



## Fire and Emergency Evacuation Policy

### Fire and Emergency Evacuation

If an employee discovers a fire, they should immediately contact a senior member of staff, and then attack the fire, if possible, with the appliances available, and without taking personal risks.

Fire extinguishers are located inside the office by the door.

On hearing the alarm, the fire warden will check the fire alarm to see what has triggered it. If smoke is detected, they will nominate a member of admin staff to dial 999 and ask for the fire brigade or other emergency service as appropriate.

All young people will have a 1:1 and they will support them leaving any building in a calm and safe manner.

The host/employee must take responsibility for any visitors they may have and ensure they leave the building by the nearest exit.

Contractors will be given information about fire procedures when they arrive on site and in an emergency should leave the building by the nearest exit.

Everyone in the building should leave by the nearest exit and report to the assembly point (Orchard Bench Area).

All exit doors can be used as escape routes.

As we are working with vulnerable young people with high anxiety, we will not be practicing drills with them as this can cause them great distress and potentially make them feel unsafe.

When the alarm rings:

1. Fire Warden will make sure all staff/young people/visitors are aware
2. 1:1's to support young people leave any building calmly
3. 1:1's walk their young person to the nearest exit onsite and walk to the assembly point
4. Fire warden to check all buildings before going to the assembly point with register to make sure everyone is accounted for
5. Young people and staff to wait until the 'all clear' is given.

Staff are to ensure that all windows and doors of buildings are shut when they leave the room during the day if the alarm sounds, and at the end of the working day.  
Fire Wardens will also check their designated areas as they leave the building.

## Registers

Register is located on Basecamp app. Fire Warden and other staff have the app on their phone and laptops. Visitor book will be collected from the office by the door. Once the register has been taken the Fire Warden will be informed.

A nominated Fire Warden will check that the drive gates are open, liaise with the Fire Brigade on their arrival and notify them of any specific risks e.g. the location of highly flammable materials. A list of these will be on the Fire Risk Assessment which can be accessed on Basecamp.

## Holidays

During holiday time all visitors who attend Bale's Farm need to sign in and out in the visitors' book.

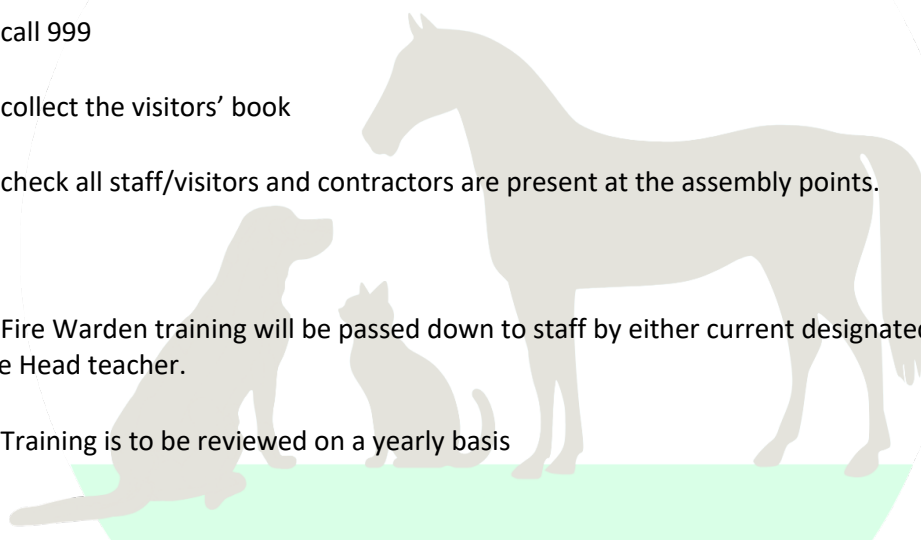
- call 999
- collect the visitors' book
- check all staff/visitors and contractors are present at the assembly points.

## Training

- Fire Warden training will be passed down to staff by either current designated wardens or the Head teacher.
- Training is to be reviewed on a yearly basis

Last reviewed: 12/03/2025

To be reviewed: 12/03/2026



Bale's Farm