible procedure is



obtained. Fire action notices are placed around the site in prominent places showing where the assembly point is located and what to do in the case of fire or alarm. All of this information should be highlighted to visitors or others who may not be familiar with the layout of the premises. Window restrictors are fitted to windows and can be overridden if this is the only means of egress.

9. **Responsible people for fire safety.** Everyone on site has some responsibility towards their own and others' safety, which is why it is important to be prepared and know what to do in an emergency. Fire Marshals are responsible for sweeping their area of responsibility and ensuring windows and doors are closed, if safe to do so and the supervision of the children is not compromised:
  - a. During the normal School day, the Headmaster will be the evacuation leader. In his absence or out of normal School time, the senior person present will take this role. **The Evacuation Leader will:**
    - (1) Wait by the Main Entrance (if safe to do so) for the Premises Officer or Bursar who will check the fire alarm panel and inspect the identified area to check if there is a fire or false alarm.
    - (2) Give the all clear to silence the alarm, reset the panel and re-enter the building if the cause of the alarm is known to be a false alarm.
    - (3) Call the emergency services if required.
    - (4) Nominate a person to wait for the emergency services and direct them to the fire.
  - b. **The Premises Officer or Bursar will:**
    - (1) Check the main fire panel and inspect the identified area to see if there is a fire or false alarm.
    - (2) Relay the information to the Evacuation Leader.
    - (3) If the alarm is due to a false alarm, the cause can be rectified and the system reset.
    - (4) Arrange for the system maintenance contractor to attend the site if required.
    - (5) Fill in the fire log with details of the cause of the alarm and any notes about the evacuation.
  - c. **Members of the Administration team will:**
    - (1) Collect Registers and take them to the assembly area to give to form teachers.
    - (2) Collect staff and visitors signing in sheets and take them to the assembly area for checking.
    - (3) Confirm if everyone has been properly accounted for and report to the Evacuation Leader.
10. **Fire Marshals** Fire Marshals are expected to check classrooms and corridors making sure they are the last person to leave their designated area and checking that doors and windows are closed.
11. **How the emergency services will be called and by whom.** The emergency services will be called by the Headmaster or senior person present. If the building is not occupied, the fire alarm company will inform the Premises Officer or other nominated person, who will call the emergency services.
12. **Lunchtime Procedures.** If a fire alarm takes place during a lunch-time:
  - a. Staff in the School Hall should ensure that the dining areas are cleared.
  - b. Other staff on site should check the area immediate to them before reporting to the assembly point.
  - c. Playground Staff should direct children in the playgrounds and outside toilet to the assembly point.
13. **Outside Normal School Hours.** Outside normal working hours, all members of staff who are present should be prepared to assist with supervising the speedy evacuation of the building by all occupants. The senior member of staff on site (or if relevant, the person who has hired the premises) has the responsibility of checking and accounting for all people in the building and alerting the emergency services.



14. **General Points:**

- a. Staff should familiarise themselves with the position of the fire alarms (next to the fire exits) and the operation of fire extinguishers/blankets within their normal working area.
- b. Fire exits are to be kept clear of obstacles and any damage to fire equipment is to be reported.
- c. There will be regular Fire Drills at the start of each term to familiarise all with the procedure.
- d. The Premises Officer is to test alarms in different fire zones each week and maintain the Fire Log.
- e. Copies of the Fire Drill and Evacuation Procedures must be displayed in each classroom.  
Replacement copies may be obtained from the Bursar.

15. **Defective alarms and/or Fire Systems**

Where the school is aware that there are issues and concerns with the current fire systems in place, the Bursar will arrange to increase regularity of checks until the system has been repaired.

**Review period:            Annual**

**Reviewed by:            Bursar**

**The following must be updated when classrooms change.**



## EVACUATION PROCEDURES

When the fire alarm goes off, WHETHER IT IS A DRILL, A REAL EMERGENCY OR IT HAS BEEN SET OFF ACCIDENTALLY, everyone in the School must leave the building.

### NURSERY CLASSROOMS & SUNSET ROOM

#### PRIMARY ROUTE

Exit via the classroom into the Junior playground and assemble on Worcester Road.

#### SECONDARY ROUTE

Exit via the main corridor, turn right into the junior playground and assemble on Worcester Road.

#### THIRD ROUTE

Exit via the main corridor, turn left and exit via the Main Entrance. Assemble on Worcester Road.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Estates Officer/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



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### RECEPTION CLASSROOMS

#### PRIMARY ROUTE

Reception 1(Room Number)) to exit via the classroom into the Senior playground.

Reception 2 (Room Number)to exit via the main corridor, turn left and exit into the Senior playground.

From the Senior playground exit onto Worcester Road pass the portable kitchen.

#### SECONDARY ROUTE

Exit via the main corridor, head towards the Headmaster's office, turn right and exit via the main entrance.

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### RECEPTION SPARE CLASSROOM

#### PRIMARY ROUTE

Exit to the main corridor, turn right and head towards the Senior playground.

From the Senior playground exit onto Worcester Road pass the portable kitchen

#### SECONDARY ROUTE

Exit via the main corridor, head towards the Headmaster's office, turn right and exit via the main entrance.

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Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

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### YEAR 2 CLASSROOMS

#### Room F2 & F3

##### PRIMARY ROUTE

Exit the classroom to the main corridor, turn right and head towards Staircase 2 (closest to Junior playground), exit on to the Junior Playground and assemble on Worcester Road.

##### SECONDARY ROUTE

Exit the classroom to the main corridor, turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road

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### YEAR 1 CLASSROOMS

#### **Room F1 & Room F4**

##### PRIMARY ROUTE

Turn left as exit the classroom and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

##### SECONDARY ROUTE

Turn right as you exit the classroom and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

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### RADIO ROOM

#### PRIMARY ROUTE

Turn right as exit the room and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

#### SECONDARY ROUTE

Turn left as you exit the room and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

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### RAINBOW ROOM

#### PRIMARY ROUTE

Exit the classroom to the main corridor, turn right and head towards Staircase 2 (closest to Junior playground), exit on to the Junior Playground and assemble on Worcester Road.

#### SECONDARY ROUTE

Exit the classroom to the main corridor, turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road

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### YEAR 4 CLASSROOMS & ART ROOM

#### **Room M1 & Room M2 & Room M3**

##### PRIMARY ROUTE

Exit via the Mezzanine Staircase and head towards the Headmasters office. Turn right and exit via the Main Entrance.

##### SECONDARY ROUTE

Exit via Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcestor Road. Make your way to the assembly point near the barriers.

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### YEAR 5 CLASSROOMS & LIBRARY

#### Room S2 & Room S3 & Room S4

##### PRIMARY ROUTE

Exit into the main corridor, turn right and head towards Staircase 2. Exit via the Junior Playground and assemble on Worcester Road.

##### SECONDARY ROUTE

Exit into the main corridor, turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

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### YEAR 6 CLASSROOMS

#### Room S1

##### PRIMARY ROUTE

Turn left as exit the classroom and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

##### SECONDARY ROUTE

Turn right as you exit the classroom and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

#### Room S6

##### PRIMARY ROUTE

Turn left as you exit the classroom and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

##### SECONDARY ROUTE

Turn right as you exit the classroom and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

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## EVACUATION PROCEDURES

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### YEAR 3 CLASSROOMS

#### Room F5

##### PRIMARY ROUTE

Exit the classroom into the corridor, turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

##### SECONDARY ROUTE

Exit the classroom into the corridor, turn right and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

#### Room F6

##### PRIMARY ROUTE

Exit the classroom into the corridor, turn left then turn left again and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

##### SECONDARY ROUTE

Exit the classroom into the corridor, turn left then turn right and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

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### SCIENCE ROOM

#### Room S8

##### PRIMARY ROUTE

Exit the classroom into the corridor, turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

##### SECONDARY ROUTE

Exit the classroom into the corridor, turn right and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

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### IT ROOM

#### Room S5

##### PRIMARY ROUTE

Exit the classroom into the corridor, turn right and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

##### SECONDARY ROUTE

Exit the classroom into the corridor, turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

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### LEGO ROOM

#### PRIMARY ROUTE

Exit the library into the corridor, turn left then right and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

#### SECONDARY ROUTE

Exit via Year 3 classroom (F5). Exit the classroom into the corridor, turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

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### SEN ROOM

#### Room S7 & Toilets

##### PRIMARY ROUTE

Exit the classroom into the corridor, turn right and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

##### SECONDARY ROUTE

Exit the classroom into the corridor, turn left and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

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Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

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### MUSIC ROOM, PERI MUSIC ROOM 1, SPORTS OFFICE & OFFICES

#### PRIMARY ROUTE

Head towards the Headmasters office. Turn right and exit via the Main Entrance.

#### SECONDARY ROUTE

Head towards the Headmasters office. Turn left and exit via the side entrance on to Worcester Road.

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Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

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### MEETING ROOM

#### PRIMARY ROUTE

Turn left and exit via the Junior Playground and assemble on Worcester Road.

#### SECONDARY ROUTE

Turn right and exit via the Main Entrance and assemble on Worcester Road.

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### HEADMASTER & BURSARS OFFICES AND RECEPTION AREA

#### PRIMARY ROUTE

Turn left and exit the Main Entrance and assemble on Worcester Road.

#### SECONDARY ROUTE

Turn right and exit via the side entrance on to Worcester Road.

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### MAIN HALL

#### PRIMARY ROUTE

Turn right and exit via the Junior Playground and assemble on Worcester Road.

#### SECONDARY ROUTE

Exit via the Main Entrance and assemble on Worcester Road.

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### GROUND FLOOR TOILET

#### PRIMARY ROUTE

Turn right and exit via the Senior playground. From the Senior playground exit onto Worcester Road pass the portable kitchen. .

#### SECONDARY ROUTE

Turn left and head towards the Headmasters office. Turn left and exit via the side entrance on to Worcester Road.

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### FIRST FLOOR TOILETS

#### PRIMARY ROUTE

Turn right and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

#### SECONDARY ROUTE

Turn left and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Estates Officer/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



## EVACUATION PROCEDURES

When the fire alarm goes off, WHETHER IT IS A DRILL, A REAL EMERGENCY OR IT HAS BEEN SET OFF ACCIDENTALLY, everyone in the School must leave the building.

### SLT OFFICE

#### PRIMARY ROUTE

Turn left, then turn left again and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

#### SECONDARY ROUTE

Turn left, then turn right and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Estates Officer/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



## EVACUATION PROCEDURES

When the fire alarm goes off, WHETHER IT IS A DRILL, A REAL EMERGENCY OR IT HAS BEEN SET OFF ACCIDENTALLY, everyone in the School must leave the building.

### SECOND FLOOR TOILET

#### PRIMARY ROUTE

Turn right and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

#### SECONDARY ROUTE

Turn left and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Estates Officer/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



# EVACUATION PROCEDURES

When the fire alarm goes off, WHETHER IT IS A DRILL, A REAL EMERGENCY OR IT HAS BEEN SET OFF ACCIDENTALLY, everyone in the School must leave the building.

## STAFF ROOM

### Room F7

#### PRIMARY ROUTE

Exit into corridor and turn left and head towards Staircase 1. At the foot of the stairs turn left and exit via the side entrance on to Worcester Road.

#### SECONDARY ROUTE

Exit into corridor and turn left and head towards Staircase 2, exit on to the Junior Playground and assemble on Worcester Road.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Estates Officer/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



## **EVACUATION PROCEDURES**

When the fire alarm goes off, WHETHER IT IS A DRILL, A REAL EMERGENCY OR IT HAS BEEN SET OFF ACCIDENTALLY, everyone in the School must leave the building.

### **FROM THE SENIORS END OF THE SCHOOL:**

Exit into the kitchen area, then exit onto Worcester Road past the portable kitchen.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Estates Officer/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



## **EVACUATION PROCEDURES**

When the fire alarm goes off, WHETHER IT IS A DRILL, A REAL EMERGENCY OR IT HAS BEEN SET OFF ACCIDENTALLY, everyone in the School must leave the building.

### **FROM THE JUNIORS END OF THE SCHOOL:**

Exit into the Junior playground and assemble on Worcester Road.

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION AND TAKE THE REGISTER.**

Office staff should come out with registers and the staff signing in sheet so that we can account for all pupils and staff. A member of the SLT is to account for all staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Estates Officer/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



## WILLINGTON SCHOOL: **FIRE DRILL**

**Your Evacuation Route is: Leave the Building Through the Nearest Fire Exit & proceed to Worcester Road**

**Your Assembly Point is: Worcester Road.**

### **WHAT TO DO IN CASE OF FIRE**

**SHOULD A PUPIL DISCOVER A FIRE, THEY MUST IMMEDIATELY REPORT IT to the nearest adult who is to sound the alarm.**

**PUPILS ARE NOT TO TRY TO FIGHT A FIRE!**

**On hearing the Fire Alarm, everyone is to evacuate the building:**

1. **STOP** lesson/activity immediately & leave belongings.
2. Maintain **SILENCE**
3. **LEAVE** room as directed (close windows and doors).
4. **WALK** to the nearest appropriate exit in a single file, **do not overtake.**
5. **WALK** to Worcester Road, turn right towards the barrier.
6. **ASSEMBLE** in forms, account for everyone, await further instruction.
7. **REPORT** urgently if anyone is missing, confirm everyone is present.