

May Blossom Farm CIC

Alternative Provision

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Fire Evacuation Procedure

Approved by:	May Blossom Farm CIC Board
Last reviewed on:	23/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russel Breyer

This procedure was ratified in September 2025 and will be reviewed in August 2026

Purpose of the Plan

This Fire Evacuation Plan sets out the practical steps to be taken in the event of a fire alarm or confirmed fire incident. It provides clear instructions to ensure a safe, calm and efficient evacuation of all staff, students, visitors and contractors.

Alarm Activation

- The fire alarm will sound as a continuous bell/siren when activated.
- Any person discovering a fire must:
 - Raise the alarm immediately by breaking the nearest call point.
 - Inform a member of staff.
- A designated member of staff will call **999** to notify the Fire and Rescue Service, providing details of the fire location and any risks.

Evacuation Procedure

1. **Stop Activities Immediately** – All lessons, activities and work must cease as soon as the alarm sounds.
2. **Staff to Lead Students** – Staff escort students calmly to the nearest safe exit, following the posted evacuation maps.
3. **Do Not Delay** – Do not stop to collect personal belongings, equipment or coats.
4. **Use Nearest Exit** – Leave by the closest safe fire exit, not necessarily the usual route.
5. **Move in Silence** – Evacuation must be calm, quiet and without running, pushing or shouting.
6. **Assembly Point** – Everyone proceeds directly to the designated assembly point in the main car park (or alternative as directed).
7. **Register and Headcount** – Staff will:
 - Take registers or group lists to confirm all students are present.
 - Report any missing persons immediately to the Fire Warden or Leadership Team.
8. **Fire Wardens' Role** – Fire Wardens check designated areas (classrooms, toilets, offices) to ensure the building is clear and report to leadership.
9. **Emergency Services Liaison** – Leadership or designated staff meet the Fire Service on arrival, providing details of the incident, missing persons and site hazards.
10. **Re-entry** – Nobody may re-enter the building until the Fire and Rescue Service confirms it is safe.

Special Arrangements

- **Visitors** – All visitors must sign in on arrival. Staff are responsible for guiding and supervising visitors during evacuations.
- **Students or Staff Requiring Assistance** – A Personal Emergency Evacuation Plan (PEEP) will be prepared where necessary. Staff will be designated to assist individuals with mobility or other needs.
- **Contractors** – Contractors will be briefed on fire safety procedures on arrival.

Training and Drills

- Fire drills will be held **at least once per term**.
- All new staff, students, contractors and volunteers receive induction on fire evacuation procedures.
- Fire Wardens receive additional training specific to their role.

Responsibilities

Leadership Team

- Ensure all staff and students are familiar with evacuation routes and procedures.
- Maintain up-to-date records of drills and incidents.

Staff

- Lead students promptly and calmly to safety.
- Supervise at the assembly point and carry out headcounts.

Students

- Follow staff instructions immediately.
- Move quickly and calmly to the assembly point.

Fire Wardens

- Check designated areas are clear.
- Report building status to Leadership.

Monitoring and Review

- This evacuation plan will be reviewed annually, or sooner if building changes or lessons from drills/incidents require updates.

- Records of all drills, alarm activations and incidents will be kept and reviewed by the Leadership Team and Board of Directors.