



DURANTS SCHOOL – POLICY DOCUMENT

Emergency Evacuation Procedure

September 2025

Reviewed & updated: September 2025 (Karly Barker)

Next review date: September 2026

DURANTS SCHOOL – Emergency Evacuation Procedure

Durants School Southgate Site & Pitfield Way Site Emergency Evacuation Procedure

On discovering a fire:

- Close the door to area (if possible)
- Sound the alarm
- **Do not attempt to tackle a fire, your priority is the safe evacuation of pupils you are in charge of**
- Evacuate the building and proceed to your assembly point
- **Please note** it is the responsibility of anyone in charge of a class or any pupils to keep with them at all times a record of all pupils in their class on any day. A note should be made of pupils working away from the class group, for example a pupil at Music Therapy, Occupational Therapy etc.
- Report to senior member of staff at the assembly point
- Ensure the fire brigade are called

On hearing the alarm:

- Turn off all equipment (press any stop buttons available)
- All staff and pupils should evacuate the building via the nearest available fire exit and make way to your nearest assembly point (as highlighted in the Fire Evacuation Plan)
- Member/s of the office staff should collect any records of attendance and proceed to the same or other designated assembly point as soon as possible. Office staff should also take walkie talkies with them.
- Visitors should also assemble at the assemble point and/or follow inductions from the staff guiding them outside.
- Member of staff in charge of class groups should have with them a record of pupils in their class at that time
- **Do not stop to collect belongings**
- Pupils in attendance at school but working away from their class groups or in the toilet/medical room etc, should leave the building via the nearest available exit and if possible rejoin their class groups once at the assembly point. If for any reason this is not possible they should report to any member of staff, who should, as soon as possible report this to the person in charge of the evacuation.
- Premises staff will investigate area in question and report back to senior staff or call the fire brigade if a fire is found

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- If a fire is confirmed the Head Teacher or deputy Head Teacher must phone the fire brigade (if not already done so by the premises team) and instigate the necessary protocols
- Once at the assembly point a register of each class should be taken
- A member of the class staff should then hold up their class placard to indicate all pupils and staff are accounted for, displaying the **Green** side.
- If anyone is missing or unaccounted for from the class the staff member in charge should hold up the **Red** side of the placard, a member of SMT will then take further details
- Teachers and staff should stay with their class/group they have evacuated with
- If a staff member is offsite for any reason they must not re-enter the building whilst the alarm bell is still ringing.
- Anyone located in the art, cookery & PPA block at Southgate must evacuate and wait at their assembly point for further instructions.
- Anyone located in the huts (art and work area) or James Joyce Class at Pitfield must evacuate and wait at their assembly point for further instructions.
- If you are outside make way to your nearest fire assembly point. DO NOT re-enter the building. i.e. gardening club, playtime etc.
- In the event of a real emergency that requires complete evacuation of the school premises then everyone will be directed to the rear of Southgate House for the Southgate Site and Enfield Heights Academy for the Pitfield Way Site.
- Parents/Carers will be contacted via text, sent out by the a member of the office staff or Head Teacher

Dismissal:

- All persons on site should wait for advice from The Head Teacher, most senior member of staff on site or the emergency services before returning to the building