

Emergency Evacuation Plan

Emergency Evacuation Plan ALP Sittingbourne

School address and contact number	ALP Sittingbourne 60 Bell Road Sittingbourne Kent ME10 4HE T: 0203 137 3630 opt 5
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Plan date	06/06/2026
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Review date	06/06/2027
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Fire Alarm Information

The fire alarm panel is an addressable system located at the school reception. Automatic detection is located to;

- Classrooms
- Escape routes
- School kitchen
- Staff room / area
- Electrical cupboards

The alarm sound is a continuous warning siren.

Raising the alarm

On discovering a fire, the alarm will be raised by activating the nearest call point.

Action to take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Lead Wire Warden (Andy Brooker) will take charge and lead in the fire evacuation. In the event of Andy being absent from school, the Headteacher or Premises Manager will take lead
- The Lead Wire Warden will dial 999 and request attendance by the Fire Service and give their name, name of building, building address (as detailed above), contact number and details of fire
- Reception staff will print the signing in sheet from the visitor management system
- Staff will begin evacuation of the students – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and students with additional needs
- Fire wardens to sweep their nominated areas of the school to ensure all areas are clear if safe to do so and ensure all doors and windows are closed on the way out and communication via the radio system is effective.
- If safe to do, electrical mains should be switched off before leaving the building. The location of these are detailed below

- The Lead Fire Warden will ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at the assembly point (Visitor Car Park) and check all persons are accounted for. Roll call will be carried out by the Administration Assistant.
- The Lead Fire Warden will liaise with Fire Service

Disabled and temporarily injured persons

Any students or members of staff with a disability will have a Personal Emergency Evacuation Plan which sets out how they will be evacuated in an emergency situation. If our visitors have a disability we will discuss evacuation with them on arrival.

School pets and PAT-Dog

There is a shared responsibility for ensuring the safe evacuation of school pets located within classrooms. The school Dog is the responsibility of the owner. The owner MUST ensure the Dog is put on their lead and evacuated via the nearest exit. The Dog and their owner will remain at the assembly point.

Escape routes

The escape routes from the building are:

1. Main entrance
2. Hall (left of building) - Room 10
3. Room 18 - with access from room 17 (downstairs) and room 35 (upstairs)

Means of escape plans have also been attached. Please see appendix 1.

Fire Wardens (sweeps) are allocated to each of the following areas

Staff area/kitchen

Left of and including sports hall

Right of sports hall

First Floor

The sweeping of these areas is communicated via radio via a staff member within the vicinity at the time of the alarm

Fire assembly point

The assembly point is: Visitor Car Park

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: n/a
- Mains fuse box: Electrical intake Cupboard (room 26)
- Location of fire alarm panel: Reception
- Stop Tap - Under the kitchen sink

Variations to plan

Out of house arrangement:

Upon hearing the fire alarm, evacuate via the nearest exit and make your way to the assembly point. Dial 999 for the fire brigade. Do not make your way back into the building or collect personal belongings.

School events

Should an evacuation be needed during other times (after school clubs, evening events, weekend events etc.) The adults in charge of the activity are responsible for evacuating participants safely and the fire service is called. The fire brigade **MUST** be made aware of any missing persons.

Hires of the school building

The school is not available for hire

If the school is being used by an external body out of hours, it will be the responsibility of the person in charge to maintain all roles in ensuring participants are evacuated safely and the fire service is called.

Evacuation procedures are made clear to the external body at the time of booking. A copy of the evacuation plan is also provided.

Back up arrangements

In the event the fire alarm system is no-operational in any way, all staff will be made aware and back up arrangements implemented. A whistle is held at the reception and will be used to inform staff of evacuation. The person locating the fire will get a message to the reception so that the whistle can be blown continuously throughout the school (if safe to do so). All staff will ensure they inform staff/students as they evacuate the school.

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Responsibilities

Review emergency procedures:

Managing Director
Premises Manager

For ensuring adequate staff are on duty to carry out the evacuation plan

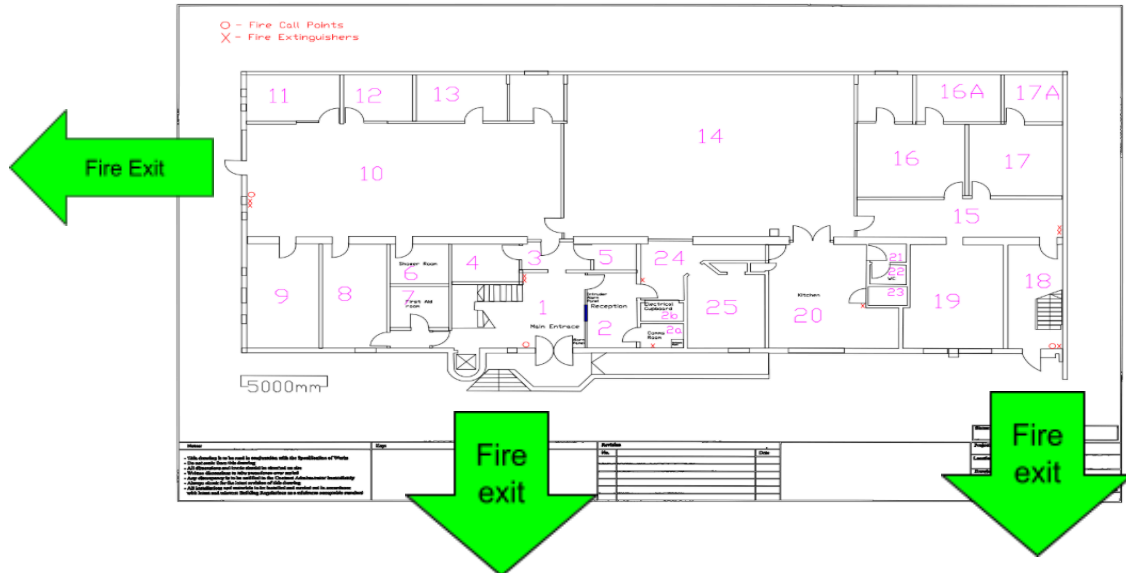
Headteacher

For training staff on the evacuation plan and in their roles and responsibilities

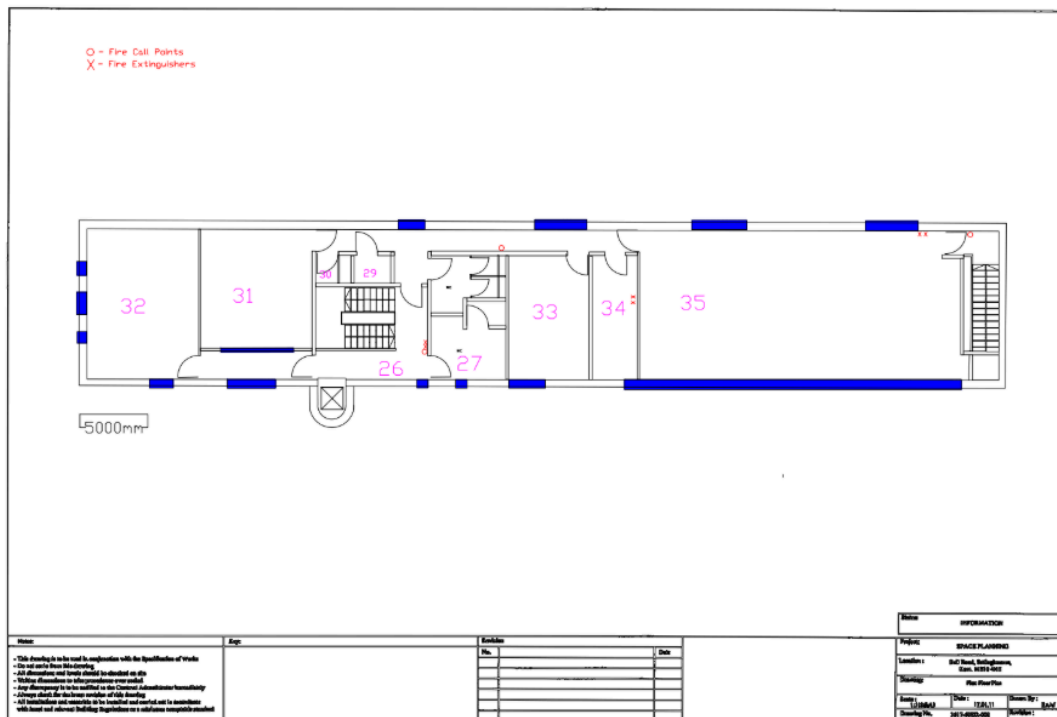
Headteacher
Lead Fire Warden

Appendix 1 – Means of escape plans

Ground Floor



First Floor



Appendix 2 – Personal Emergency Escape Plans (PEEPs)

In Fire Folder