

Rawdah Montessori School Emergency Evacuation Procedure

Version: 1.1

Reviewed: October 2025

Next Review Due: October 2026

The designated Fire Warden and Deputy Fire Warden ensure that the school premises are compliant with fire safety regulations. They escalate any concerns to Headteacher, who seeks advice from the local fire safety officer as necessary, including after any significant changes or alterations to the premises.

Fire Drill Procedure: R.A.C.E.

R - Remove / Raise the Alarm

- **Raise the alarm immediately** by activating the nearest break glass call point.
- If the alarm does not sound, alert others by shouting "FIRE! EVACUATE!" and proceed with evacuation.

A - Alert / Assess

- Ensure everyone begins moving to the exit. Do not wait to investigate the fire.

C - Contain / Close

- Close all doors behind you as you leave (do not lock them) to contain the fire.
- Fire doors will close automatically. Do not prop them open.

E - Evacuate

- Evacuate the building immediately using the nearest accessible exit. **Do not stop for personal belongings.**
- **Do not use the lift.**
- **Do not attempt to fight the fire.** Your only duty is to escape.
- **Do not re-enter the building** for any reason (children, registers, or bags) once you have exited.

Designated Assembly Points

1. **Primary Assembly Point:** The front of the building in the **lower car park**. Classes to line up in their designated class lines, as directed by the Fire Warden.

Calling the Emergency Services

- **Do not assume the alarm has automatically notified the Fire Service.** This must be confirmed by a person.
- The **Fire Warden** (or a delegated adult) is responsible for immediately calling **999** upon evacuation.
- Ask for the **Fire Service** and give the school postcode and address clearly.
- *Only remain inside the building to make this call if it is absolutely safe to do so; otherwise, call from a mobile phone at the assembly point.*

Responsibilities

The Fire Warden is responsible for:

- Directing staff and children safely out of the building.
- Telephoning emergency services (dial 999) to confirm they are en route.
- Conducting a rapid headcount/sweep of the building **only if it is safe to do so**.
- At the assembly point, ensuring each teacher checks their class register and reports.
- Accounting for all adults: staff and visitors.
- Advising the fire service of anyone missing, providing possible locations, and answering their questions.
- Informing the **Headteacher** as soon as possible if she is not on site.

Lead Teachers are responsible for:

- Evacuating their class calmly and quietly under the direction of the Fire Warden.
- **If safe to do so**, grabbing the **Class Fire Evacuation Bag** (containing register, emergency contacts, burns kit, foil blankets) on the way out. **Life safety comes first; do not delay evacuation to find the bag.**
- Taking the class fire evacuation register (if not in the bag, the bag contains a spare).
- Lining up their class at the assembly point and conducting a headcount immediately.

- Reporting any missing children or adults to the Fire Warden immediately.

If You Are Unable to Evacuate Safely (Refuge Procedure)

If your primary route is blocked by fire or smoke, or you are with a child/adult who cannot use the stairs:

1. **Move** to the nearest available safe room or stairwell refuge (if applicable).
2. **Close the door** behind you to protect against smoke.
3. **Signal for help:**
 - Call or message the Fire Warden immediately to report your location and the number of people with you.
 - If possible, wave an object or sheet from the window to attract the attention of the Fire Service upon arrival.
4. Keep children calm and together.

Personal Emergency Evacuation Plan (PEEP)

Any pupil or staff member with a disability or additional need that is not adequately supported by the general evacuation procedures must have an individualised PEEP. This plan must be communicated to all staff, particularly to the Fire Wardens, and **practiced during fire drills**. Copies of the plan should be kept in the individual's file and in the School Fire Safety folder.

Important Safety Rules

- **If you discover a fire:** Leave the area immediately, close the door, and activate the alarm.
- **If the fire is behind a closed door:** Do not open it. Feel the door with the back of your hand; if it is warm, use an alternative route.
- **Silent Alarm:** In the event of a fire alarm during a sensitive period (e.g., IOP/Lockdown), standard evacuation procedures override lockdown. Evacuate immediately.

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
October 2025	Governing Body	Chair: Sohaib Tanvir
Next Review Due:		
October 2026	Governing Body	Chair:
	Headteacher	Headteacher: