GRESHAM PRIMARY SCHOOL

EMERGENCY EVACUATION PLAN

October 2026

Reviewed: October 2026
Next review date: October 2028

1. Legal Framework & Responsibilities

Under the Regulatory Reform (Fire Safety) Order 2005 and Section 156 of the Building Safety Act 2022, the school must maintain an accurate, fully recorded emergency plan. The Responsible Person (RP)—jointly held by the Headteacher and the Governing Body—holds criminal liability to ensure that a suitable Fire Risk Assessment (FRA) is conducted by a competent professional meeting BS 8674:2025 standards.

2. Fire Extinguisher Provision & Classifications

All building safety assessments have transitioned away from the historical BS 476 classifications to the rigorous BS EN 13501 European standards. Extinguishers must be regularly maintained under BS 5306-8:2023 guidelines.

Type	Fire Class Safety	Designated School Locations
Carbon Dioxide (CO2)	Safe for Class B (flammable liquids), flammable gases, and live electrical hazards. Do not use in confined spaces.	Upstairs corridor, downstairs corridor, staff room, outside girls' and boys' toilets, office block (upstairs/downstairs), school kitchen, boiler house, library, and IT suite.
Foam (AFFF)	Safe for Class A (paper, wood, textiles) and Class B (flammable liquids). Do not use on live electrical risks.	School kitchen.
Water	Safe for Class A flammable solids (paper, wood, textiles) only. Highly dangerous if sprayed on electrical or chemical fires.	Upstairs corridor, downstairs corridor, outside the hall, outside girls' toilets, office block (upstairs/downstairs), library, and IT suite.

3. Isolation of Utility Supply Sources

Only authorised personnel or emergency services should attempt to isolate supply valves unless safe and necessary to prevent escalation:

• Electricity: Situated in the caretaker's room / main electric cupboard. Turn main switch clockwise to turn OFF.

• Gas: Isolation valves situated in the boiler house (either side of the main door) AND inside the kitchen by both exit doors.

• Water: Main stopcock situated outside the PE cupboard, directly opposite the classroom.

4. Evacuation Action Protocols

Primary Assembly Point: School playground.

Alternative Assembly Point: Atwood School (to be used if smoke, fire location, or secondary hazards block the playground).

A. During Normal School Hours

Responsible Role	Mandatory Operational Actions & Duties
Discoverer of Fire	Immediately raise the alarm by firmly pressing the nearest manual call point to activate the building-wide sounders.
Teaching Staff / Staff in Charge	Evacuate children immediately via the nearest designated safe escape route. Close classroom and office doors behind you to preserve compartmentation. Account for children at all times (including those in toilets or separate workspaces). Execute a physical head count immediately upon safe arrival at the assembly point.
Staff Handling Wheelchairs / PEEPs	Evacuate individuals with mobility requirements using the closest ground-floor step-free ramps. Exit via the nearest fire exit and report directly to the Office Staff for roll call. Note: Ensure active Personal Emergency Evacuation Plans (PEEPs) are maintained and risk assessments are conducted in line with current statutory guidance.
Kitchen / Dining Staff	Isolate commercial power systems immediately by pressing the emergency electrical shut-off button. Evacuate to the playground, or use the alternative route to the recreation ground if the playground is unsafe.
Office Administration Staff	Evacuate instantly taking the digital attendance tablet, hardcopy attendance records, 'In & Out' logbook, Business Continuity Plan, emergency child contact folders, operational mobile phone and the recreation gate keys. Perform roll call of all teaching staff, kitchen workers, contractors, and registered visitors.
Caretaker / Headteacher / Senior Leader	Sweep accessible toilets, common areas and halls while safely exiting. Verify the fire location via the main panel. Dial 999 to summon Emergency Services. Cross-check the full children and adult roll calls. Immediately report any missing persons to Emergency Services.
On-Site Contractors	Isolate and switch off all hazardous tools or power appliances instantly. Exit via the nearest fire exit and report directly to the Office Staff for roll call.

B. Wraparound Care: Breakfast Club & After School Club (BC & ASC)

In the absence of the Headteacher or school office team, the designated Club Lead assumes full statutory responsibility as the on-site supervisor.

Role / Situation	Mandatory Operational Actions & Duties
Club Staff & Activity Leaders	On hearing the alarm, escort all club children out via the nearest safe exit. If exiting the dining room, use the small red door to the front staff car park, proceeding down the ramp to the playground (or the recreation ground via the gate key kept on a hook by the red door). Maintain a daily attendance register, take it outside during evacuation, and enforce strict, constant supervision.

Club Lead / Senior Supervisor	Assume command of the evacuation. Perform site sweeps of toilets and common spaces while exiting. Confirm the fire zone on the indicator board. Call 999 immediately, stating the primary school address: Gresham Primary School, Limpsfield Road, Sanderstead, South Croydon, CR2 9EA (Nearest adjacent road: Cranleigh Gardens). Provide full dispatch details (exact fire location, materials involved, known missing persons). Coordinate the final roll call
Office staff (If present)	If on-site (hours: 08:30 - 15:30), secure the digital Sign-In App tablet, attendance forms, Business Continuity Plan, emergency contact folders, and auxiliary gate keys and assist with visitor roll calls

5. Structural Escape Routes by Location

All designated fire doors along these routes provide structural fire compartmentation and are subject to mandatory, formal inspection by a competent person to comply with updated UK school safety frameworks. Fire doors must never be propped open.

Alarm Location	Designated Structural Escape Route
Downstairs Classrooms	Directly through the designated external fire exits at the rear of classrooms straight onto the playground
Upstairs Classrooms	Descend via the nearest stairway, enter the lower corridor and exit through the external fire doors situated at either end of the corridor
The School Hall	Exit directly through the fire doors situated to the side of the main hall
Reception Area	Exit out via the main fire doors situated on either side of the reception desk.
Administrative Offices	Exit immediately via either the designated main front building door or back office door.
Dining Hall	Exit through the rear fire exit doors or out via the main front entry door.
The Morris Building	Exit directly through either of the classroom rear fire exits or the main front building door as appropriate.
Playground / Car Park / Field	Do not re-enter any building. Remain outside and proceed directly to the primary assembly point on the playground

6. Mandatory Emergency Service (999) Dispatch Procedure

When communicating with emergency services, the caller must state the following details verbatim:

1. **Premises Address**: Gresham Primary School, Limpsfield Road, South Croydon, CR2 9EA.

2**. Access Points**: The nearest adjacent road is Cranleigh Gardens.

3. **Fire Details:** The exact location inside the school and the specific materials or components on fire.

4. **Life Safety Status:** Whether any persons are unaccounted for or trapped, alongside the last known location of missing individuals.

7. Post-Evacuation Protocols & De-briefing

• **Re-entry Restrictions:** Strict 'No Return' policy. No employee, student, or visitor may re-enter any school building until the Emergency Services explicitly declares the school safe.

• **Incident De-briefing**: Following any evacuation, the Headteacher, relevant staff, and safety advisors will formally review the evacuation's performance against this protocol. Any required procedural updates, physical alterations, or targeted staff training must be implemented immediately.

• **Statutory Drills**: Evacuation drills must be executed at varying times of day at least once per academic term (minimum 3 times annually) and fully logged in the school's fire safety logbook.

8. Ratification & Sign-Off

This document has been reviewed, approved, and formally ratified by the Governing Body of Gresham Primary School.

Chair of Governors Signature:	Date: 21/10/26
Headteacher Signature:	Date: _____
Governing Body Meeting Ref:	Minute Ref: _____