



Determination Respect Engagement Ambition Motivation Success

Trafford Alternative Education Provision

Emergency Evacuation Procedure

[2025]



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Trafford Alternative Education Provision

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional, and social development of our students. Our aim is to create a holistic, nurturing, and inspiring environment where students are supported and encouraged to take charge of their lives, their learning, and their decisions. Every student will have an understanding of their personal journey, challenges, and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools, and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development, and frequently reviewing, debating, and developing the curriculum.



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Policy Title:	Emergency Evacuation Procedure	STATUS	Non Stat
Last Reviewed & Updated:	October 2025	Due for Review:	October 2026

Document Control

Version control/History

Name	Description	Date
Sarah Wright	Updated current information	October 2025

Approvals

Name	Position	Date
Linda Thompson	Executive Headteacher	

Links to

Links to policies and documents
• Health and Safety

Website
General Data Protection Regulation (GDPR)
This policy document has been reviewed in compliance with GDPR (May 2018) Linda H Thompson, Executive Head teacher 

TAEP Fire Evacuation Procedures Policy

1. Introduction

At TAEP, we are committed to ensuring that fire precautions comply with all relevant health and safety legislation. The safety of all children, staff, and visitors is of paramount importance.

The Executive Headteacher, in collaboration with the Site Manager and Business Manager, will ensure that clear and effective procedures are in place for the **safe evacuation** of everyone on site, including those with disabilities or PEEP

Note: The safe evacuation of the premises is the responsibility of the school, not the fire service.

2. Staff Responsibilities and Training

Fire Safety Training

Fire safety training will be provided by the Business Manager, Executive Headteacher, and Site Manager to all staff. New staff will receive this training as part of their induction.

Training includes:

- How to raise the alarm
- Action to take upon hearing the alarm
- Exit routes and evacuation procedures
- Location and safe use of fire-fighting equipment
- Assembly points and roll-call procedures
- Re-entry protocols
- Good housekeeping practices to reduce fire risk

Annual refresher training will be provided, or sooner if there are changes to the building layout or use.

All staff are expected to act as **Fire Marshals** during an evacuation and should be familiar with their role in ensuring everyone evacuates safely.

3. Protective Equipment- Fire Extinguishers

Fire Extinguishers

- **Fire extinguishers are located throughout the premises and clearly marked with appropriate signage.**

- Only staff trained in the use of fire extinguishers should attempt to use them—and only in the event of a small, manageable fire, without placing themselves or others at risk.
- In all other cases, evacuation should take priority over fire-fighting.

4. Inspection Procedure/Good Housekeeping practices

Routine Inspections

- **Weekly fire alarm tests** will be carried out.
- **Termly evacuation drills** will be conducted. A record will be kept of:
 - Date and time of the drill
 - Duration of evacuation
 - Any issues encountered
 - Staff present

Fire Risk Assessment

- A formal **fire risk assessment** will be conducted annually by the Site Manager/ School Business Manager and the Governor responsible for health and safety.
- Last completed: **July 2021**
- Last reviewed: **September 2025**

Equipment Checks

The **Site Manager** will:

- Conduct **weekly visual inspections** of all fire-fighting equipment to confirm they are in correct locations and untampered.
- Perform **daily checks** to ensure:
 - Fire extinguishers are in good physical condition
 - Escape routes are clear and accessible
 - Fire exits are unlocked during occupied hours

Any defects or concerns must be reported to the **Executive Headteacher** or other nominated persons immediately, who will ensure appropriate remedial action is taken

5. TAEV Evacuation Procedure

A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed on walls illustrating exit points.

The following sequence of actions should take place when a fire is detected.

1) Alarm
2) Evacuation of premises
3) Call the fire brigade (to ensure that they have been called automatically)
4) Report to the assembly point
5) Tackle the fire (if it is safe to do so)
6) Duties and Identities of employees with specific responsibilities
7) Kitchen Staff/ Caretaker/Cleaning Staff
8) Procedures for liaison with the fire brigade

1. **Alarm** – **ANYONE** discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the Site Manager who will activate a different call point each week and log any faults, reporting any defects to the Business Manager.

2. **Evacuation of premises** – On hearing the alarm students will be instructed by the teacher, exit the building following the route indicated on the fire drill procedure (see attached notice). Bags and coats are **NOT** to be collected on the way out.

The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

3. **Calling the fire brigade** – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Executive Headteacher (if absent – SLT / Business Manager or the Site Manager) to make the call before vacating the premises, and to meet the fire services on their arrival.

4. **Report to assembly point**

Given the vulnerability of TMES students we have two designated assembly points

THS

The designated assembly point is the school car park. At the assembly point classes will line up in year group order.

The Admin Team will also check the visitors present against the visitors register and the will check the support staff register.

Call the roll – The member of SLT in charge of the group will immediately call the register and show that ‘all are present’ by raising the register in the air.

TMES

The designated assembly point is- Left of the exit gate of the building onto Brentwood Avenue and left again onto Houldsworth Avenue assembling on the left hand pavement. At the assembly point classes will line up in year group order.

Call the roll – The member of SLT in charge of the group will immediately call the register and show that 'all are present' by raising the register in the air. The roll call is available on the fire evacuation tablets and staff business phones. The app used is Inevntry.

5. **Tackling the fire** – The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

6. Duties and Identities of employees with specific responsibilities -

Site Manager – On hearing the alarm will contact the fire brigade using the 999 telephone system.

At the assembly point will liaise with the class teachers/teaching assistants/administrators/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

Administrators

On hearing the alarm

THS – Take the Evacuation Ipad and Inventory register and take them to the assembly point

TMES Take the evacuation Ipad and Inventory register and take them to the assembly point

7. Kitchen Staff/ Caretaker/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point

8. Procedures for liaison with the fire brigade –

The Executive Headteacher / SLT/ Business Manager or Site Manager will meet the fire brigade on the driveway of the school on their arrival, and give them details of any persons missing; staff and disabled students/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

6. Inspection Procedure/Good Housekeeping practices

Fire Evacuation Log Book: is located in the School Business Manager's Office. Any Fire alarm activations or servicing are recorded in the Fire Log Book.

Please see appendix 1 for a more detailed account.

7. Fire Zones

Due to the movement of staff around school, all staff are responsible of clearing their classroom or working area and will sweep the fire routes on the way to an exit. Office staff based at main entrance will (if safe to do so) complete a sweep of the halls, THS toilets and offices on exit.

Evacuation Procedure

Staff roles in the event of an activation - All staff to assume the role of fire marshal in assisting with the evacuation of pupils in their immediate care and vicinity

Designated staff

Jacqui Preston/ Sarah Langstreh/ Mike Pidlyskyj	Deputy Head School Business Manager Assistant Headteacher	ZONES	THS/ Hall, Gym , Kitchen, offices immediately from hall, THS toilets
Linda Thomspion	Executive Headteacher	ZONES	TMES
Casey Bradbury	Assistant SENDCo/ Pastoral	ZONES	THS
Hannah McMurray/ Ellis Goulden Westwood	SENDCo/ Assistant SENDCO/ Pastoral	ZONES	Room 12/ 13, TMES Office and Corridor
Above roles are to ensure a sweep of the areas are carried out. If there is absence in any of the above posts then a substitute must be assigned.			
To ensure all corridors and empty classrooms are vacated			

Class teachers/ support are to ensure their class is evacuated, if they are not in a lesson then they adopt the roll of sweeping the below zones unless they are located at the opposite side of the building.

Staff to escort pupils from classrooms and buildings

Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness.

8. Appendix 1

1. Fire Alarm System

All fire alarm systems must be maintained in accordance with BS 5839-1:2017 (Fire Detection and Fire Alarm Systems for Buildings – Code of Practice for System Design, Installation, Commissioning and Maintenance) and the Regulatory Reform (Fire Safety) Order 2005, which remains the core legislation governing fire safety in non-domestic premises.

1.1 Daily Visual Check of the Fire Alarm Control Panel

The responsible person (e.g. Site Manager) must visually check the fire alarm control panel daily to ensure:

The system is showing a “normal” status (no faults or isolations)

Any fault indicators are promptly investigated and referred for urgent action

All resolved faults are appropriately logged and marked as “rectified”

Note: This is a visual inspection only. No physical testing is required during the daily check.

1.2 Weekly Test of Manual Call Points

A manual call point (MCP) must be tested once per week to verify system operation.

A different MCP should be tested each week, ensuring all are tested over time.

It is recommended to number all MCPs to maintain a testing schedule and prevent omissions.

The alarm should sound, and the system should return to normal operation after reset.

Results must be logged, including:

Date and time of test

MCP tested

Outcome of the test

Any faults reported

1.3 Quarterly and Annual System Servicing

The fire alarm system must undergo scheduled servicing by a competent person (e.g. an accredited contractor or trained employee), in accordance with BS 5839-1:

Quarterly Inspections (every 3 months):

Full visual and functional inspection of the system

Clean devices as required

Check battery condition and connections

Log all work undertaken

Annual Inspection:

Comprehensive test of all devices (100% coverage)

Battery discharge test

Full review of system performance, logs, and event history

Ensure compliance with current standards and report any upgrade needs

All entries for maintenance should be recorded in the Fire Logbook. Annual entries may be highlighted in red ink to distinguish them.

2. Fire Extinguishers

All fire extinguishers must be maintained in accordance with:

BS 5306-3:2017 (Commissioning and Maintenance of Portable Fire Extinguishers)

Manufacturer's instructions

The Regulatory Reform (Fire Safety) Order 2005

2.1 Annual Maintenance

Each extinguisher must be inspected and serviced annually by a competent person (e.g. BAFE-certified technician).

Maintenance should include:

Checking pressure and weight

Inspection for corrosion, damage or tampering

Verifying correct signage and accessibility

Replacing seals and refilling if required

2.2 Weekly In-House Visual Checks

A nominated person (e.g. Site Manager) should conduct weekly visual inspections of all fire extinguishers to check:

They are in their correct locations

They are unobstructed and easily accessible

They have not been tampered with

Pressure gauges show green (if applicable)

Any issues or missing extinguishers must be reported immediately and logged.

3. Fire Drills and Staff Training

Under the Fire Safety (England) Regulations 2022, responsible persons must ensure all staff understand fire safety procedures.

3.1 Fire Drills

Fire evacuation drills must take place at least once per term (minimum: three times per year).

Drills should be unannounced where possible to ensure realistic responses.

Each drill should be recorded, including:

Date and time

Duration of evacuation

Any issues encountered

Staff and students present

3.2 Fire Safety Training

All staff must receive fire safety training at induction, including:

How to raise the alarm

Evacuation procedures

Use of firefighting equipment (if trained)

Identifying fire risks

Refresher training should be provided annually or whenever significant changes are made to the building or evacuation procedures.

4. Emergency Lighting

Emergency lighting must be maintained in accordance with BS 5266-1:2016 (Emergency Lighting Code of Practice).

Testing Requirements:

Monthly Function Test:

Brief test of emergency lighting to confirm lights operate in the event of power failure.

Each luminaire should be tested and the result logged.

Annual Duration Test:

Lights must be operated on battery for their full rated duration (usually 3 hours).

Conducted by a competent person and logged in the Fire Logbook.

5. Fixed Fire-Fighting and Detection Systems

Equipment such as sprinklers, smoke control systems, and automatic fire detectors must be:

Maintained in accordance with manufacturer's instructions and relevant British Standards (e.g., BS EN 12845 for sprinklers).

Tested and inspected by a competent and qualified engineer, familiar with the system's design and operation.

Checked annually at a minimum, or more frequently if the system requires.

6. Reference and Compliance

Key Legislation and Standards (Current as of 2025):

Regulatory Reform (Fire Safety) Order 2005 (England & Wales)

Fire Safety (England) Regulations 2022

Health and Safety at Work etc. Act 1974

BS 5839-1:2017 – Fire alarm systems

BS 5306-3:2017 – Fire extinguisher maintenance

BS 5266-1:2016 – Emergency lighting

BS EN 12845:2020 – Automatic sprinkler systems

Obsolete references (such as the Fire Precautions Act 1971 and Workplace Regulations 1997) have been superseded by the above.

For the most up-to-date legal guidance, consult:

www.gov.uk/fire-safety-in-the-workplace

HSE: Fire Safety



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General Fire Procedure

THE PERSON DISCOVERING A FIRE WILL.....

Activate the nearest fire alarm call point

ON HEARING THE FIRE ALARM SIREN:

When in class THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TEACHER, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.

When not in class FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY.

At all times ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

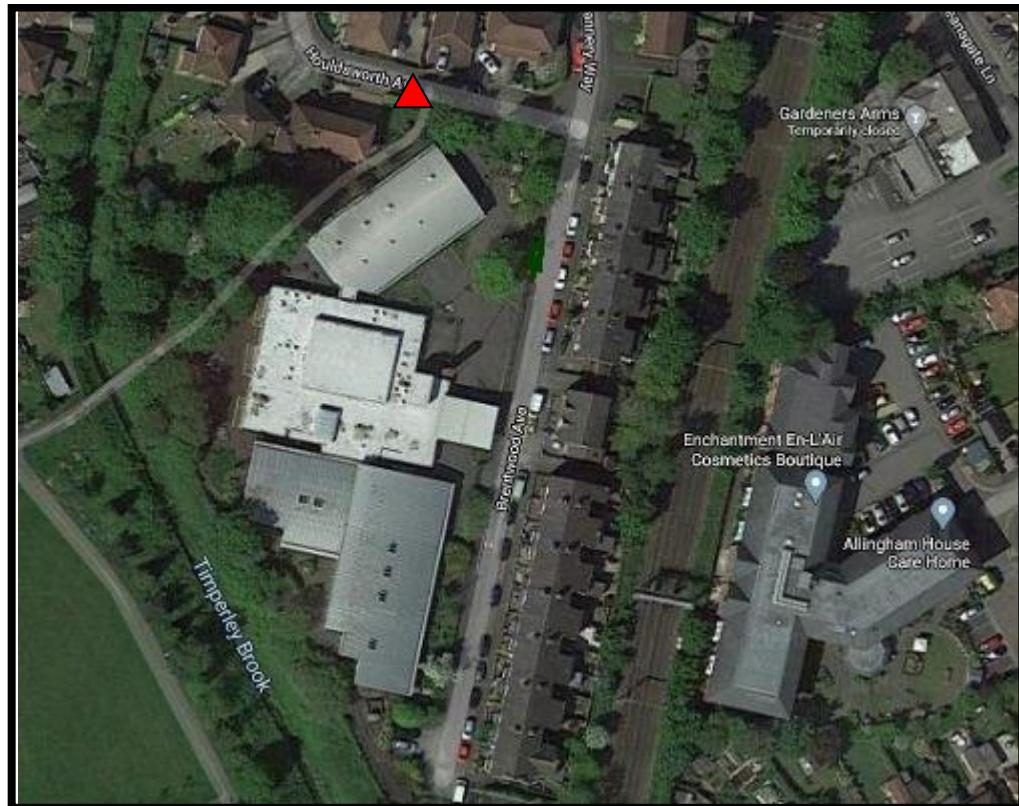
HEAD TO THE FIRE ASSEMBLY POINT



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Fire/Fire Drill TMES Assembly Point – Houldsworth Avenue left to the school entrance



- ✓ **DON'T PANIC**
- ✓ **DON'T TAKE YOUR POSSESSIONS**
- ✓ **DON'T TAKE YOUR JACKET**
- ✓ **WALK SLOWLY OUT OF THE BUILDING THROUGH THE NEAREST FIRE EXIT-(FIRE EXITS SIGNPOSTED IN ALL PUPIL AREAS AND STAFF AREAS**
- ✓ **WAIT QUIETLY IN THE AREA AT THE PUPIL ENTRANCE SIDE OF THE BUILDING AS INDICATED ABOVE ▲ WHILST REGISTER IS TAKEN**
- ✓ **DO NOT RETURN TO BUILDING UNTIL TOLD TO DO SO**



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Fire/Fire Drill Assembly Point THS – Staff Car Park, Brentwood Avenue



- ✓ **DON'T PANIC**
- ✓ **DON'T TAKE YOUR POSSESSIONS**
- ✓ **DON'T TAKE YOUR JACKET**
- ✓ **WALK SLOWLY OUT OF THE BUILDING THROUGH THE NEAREST FIRE EXIT-(FIRE EXITS SIGNPOSTED IN ALL PUPIL AREAS AND STAFF AREAS**
- ✓ **WAIT QUIETLY IN THE AREA AT THE PUPIL ENTRANCE SIDE OF THE BUILDING AS INDICATED ABOVE ▲ WHILE REGISTER IS TAKEN**
- ✓ **DO NOT RETURN TO BUILDING UNTIL TOLD TO DO SO**

Appendix 3 Fire Extinguisher List

Fire Extinguisher list

Updated October 2025

T-M-E-S Area

Near class room 14	1 foam and 1 Co2
Classroom 15	1 blanket
Opposite classroom 16	1 foam and 1 Co2
Kitchenette	1 Co2
Classroom 17 Kitchen	1 blanket
Near Site Managers Office	1 foam and 1 Co2
Near Class room 12	1 foam and 1 Co2
Classroom 13 small foam	1 blanket, 1 Co2 and 1
Classroom 11 blanket	1 small dry powder and 1

Canteen

Kitchen 1 blanket	1 wet chemical, 1 Co2 and
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Plant room

Boiler house	1 Co2
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Main Entrance Area

Reception area	1 Foam and 1 Co2
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T-H-S Area

Washing room	1 Co2
Server room	1 Co2
T-H-S Reception Office	1 foam and 1 Co2
Food Tech Classroom 3 blanket	1 small foam, 1 Co2 and 1
Studio	1 foam and 1 Co2
Room 6	1 foam 1 fire blanket

