

Fire, Emergency and Site Evacuation Plans and Procedures

For

New Ash Green Primary School

**UPDATED: SEPTEMBER 2025 &
REVISED JANUARY 2026**

Emergency Instructions for Fire

1	<p>The action employees should take if they discover a fire</p> <p><i>Immediately operate the nearest alarm call-point and evacuate the building.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>
2	<p>People to be warned in case there is a fire by</p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</i></p>
3.	<p>How the evacuation of the building will be carried out</p> <p><i>Everyone in the building should leave the building by the nearest exit and report to their designated assembly point at the front or back of the building.</i></p>
4.	<p>Identification of escape routes</p> <p><i>All exit doors can be used as escape routes.</i></p>
5.	<p>Firefighting equipment provided</p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p>
6.	<p>Personal Emergency Evacuation Plans (PEEP) for Early Years and Primary School Children for:</p> <ul style="list-style-type: none"> ➤ <i>JW – R3, Reception.</i> ➤ <i>AS – B2, Year 4.</i> <p>Please refer to each of the pupil's individual PEEPs, copies of which have been placed in the Grab Bag, Classroom and Pupil File.</p>

7.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p><i>On hearing the alarm:</i></p> <p><i>All staff will usher the children and the visitors out of the building and assemble at the muster point.</i></p> <ul style="list-style-type: none"> • <i>The Fire Brigade is dispatched automatically.</i> • <i>Visitors, late children and early leavers' details will be printed by the office staff from the Entry Sign system and taken to the central area at the front of the school.</i> • <i>Office staff to take registers from pink folder to Hemstalls and Roundwood playgrounds, as well as deliver the green register to Bramleyham, whilst another member of office team deliver the new blue register for the Main Field. Office team to also print fire evacuation register from Entry System.</i> • <i>Office and SLT to communicate via walkie-talkies.</i> • <i>Grab bag trolley, containing pupil medical and all contact details will also be taken to the central area at the front of the school by a member of the Pastoral Team.</i> • <i>Pre-school to put their attendance register in blue Main Field folder in the office, to then be passed to them by a member of the office team when on the field.</i> • <i>Each area to confirm their attendance to Headteacher via walkie-talkie.</i> • <i>Headteacher, Office Staff, Office Manager and Site Manager will liaise via walkie-talkie.</i> <p><i>Teachers will ensure:</i></p> <ul style="list-style-type: none"> • <i>Their areas are cleared of people</i> • <i>Fire wardens to sweep the toilets and corridors.</i> <p><i>The Site Manager to sweep office/staff areas and check the call point if appropriate. Advise Headteacher via walkie-talkie once it is deemed safe to return to school building.</i></p>
8.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • <i>Visitors:</i> <i>The host/employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i> • <i>Contractors:</i> <i>must be given information about fire procedures and leave the building at the nearest exit.</i> • <i>People with disabilities:</i> <i>Specific arrangements (PEEPs) may need to be made for those with disabilities.</i>

9.	<p>The Fire Brigade and any necessary emergency services to be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • <i>On hearing the alarm a member of the office staff will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i> • <i>A mobile phone may be used.</i>
10.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>Headteacher or deputy will liaise with the Fire Brigade on their arrival.</i>
11.	<p>The following arrangements and training is given to staff at the school:</p> <ul style="list-style-type: none"> • <i>All staff: Fire Drills (at least) three times a year.</i> • <i>All staff: Fire briefing once a year (may be in conjunction with fire drill).</i> • <i>Fire Warden training: for all teachers, Teaching Assistants and office staff when necessary.</i> • <i>Record of training to be kept within Fire Manual.</i> • <i>Training to be reviewed on a yearly basis and planned into budget.</i>

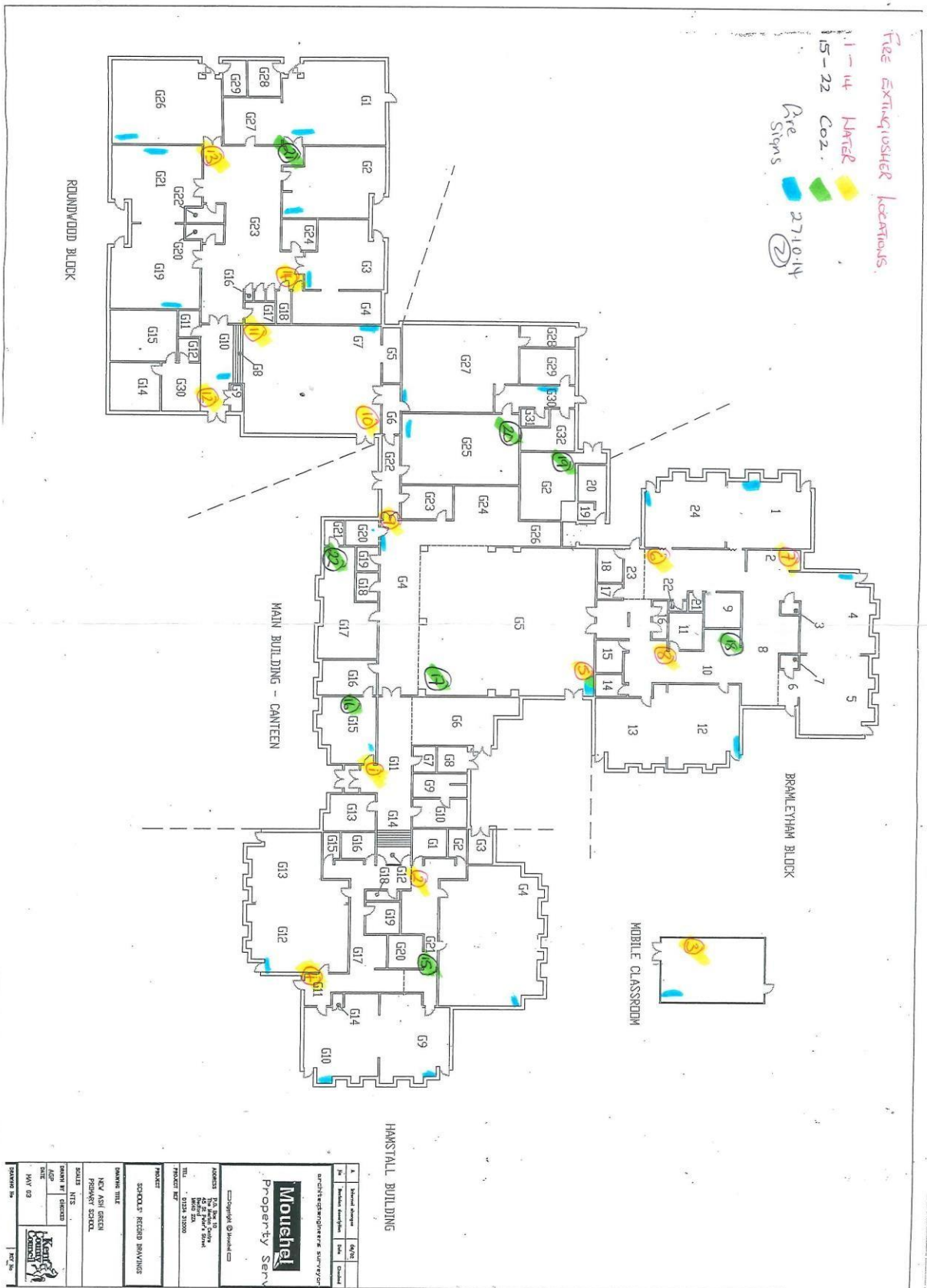
Lockdown Procedures

- *On the sound of 2 pips, school is to go into immediate lockdown until 3 pips are heard to signify all clear.*
- *Teacher/TAs to be responsible for ensuring all children are with their class and remain quiet.*
- *If a class is on the field or in the orchard, they will have their walkie-talkie on Channel 1. The office will say “**2 pips, I repeat 2 pips**”. (in case they cannot hear the actual pips). They will then find a covered space and stay there until they receive the all clear.*
- *If a class is on the playground, children are to return to their classroom to wait for further pips.*
- *All classes to have walkie-talkies, with a charger/docking unit.*

Out of Hours Procedures

- *All Lettings to have a register of attendance.*
- *If fire alarm sounds everyone to evacuate by the closest exit and assemble at the nearest assembly point.*
- *All clear can only be given by NAG staff. Luke Parker or Julie Sharpe will allow everyone back in to the building.*
- *Any relevant information is to be passed to the attending Nag member of staff or fire brigade upon request.*
- *No one is to use fire extinguishers or sweep the building unless they have been fire marshal trained and proof provided to the school.*

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Silent Evacuation Procedure

The action employees should take if a **Red Bell Card** is shown and the duties and identity of employees with specific responsibilities in the event of fire.

On production of a Red Bell Card being shown:

All staff will ensure that:

All children with their respective classes are ushered in silence (with any visitors), out of the building to assemble at the back gate. They do not stop to take anything else.

Adults will take essential first aid e.g. Epi pens.

Office staff take the back-up First Aid, which is locked in the cupboard by the main office.

*Once outside, SLT/Office staff to call the Police using their own device and **not** to use school telephones as this will lock the phone system down within the school.*

- ***Visitors, late children and early leavers' details will be printed by the office staff from the Entry Sign system.***
- ***Office staff to take registers from pink folder for Hemstalls and Roundwood, as well as the green register for Bramleyham and the new blue register for anyone coming from the Main Field. Office team to also print fire evacuation register from Entry System.***
- ***Office and SLT to communicate via walkie-talkies.***
- ***Grab bag trolley, containing pupil medical and all contact details will also be taken to the central area at the front of the school by a member of the Pastoral Team.***

Teachers will ensure:

- *Their areas are cleared of people and all children accounted for*
- *Class Teaching Assistant will 'sweep' their area to ensure toilets and other small areas are cleared*
- *Leading member of staff to lead the school to Milestone and call ahead to give as much notice as possible.*

Once at the back gate.

All teachers will be given a pink hi-vis jacket and will be responsible for an orderly walk of the children to Milestone School via the route set out on the below map.

On arrival at Milestone School

- Milestone School will block off the end of the entry road.
- We will enter the site via the green route as set out below.
- Milestone School will make the sports hall available.

Once inside the Sports Hall at Milestone School

- Teachers to settle and organise children inside and then take the registers to ensure all children are accounted for.

Whilst this is happening, the leading member of staff will consult with the leading member(s) of Milestone staff and confirm plans.

After this consultation we will inform parents of the arrangements.

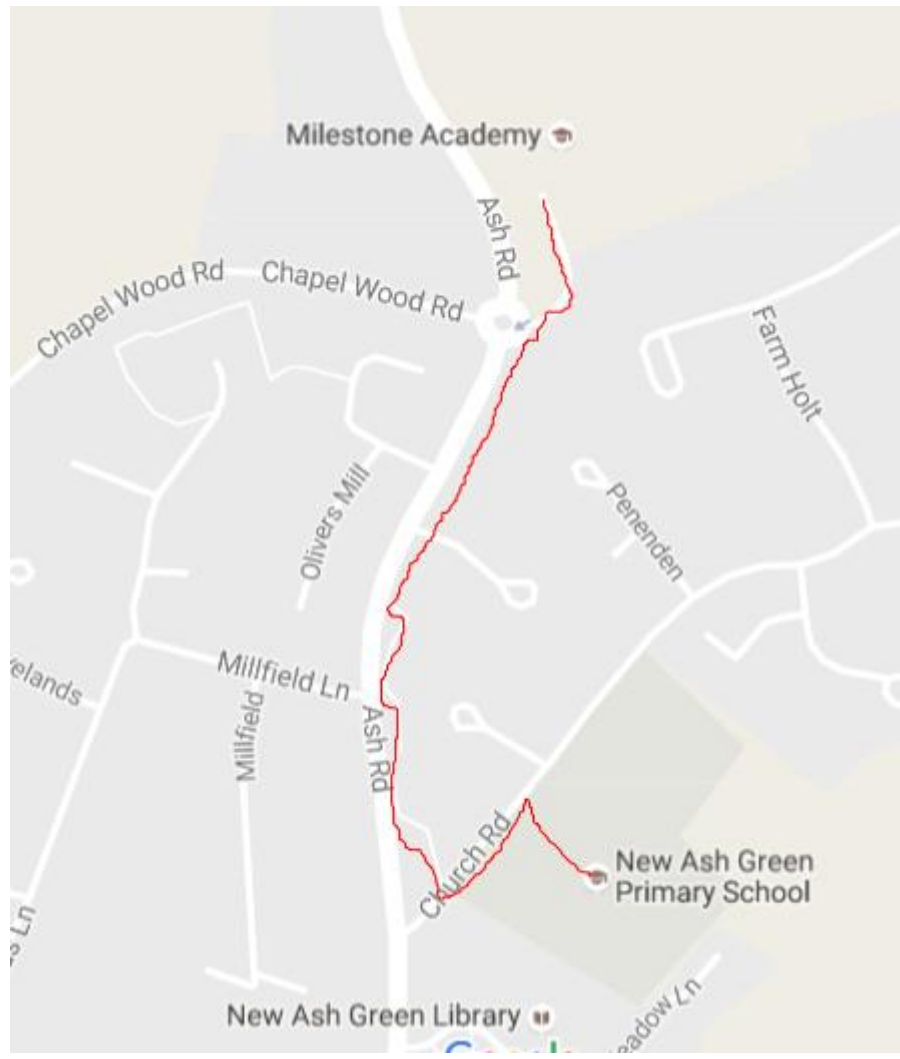
If we are to arrive at / after 2pm, then Milestone will hold off our movement from their site until 4pm, to allow their students to clear first.

Collection of Pupils

The section of the site will be under our direction as we clear our students and they will make staff available to assist us. Milestone staff will be in yellow Hi-Viz, with their radios.

- Parents will walk in and Milestone staff will try to guide them down the centre of the car park and to queue along the sports centre.
- Barriers will be put out to try and keep people at the top of the steps and to the left of the sports hall, outside their reception.
- A number of New Ash Green staff will be at the steps and to the left of the sports hall, as a line of defence, safeguarding our students and identifying the parents that collect them.
- Roundwood classes will be brought out to the right hand side of the sports hall by the reception and Bramleyham and Hemstalls will be brought out to the left hand side of the sports hall.
- The parents/carers will be responsible for collecting siblings from the relevant sides.
- The class teacher and teaching assistant will identify the parents that collect the children and tick them off the register when collected.
- Any children not collected at the end will stay in the hall whilst the dedicated member of staff calls the parents of the children left in the hall.

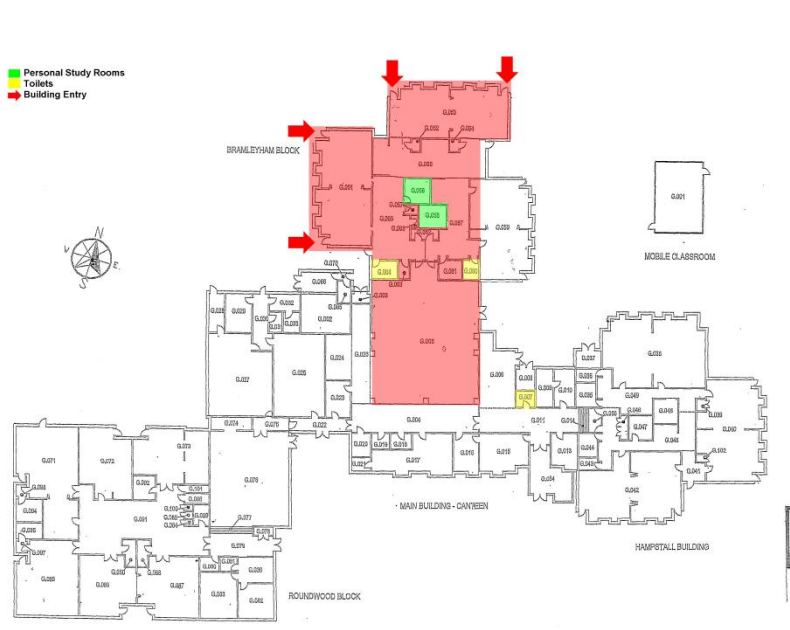
Map of route to Milestone



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If Milestone are evacuated to New Ash Green Primary School

- They will call with as much notice as possible.
- Bramleyham 1, 2, 3 & 4 will move to Roundwood Hall and ICT suite.
- The Headteacher or Deputy Head will open the back green gates and meet the leading member of staff from Milestone.
- Milestone staff will have the whole area of Bramleyham and the large hall. (see map below)

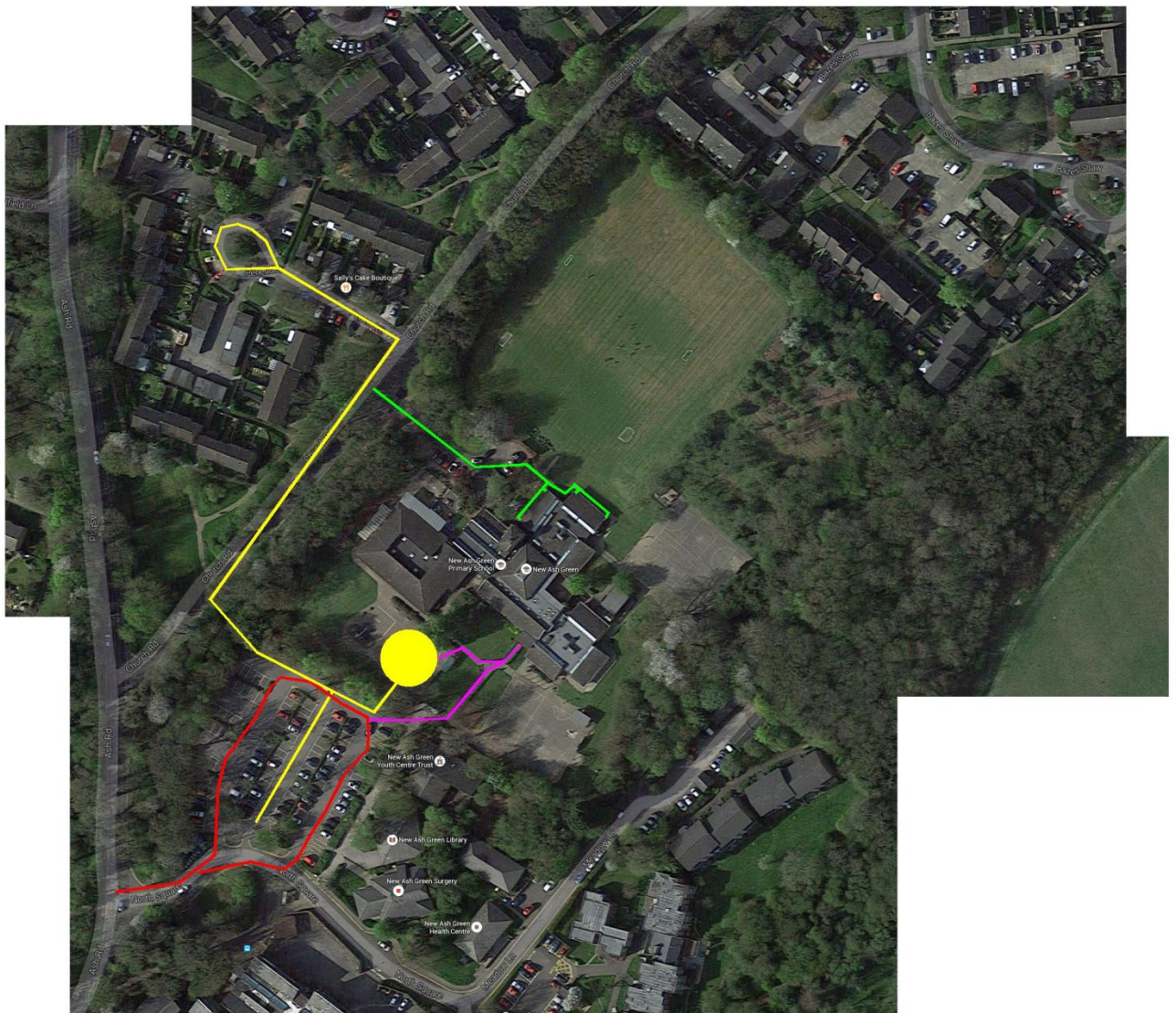


- Once on site Milestone's leading member of staff will consult with the Headteacher or Deputy Headteacher and confirm plans.
- After this consultation Milestone will inform their parents/transport of the arrangements.
- If they arrive at/after 2pm they will hold off movement from our school until 4pm to allow New Ash Green pupils to clear first.
- Milestone school will move their pupils out of the way of New Ash Green's school as quickly as possible.

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- Milestone parent should arrive via the yellow route (see below) and collect from the playground.
- Buses should arrive via the red route.
 - The schools will be unable to stop parents using the car park, so they would request police assistance for this.
 - They would disperse the students to parents on a first come basis, leaving your premises via the purple route.
- Milestone staff will be in yellow Hi-Viz jackets, with their radios. New Ash Green staff will wear pink Hi-Viz jackets.

Collection points for Milestone children



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FIRE ALARM PROCEDURES: Updated as at September 2025

Field - Office Staff

Pre School
RW4 RW5 RW6
BH1 BH2

School Building

**Bramleyham
Playground
Office Staff**

BH3
BH4
H1
H2

**Roundwood
Playground**

**SLT
(to oversee)**

RW1
RW2
RW3
ICT
Darwin Suite
The Hub
Kitchen Staff

**Entrance
Path**

SLT

All office staff
Foyer

TA fire wardens to sweep the toilets.

Office staff to take registers from pink folder to Hemstalls and Roundwood playgrounds, as well as deliver the green register to Bramleyham, whilst another member of office team deliver the new blue register for the Main Field. Office team to also print fire evacuation register from Entry System.

SLT to communicate via walkie-talkies.

Pre-school to put their attendance register in blue Main Field folder in the office, to then be passed to them by a member of the office team when on the field.

Each area to confirm their attendance to Headteacher via walkie-talkie.

The Site Manager to check the call point if appropriate and contact Headteacher via walkie-talkie once it is deemed safe to return to school building.

Outdoor Learning

To also join
Bramleyham Playground

**Hemstalls
Playground**

SLT (to oversee)

H3
H4