Empowering Futures

# Fire Evacuation Policy and Procedure

## Purpose:

The purpose of this policy is to provide clear and comprehensive procedures for responding to a fire emergency at any Empowering Futures site. It is designed to safeguard the health, safety, and welfare of learners, staff, visitors, and contractors by ensuring safe and efficient evacuation from all buildings in the event of a fire.

## Scope:

This policy applies to all Empowering Futures premises, staff, learners, visitors, contractors, and third-party service providers. It is relevant during all operational hours and across all programme delivery types including alternative provision, adult learning, teacher training, and tuition services.

## Policy Statement:

Empowering Futures is committed to ensuring the safety of all individuals on its premises. We maintain a proactive approach to fire safety through regular risk assessments, staff training, clear signage, and detailed evacuation planning. Our evacuation procedures are designed to facilitate a quick, calm, and coordinated response to any fire-related incident.

## Roles and Responsibilities:

- Centre Manager: Overall responsibility for fire safety compliance, policy implementation, and ensuring training and drills are carried out.  
- Fire Wardens: Designated individuals trained to assist in safe evacuation and sweep zones to ensure all individuals exit the building.  
- Tutors and Staff: Responsible for leading their groups during evacuation, accounting for all learners, and reporting any missing persons.  
- All Staff and Visitors: Required to follow evacuation instructions and attend fire drills.  
A current list of fire wardens is maintained at each site and reviewed every term.

## Fire Safety Measures:

- Fire detection and alarm systems are installed and tested weekly.  
- Fire extinguishers are located throughout the premises and inspected annually.  
- Emergency lighting is installed in all main corridors and escape routes.  
- Clear signage for fire exits, assembly points, and extinguisher locations is maintained.  
- Evacuation plans are displayed in each room and reviewed termly.

## Evacuation Procedure:

1. On Discovering a Fire:  
- Activate the nearest fire alarm call point.  
- Do not attempt to tackle the fire unless trained and it is safe to do so.  
2. On Hearing the Fire Alarm:  
- Stop all activity and instruct all individuals to evacuate immediately.  
- Do not use lifts.  
- Staff must take their register and ensure all learners exit with them.  
- Close doors behind you to prevent fire spread.  
3. Evacuation Routes and Assembly:  
- Use the nearest and safest fire exit.  
- Proceed calmly to the designated assembly point, located [insert specific site details].  
- Tutors and team leaders must take a headcount or register upon arrival at the assembly point.  
4. Special Arrangements for Vulnerable Persons:  
- Personal Emergency Evacuation Plans (PEEPs) are in place for learners or staff with mobility or sensory impairments.  
- Designated staff are trained to assist in these situations.  
5. Re-entry to the Building:  
- No one may re-enter the building until authorised by the Centre Manager or emergency services.  
- A full sweep and safety clearance must be completed.  
6. Communication During an Emergency:  
- The Centre Manager or delegated Fire Warden will contact emergency services.  
- Parents/guardians will be notified in the case of a prolonged evacuation or disruption.

## Fire Drills and Training:

- Fire drills are conducted termly and recorded, with improvements implemented where required.  
- All new staff and learners receive fire safety and evacuation training as part of their induction.  
- Refresher training for fire wardens takes place annually.  
Records of all fire drills, alarm tests, and equipment inspections are maintained by the Health and Safety Officer.

## Monitoring and Review:

- This policy and procedure is reviewed annually or following any significant incident or change to building layout.  
- Feedback from drills and real evacuations is logged and used to refine the evacuation process.  
Compliance with the Regulatory Reform (Fire Safety) Order 2005 is regularly audited.

## Approval and Review:

Date of Implementation: April 2025  
Next Review Date: March 2026  
Approved by: Rhean White - Director