



Fire Evacuation Plan 2026/28

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Fire Evacuation Plan

2026/28



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1. Purpose

This Fire Evacuation Plan ensures that all students, staff, visitors, and volunteers can leave the building quickly and safely in the event of a fire or emergency. It outlines the procedures to follow, staff responsibilities, and expectations during an evacuation.

2. General Principles

- **Life safety is the priority** — evacuation takes precedence over property.
- **Everyone must evacuate immediately** when the alarm sounds.
- **No one may re-enter the building** until authorised by the Fire Service or Fire Warden.
- **Staff must support students calmly and confidently**, especially those with SEND or anxiety.

3. Fire Alarm Activation

The fire alarm may be activated by:

- Automatic smoke/heat detection
- Manual call point (break glass)
- Instruction from the Fire Warden

When the alarm sounds:

- It will be a continuous audible alarm
- Flashing beacons may activate in high-noise areas

4. Evacuation Procedure

4.1 On Hearing the Alarm

All staff must:

- Stop activities immediately
- Instruct students to leave belongings behind
- Lead students to the nearest safe exit
- Close doors behind them (do not lock)
- Move calmly to the assembly point

Students must:

- Follow staff instructions
- Walk calmly, not run
- Stay with their group

Visitors must:

- Be escorted by staff to the assembly point

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4.2 Evacuation Routes

- Use the **nearest safe exit**
- Do not use lifts
- Follow green fire exit signage
- Keep escape routes clear at all times

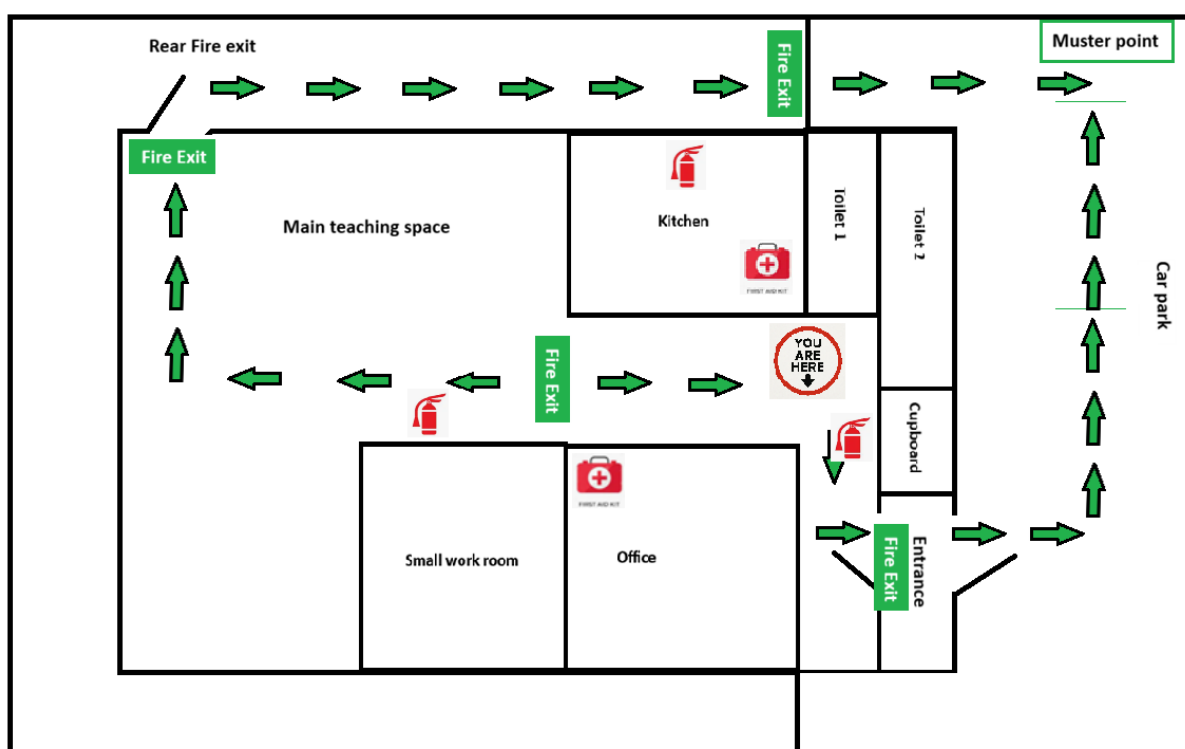
4.3 Assembly Point

- The designated assembly point for The Open Door Academy is:

Primary Assembly Point:

External Muster Area - Front Car Park

- Staff must supervise and maintain order.



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5. Staff Roles & Responsibilities

5.1 Fire Warden

- Takes overall control
- Liaises with Fire Service
- Confirms building status
- Authorises re-entry
- Sweep designated areas
- Check toilets, corridors, and small rooms
- Ensure doors are closed
- Report "area clear"
- Checks alarm panel
- Supports Fire Service access
- Ensures external gates are unlocked
- Assists with building shutdown if required
- Bring visitor sign-in sheets
- Bring staff attendance list
- communication with emergency services

5.2 Class Teachers / Support Staff

- Lead students out safely
- Take class list or register if accessible
- Conduct roll call at assembly point
- Report missing students immediately

6. Personal Emergency Evacuation Plans (PEEPs)

Students or staff with additional needs may require a PEEP.

PEEPs must include:

- Individual support needs
- Named staff responsible
- Evacuation route adaptations
- Use of evacuation aids (if applicable)
- PEEP's are reviewed **termly** or when needs change.

7. Roll Call Procedure

At the assembly point:

- Teachers call the register
- Missing students/staff are reported immediately to the Fire Warden
- No one may leave the assembly point until dismissed

8. Re-Entry Procedure

Re-entry is only permitted when:

- The Fire Service or Fire Warden confirms the building is safe

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- The alarm system is reset
- Staff are instructed to return
- No one may re-enter independently.

9. False Alarms

Even if suspected to be false:

- Full evacuation must occur
- Investigation happens **after** evacuation
- Patterns of false alarms must be reported to the Director

10. Drills & Training

- Fire drills take place **once per term**
- Staff receive annual fire safety training
- New staff and visitors receive induction on evacuation procedures
- Drill outcomes are recorded and reviewed

11. Communication During an Emergency

- Office staff may contact emergency services if not automatically triggered
- Parents/carers will be informed only when safe and appropriate

12. Post-Incident Review

After any evacuation:

- A debrief will be held
- Issues will be recorded and actions assigned
- Risk assessments will be updated
- Staff and students will be supported if distressed