



EMERGENCY FIRE EVACUATION PROCEDURE

ON HEARING THE FIRE ALARM: Evacuate immediately by the nearest safe exit and go to the assembly point. Do not stop for belongings. Do not re-enter the building.

TEACHERS / STAFF WITH PUPILS

- Lead pupils out calmly and immediately by the nearest safe exit.
- Do not delay evacuation to collect belongings or carry out other tasks.
- At the assembly point, keep your class together, take the roll call and report "all accounted for" or any missing pupil immediately.
- Report anyone believed to be inside and their last known location. Do not search the building.

OFFICE / ADMINISTRATION STAFF

- Take pupil/staff attendance information and the visitor/contractor record only if immediately accessible without delaying evacuation.
- Give records to the Fire Officer and help account for pupils, staff and visitors.

OTHER STAFF / VISITORS / CONTRACTORS

- Leave by the nearest safe exit and report to the assembly point.
- Make sure you are recorded as present. Assist only if directed and safe to do so.

FIRE OFFICER / PERSON IN CHARGE

- Ensure 999 is called immediately for a fire or suspected fire.
- Coordinate the roll call for pupils, staff and visitors.
- Tell the Fire and Rescue Service immediately about anyone unaccounted for and their last known location.
- Use the alternative assembly point if the main assembly point is unsafe.

CHILDREN

- Stop, listen to the adult in charge and leave calmly and quietly.
- Do not collect coats, bags or other belongings.
- If you are in the toilet or away from your class, leave by the nearest safe exit, go straight to the assembly point and tell a member of staff.

PEEP / ASSISTANCE

- Anyone needing help to evacuate must be supported in line with their Personal Emergency Evacuation Plan (PEEP) or agreed evacuation arrangements.

ASSEMBLY POINT: Main gates (signposted). If unsafe, the Fire Officer/Deputy will direct everyone to assemble outside next to DBP on Warwick Road. **Remain there until instructed. No re-entry until authorised.**

KEY FIRE ROLES AND NEAREST EXITS

Fire Officer: Mohammed Rahman

Deputy Fire Officers: Noreen Ghazala, Mohammed M Rahman, Qamar Qadir, Nazia Sultana

Building	F1	F2	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Block A						Door B	Door A	Door B
Block B	Door A	Door A						
Block C			Door A	Door A	Door B			

Reviewed: September 2026