



Fire Emergency Plan

Prepared By	Paula Chadwick
Approved By Head Teacher	Chris James-Roll
Date Approved	September 2025
To Be Reviewed	September 2026

FIRE EMERGENCY PLAN

This Emergency Plan has been developed following fire risk assessments of the relevant building.

The purpose of the Plan is

- to ensure the safety of all persons in the event of a fire
- to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 to ensure adherence to official guidance and related Standards.

Copies of this Emergency Plan will be made available to any person on request.

Copies of the building Fire Risk Assessment are kept in the School Office, on the school system, school website and are available for inspection by Fire Service officers and building occupants.

General

Keeping fire routes and exits clear is the responsibility of all staff.

Ensuring that flammable rubbish and combustible materials are stored away from the buildings is the responsibility of the staff.

All gas appliances are regularly maintained and serviced by Gas Safe Registered Engineers.

Broadlands Hall School have half termly fire evacuation practices for the young people and, these are combined with a programme of inducting new staff and young people with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire.

Checking that all scientific and DT equipment is switched off at the end of the school day is the responsibility of each subject staff member.

Fire Inspections

Fire inspections are carried out periodically by the local Fire and Rescue Services.

It is incumbent on the school to ensure that the responsible person has carried out a fire risk assessment and maintained appropriate fire precautions.

The school is committed to maintaining the highest possible level of safety. It is always everyone's responsibility to be vigilant and to report concerns at the earliest possible moment.

Fire Drill and Evacuation from Premises

The Head Teacher is responsible for fire evacuation drills and arrangements.

All evacuations are logged in the 'Fire File' found in the school office.

The following practices are designed to minimise risk within the school.

During the school day:

- A daily register of all present on the premises is kept in the School Office (staff through Addtime and visitors through the signing in sheet). All visitors sign in the register near the front door.
- As soon as the fire alarm sounds everyone must stop what they are doing and walk out of the building through the nearest exit.
- Unless informed otherwise, all young people and staff must evacuate the building.
- All young people should leave the building in an orderly fashion leaving all belongings behind and proceed to the fenced play area. The Fire Marshall – Paula Chadwick will ensure that everyone has left the building before making her own way to the fire assembly point.
- The Fire Marshall will retrieve the register from the school office and proceed to the assembly point. As soon as it has been ascertained that there is a fire the Head Teacher will call the Fire Brigade or will delegate this responsibility to a member of staff. The Fire Marshall will deputise for the Head Teacher in times of absence.

At the Assembly Point:

- Upon arrival at the Fire Assembly Point, all young people should line up in an orderly fashion and their register taken by the Fire Marshall. When the register has been taken the Head Teacher should be immediately informed should any person be missing. The Fire Marshall will initiate a search for any missing persons without endangering their own lives and ensure that the Head Teacher is informed of the position.
- Only when it has been confirmed, by either the Head Teacher or Fire Marshall, that there is no fire, can anyone make their way back into the school buildings.

Lunchtime Fire Procedure:

- All staff members shall, on hearing the fire alarm, guide all young people together away from the building to the Fire Assembly Point and ensure no young person re-enters the buildings.
- Staff members in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- The Fire Marshall will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Young people related issues

If in the unlikely case a young person may need to be removed from the premises in the event of a fire, this will be done using the school's intervention policy, protocols, and guidance.

In the event of a young person exhibiting challenging behaviour and refusing to leave the premises, the staff member will assess the level of immediate danger and call for assistance, if thought safe to do so. At no time should a staff member put themselves at risk. If the young person continues to display challenging behaviour and is thought to be putting staff at risk of injury, by fire or violence then the staff members are to return to the fire assembly point and inform the Fire & Rescue Services immediately on their arrival.

Whilst not an issue at present, special arrangements may be needed for young people who have an additional sensory loss i.e. visual or hearing. Similarly moving and handling protocols may override other considerations when evacuation of physically disabled young person is being considered.

Boarding provision - National Minimum Standards (NMS) for Residential Special Schools, Fire Drills and Emergency Procedure Documentation

The school maintains detailed and up-to-date records of all fire drills, which are conducted at least once per term in accordance with NMS 7.3. These drills include both planned and unplanned exercises and are conducted at varied times, including during the night for residential pupils, to ensure staff and pupils are familiar with procedures under different conditions. Records include the date and time of the drill, duration, participants, observations made, and any necessary follow-up actions. All drills are signed off by the designated Health and Safety Officer and regularly reviewed by the Senior Leadership Team (SLT) to ensure continuous improvement.

Staff Training and Record-Keeping

To comply with NMS 19 and 20, the school ensures that all staff receive mandatory training in safeguarding, first aid, fire safety, de-escalation techniques, positive behaviour support, and other relevant areas. These are delivered in line with statutory guidance and best practice. A comprehensive training matrix is maintained, recording attendance, certification, and renewal dates. New staff receive induction training before working with pupils, and refresher training is scheduled annually or more frequently if needed. Training records are stored securely and monitored by the DSL and HR department to ensure compliance.

Adherence to Wider Health and Safety Standards

In line with NMS 5, 6, and 26, the school has robust systems in place to monitor, assess, and mitigate health and safety risks. Risk assessments are regularly reviewed and updated for all areas of the premises, activities, and individual pupil needs. These are signed off by appropriate leaders and shared with relevant staff. The school adheres to the Regulatory Reform (Fire Safety) Order 2005, COSHH regulations, and other applicable health and safety

legislation. External audits are carried out annually by qualified assessors, and their recommendations are acted upon promptly. The Health and Safety Committee, chaired by a member of SLT, meets termly to review compliance, address concerns, and plan improvements.

Evidence of Compliance and Continuous Improvement

The school collates and stores all documentation required to demonstrate adherence to NMS, including safeguarding audits, incident logs, complaint records, health and safety reports, risk assessments, and quality assurance reviews. Regular internal monitoring ensures that policies are not only in place but actively implemented and effective. Feedback from staff, pupils, and parents informs ongoing policy refinement. As a result of this diligent approach, the school is able to provide comprehensive evidence of its compliance with the NMS, creating a safe, supportive, and high-quality residential provision.

Testing and Servicing Equipment

The Alarm System:

The Alarm system is tested and maintained by service engineers to British Standards as detailed in the 'Fire Alarm System' Logbook, to be found in the school office. The system is serviced, tested and maintained as part of the school contract.

In addition to the above, the system is checked as follows by the Fire Marshall

Daily:

Check system is operational by-

- Visual check of control panel indicating normal functioning.
- Record any faults indicated in Logbook.
- Report any faults to the Bursar so immediate action to rectify the fault can be taken.
- Check logbook for recorded faults and take immediate action to rectify.

Weekly:

Check system is operational by-

- One break glass call point or smoke/heat detector is operated on a zone circuit. Testing the system's ability to send & receive a signal and sound the alarm.
- A different zone is activated each week.
- All faults are recorded in the logbook and immediate action taken to rectify any faults.
- Fire extinguishers.

- Fire Extinguishers consist of foam and CO2 extinguishers, and Fire Blankets. These items are serviced as part of the school program.

Key-Personnel:

- Fire risk assessment: Bursar
- Fire Drill and Evacuation Procedures: Head Teacher & Fire Marshall
- Testing and Servicing Equipment: Initial Facilities
- Alarm system: Bursar
- Daily/Weekly checks: Fire Marshall
- Drills/Evacuation procedures: Head Teacher & Fire Marshall
- Quarterly/Annual maintenance inspection: Arrow Electrical

Emergency Batteries:

- Monthly/Weekly Checks: Fire Marshall
- Annual Maintenance Inspection: Arrow Electrical
- Fire Extinguishers: Fire Marshall

SCHOOLS' PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name of person for whom this PEEP is for:	
Location of their usual base within the school	
Mobility / health concern	
Date original written:	
Date of review	
If the PEEP is for a student who are the main carers?:	
Date of communicating this PEEP to carers:	
Date of drills (to show this is practiced):	

AWARENESS OF PROCEDURE:

I am informed of an emergency evacuation by (tick appropriate box):

Existing alarm system	☐
Pager device	☐
Visual alarm system	☐
Buddy	☐
Other (please detail)	☐

DESIGNATED ASSISTANCE (the following people have been designated to give assistance when I need to get out of the building in an emergency):

Name of buddy:	
Buddy's job title:	
Stand in for Buddy when they are absent	
Stand-in's job title	
Does the person have a method of communication with the person in charge of the school's evacuation? *	

METHODS OF ASSISTANCE (e.g.: transfer procedures, methods of guidance, etc.):

The agreed and practiced methods of evacuation are:	
Method:	
Personal wheelchair	

EQUIPMENT PROVIDED FOR MY SAFE EVACUATION:

The agreed and practiced methods of evacuation are:	
Item: Not needed	

EVACUATION PROCEDURE *(a step by step account beginning from the first alarm):*

Preferred method of evacuation will be by;	
Method steps:	
Alternate method of evacuation:	
Method steps:	

Acknowledgement of role and understanding of this PEEP:

Role:	Name:	Signature:	Date
PEEP owner (person affected):			
Headteacher:			
Fire Warden:			
Buddy:			

Evacuation Drill Record

Date	Observations	Actions	Complete