
Kingsbrook School

Fire Evacuation Local Procedure

Kingsbrook School
Southburgh
Thetford
Norfolk IP25 7TJ

31st August 2025
Review: 30th August 2026

1. Aim of Procedure

This procedure will prepare and guide staff through a fast and safe evacuation of pupils, visitors and staff from Kingsbrook School in the event of a fire.

2. Discovery of Fire

On discovery of a fire, operate the alarm by activating the nearest fire alarm call point. This will cause the alarm to sound and alert those in the building that an evacuation is necessary. The fire alarm is a continuous siren.

Attack the fire with an extinguisher, only if it is safe to do so and you are not putting yourself or others at risk. (See section 4)

Leave the building, escorting any young people and visitors within your responsibility.

Make a 999 call to the emergency services (see section 7)

3. Evacuation-on hearing the alarm

Once the fire alarm has been activated all internal doors with electronically controlled magnetic panels will automatically release allowing access and/or egress.

Staff should escort pupils and visitors to the nearest fire exit, remain calm and do not stop to collect personal belongings.

Close all fire doors behind you.

On leaving the building, assemble at the evacuation point on the grass area by the barn nearest the road. This is clearly marked with a green Fire Assembly Point sign, keep noise levels to a minimum to allow necessary communication and be alert to respond to the roll call and instructions from Senior Managers and Fire Marshalls.

Do not return to the building until the Lead Fire Marshall or Senior Manager has told you it is safe to do so.

The Post 16 Hub and Therapy room are separate from the main school building and therefore upon the sound of the school fire alarm this is not audible in these areas. Staff and therapists are provided with radios, and it will be communicated to them by the Fire Marshall the fire alarm has been raised. The Fire Marshall will use the coded phrase: "Fire Alarm, evacuate the building". This will be repeated a minimum of two times until the recipient has confirmed they have clearly heard and understood the message and will repeat the coded phrase to the Fire Marshall to confirm clarity. Upon fire alarm being raised fire evacuation procedure will be followed as above. Exit the Post 16 hub / therapy room via the fire exit and assemble at the assembly point.

4. Fire Fighting

Only tackle a fire if you are trained to do so, and it is safe. Do not tackle a fire if you are putting yourself or others at risk.

If you intend to tackle the fire follow these steps;

- Assess the size and type of fire.
- Select the correct extinguisher.
- Ensure you have a safe means of escape.
- Keep low to avoid heat and smoke.
- Direct the extinguisher at the base of the fire.
- Ensure the fire is completely out.

5. Specific Arrangements

Should a deaf, disabled or temporarily disabled individual be on the premises, it is of paramount importance that staff give consideration, in regards to their safe evacuation. Senior staff should be aware of any visiting disabled person.

If there are any visitors or contractors on site, it is of paramount importance that all are made aware of the fire procedure on arrival.

6. Post responsibilities

Lead Fire Marshall: Ursula Castillo

Secondary Fire Marshalls: Owen Watkins

On hearing the fire alarm make your way to the fire assembly point via the nearest fire exit, taking with you the signing in files for Students, Staff and Visitors.

- Carry out a roll call and identify any missing persons.

Maintenance Manager –

- On hearing the fire alarm make your way to the fire assembly point via the nearest exit.
- Report to the fire panel first and identify the location of activation, appoint an appropriate person to investigate the location of suspected fire and establish if it is an active or false alarm. Then make your way to the FAP.
- If false, following roll call, confirm to staff it is safe to re-enter the building
- If active call the fire service if this has not already been done.
- Assist in the management of the safety of the assembly point.
- Delegate a person to go and wait at the main gates and ensure they are open for the fire service.
- Liaise with the Fire Service on their arrival, updating them on developments.
- On instruction from the fire service, confirm to staff that it is safe to re-enter the building.
- After the incident, fill out the Emergency Evacuation Report (H&S Form 58B)
- Call the Operations Director if they are not on site.

In the absence of any of those named above, the most senior member of staff on site will allocate an appropriate member of staff to these roles.

All Staff

On hearing the fire alarm, support the young people and any visitors you are responsible for to the fire evacuation point via the nearest fire exit, closing doors and windows behind you as you leave. If any cooking has been taking place, turn cookers off before you leave

- Inform Lead Fire Marshall of any person that may still be in the building and where they are located, if known.
- Ensure that all young people are given re-assurance and support
- Listen for your own name and those of the young people you are responsible for during the roll call.
- Follow all direction given to you by a senior member of staff or fire service and do not re-enter the building until you have been told it is safe to do so.

Other Responsibilities

- Maintenance Manager to induct all new staff in emergency evacuation.
- All staff should ensure mandatory Fire Safety training is complete via Foundations for Growth.
- All visitors to site should be told whether there is or is not a scheduled test of the alarms and identify the Fire Assembly point.

7. Information to Hand Over to the Emergency Services

If there is a fire at site, the Emergency Services must be called using 999. It is important to stay calm and speak clearly.

Inform the operator that you require the Fire Service because there is a fire at Kingsbrook School.

It is important to appoint someone to wait on at the gates to look out for the Fire Brigade.

Give as much relevant information as you have at the time.

8. Signing In/Out

Any person on site at any time, must be signed in without exception. Similarly any person leaving site must be signed out. Failure to complete either of these actions puts lives at risk. Staff members are responsible for signing themselves in and out. Visitors cannot gain access to the site without access being granted by a member of staff; this member of staff is responsible for ensuring that the visitor signs in at reception. Visitors cannot leave without a staff member opening the door; this member of staff is responsible for ensuring that the visitor has signed out.

In the event of an evacuation, the signing in and out sheets for pupils, staff and visitors must be an accurate record.

9. Action During a Strike by the Fire Brigade

Any announced strike by the Fire Brigade will be communicated to employees. Any necessary arrangements or contingencies will be made by the Senior Leadership Team.

10. Planned Fire Drills

In order to practice the evacuation procedure and identify and resolve factors which may hinder a successful evacuation, there will be at least three planned evacuations each academic year. The Maintenance Manager will activate the fire alarm and staff must follow the above procedure.

Once the evacuation has taken place and a register taken, the Senior Leadership team will instruct the Maintenance Manager to reset the alarm and instruct staff that it is safe to go back into the building.

The Fire Evacuation Record (H&S Form 58B) must be completed by the Lead Fire Marshall following the drill.

11. False Alarms

Having established that the alarm is false, someone from the Senior leadership team should instruct the Maintenance Manager to silence the sounder and reset the alarm.

When the SLT or Lead Fire Marshall confirm it is safe to do so, Education staff can coordinate the return to the school and departments.

The fire exits must be closed by a member of staff in each area and checked by the Maintenance Manager.

If a fault is detected on the alarm system arrangements must be made to call the service company, this is the responsibility of Maintenance Manager.

12. Monitoring

- The Health and Safety Committee will periodically review the fire procedure and any issues highlighted during an evacuation will be discussed within this forum. Any changes to be made to this procedure will be agreed by the Health and Safety Committee and the Senior Leadership Team.