



'Believe. Achieve. Be Proud.'

Fire & Evacuation Policy

Lyngford Park Primary School & Nursery

Signature *N. Arnold* *Headteacher* *Date May 2026*

Signature *F Forsyth* *Chair of Governors* *Date May 2026*

Annually reviewed by SLT and Governing Body.

1. What actions should staff take if they discover a fire?

- On discovering a fire staff or visitors should activate the nearest fire alarm situated in their area of school. If a pupil discovers a fire they should inform the nearest adult.
- On hearing the fire alarm (a constant bell ring) staff should take their teaching group and lead them calmly to the designated Fire Assembly Point on the Key Stage Two Playground following the route on the fire evacuation plan in their room.
- Visitors and other staff should calmly leave the area of school they are visiting and follow the routes shown on the Evacuation Map to the Fire Assembly Point.
- All personal belongings including coats, bags etc. should be left behind.

2. Who are the designated Fire Wardens? What actions should the Fire Wardens take if they discover a fire?

Fire Wardens:

- On discovering a fire they should go to their designated area and ensure staff and children are leaving the building/area and making their way to the Fire Assembly Point via the agreed planned route.
- Fire Wardens are responsible for making sure all people have left their designated areas and windows and doors are shut wherever possible.

3. How will people be warned if there is a fire?

- People will be warned of a fire via the fire alarm which is one consistent bell ring.

4. Where are the fire alarms located?

- Fire alarms are located at dedicated positions around the school. See map of school with their locations indicated which is kept in the Fire File, held in the office.

5. How will people escape the building?

- Staff, children and visitors will leave the building via the agreed evacuation route walking quietly to the Fire Assembly Point on the Key Stage Two Playground.

6. How are the evacuation routes identified?

- All evacuation routes are clearly displayed in strategic areas of school, using appropriate signage.

7. Where is the fire-fighting equipment located?

- All Fire Fighting equipment is identified on school maps. The extinguishers have clear labels for the type of fire extinguisher they are what kind of fire they should and should not be used to put out.

8. Who will contact the fire brigade or any other emergency services, and how will they do so?

- Staff will phone 999.

9. Procedures for liaising with the fire brigade on arrival?

- Lead Fire Warden, to liaise with fire brigade.

10. Person require to accommodate PEEP needs?

- LSAs will be responsible for making sure the PEEP is followed.

11. What are the procedures for carrying out a roll call and responsibilities?

- All teachers will carry out a head count on arrival at the Fire Assembly Point.
- If numbers do not tally with attendance for the day a roll call will be carried out.
- Fire Warden will check with all teaching staff that all pupils are present.

12. What other actions should be taken by the responsible person, the Fire Wardens, or anyone else who has been assigned responsibilities during an emergency evacuation?

- Liaising with Fire Brigade regarding anyone missing & where fire is located.
- If the school needs to be fully evacuated, Nerrols Primary will be contacted to advise them of the school population making their way to their site.
- Advise parents of any information necessary via the school dojo service.

13. When will the following arrangements and training be carried out?

Fire drill:	Every Term. Lockdown Drill every term.
Fire briefing:	Following Fire Drills or as necessary.
Fire marshal/ warden training:	
Location:	On line www.highspeedtraining.co.uk ROSPA approved.
Testing fire alarms:	Barry Hines / Nick Arnold - weekly

14. Are there any additional arrangements that will be made?

Fire Extinguishers checked weekly.