



# St. Clement's C. of E. Academy

## Fire Evacuation Procedures Whole School Policy

# Learning for Life, Anchored in Christ

Reviewed on...10/7/23

Next review date –Sept 2024

**ST. CLEMENT'S**  
**C. OF E. ACADEMY**

## Our vision :

Inspiring happy, **courageous**, independent, curious and creative, life-long learners. Aiming for all to achieve their full potential, striving both academically and socially with **humility** and **dignity**.

Believing being anchored in Jesus Christ will guide us all with **hope**, **compassion** and **wisdom** in becoming successful members of a global community.

## Statement of Intent:

St Clement's Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974, the Regulatory Reform (Fire Safety Order) 2005 and other statutory and common law duties. This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section. This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy will be kept in the school office and on our school website. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

## Fire Prevention:

**Fire Safety/Housekeeping:** There are a number of general fire safety rules for the school

- Keep your eyes open for fire hazards - remove or report any hazards found.
- Keep corridors, stairways, entrances and exits clear and free of combustible materials.
- Materials, such as cardboard boxes and packing materials must only be kept about the school if they are required. When such materials are not in use they must be kept in a designated storage area.
- Decorations, classroom displays and work displayed in corridors and class rooms should be set up with care particularly if they are hung near sources of heat or light fittings.
- All waste paper bins must be made of metal or other non-combustible materials. Waste paper should be put into the recycling bins and not be left lying around or allowed to accumulate in hidden places. Maintain general tidiness and cleanliness, especially around electrical appliances.
- Birmingham City Council has a no Smoking Policy for all its premises. This is strictly enforced by the Head Teacher.
- Keep all stock rooms which contain stationery and other combustible materials accessible, clean and clear with doors closed at all times.
- Keep computer server room clean, clear and locked when not occupied.
- Keep Electrical Meter cupboard and Boiler Room accessible, clean, clear and locked.
- Use electrical equipment properly and keep in a safe working order. DO NOT overload electrical sockets. A competent person must check the electrical wiring regularly. Switch off, unplug or isolate any electrical appliance when not in use.
- Fit electrical plugs with correct fuse rating. Check cables for damage and if found, replace.
- Clothing and costumes, which are used in school, may be highly flammable. DO NOT place close to any heat source such as lighting/heaters.
- If you smell gas, report it. DO NOT search for leaks with a naked flame. DO NOT turn electric switches on or off as this causes sparks.  
Open windows and doors to ventilate room

- If a fire is detected or suspected, check all windows are shut and all internal doors are closed (to prevent spread of fire)

## Fire Evacuation Procedures – General information

### Fire Warning System

The fire alarm signal is incorporated into the detectors and is a continuous ringing bell.

The fire alarm sounder will be operated when either:

(a) a fire alarm call point is operated by a person or (b) when smoke or heat cause an automatic detector to operate. Automatic detectors are located throughout the school.

The fire control panel is located outside the staffroom . On NO account should the alarm signal be silenced until it is confirmed that the fire is completely extinguished, or that it is a false alarm. If the Fire Brigade have been called, the fire alarm must NOT be reset unless the Fire Officer says so.

### On Discovering a Fire

ACTIVATE the alarm system by operating a fire alarm call point, which involves breaking the glass element. It is only necessary to apply a firm pressure to the centre of the glass element for it to be broken. It may also be advisable to shout FIRE repeatedly to alert fire trained personnel in the first instance whilst finding the nearest call point. Any person hearing the repeated shout of FIRE should operate the nearest call point if the fire alarm is not sounding in order to give the earliest possible warning to others.

Fire extinguishers are located on site and are only for the use of those people who have been given a recognised fire extinguisher training course.

If you have had no training in the use of fire extinguishers, DO NOT USE THEM. However, make yourself aware of the people within your working area who have received this training at the beginning of your working day so you can alert them to the nature of the incident immediately and allow them to deal with it without delay.

DO NOT TAKE ANY PERSONAL RISKS.

### Fire Strategy Plan

The aim of this Plan is to ensure that, in the event of a fire; all persons in the building are sufficiently familiar with the fire routine and the fire safety arrangements.

It is important for all staff to receive training in fire precautions when evacuation procedures are to conform to this Strategy Plan.

This Fire Emergency Plan and Strategy document must be rehearsed at the earliest opportunity to identify its effectiveness and amended accordingly.

The Strategy Plan is for the benefit of all persons working at St.Clement's Academy. In order that the Plan remains valid, changes that may affect the Plan should be immediately reported to the Site Manager/ Head Teacher to ensure that a review of the plan can be carried out and changes, if necessary, can be implemented.

Relevant changes would include: 1. Alteration in school layout 2. Change in use of rooms 3. Change in type, number and location of firefighting equipment 4. Change of any named responsible person 5. Significant findings observed during a fire drill or evacuation 6. Input from the Fire Brigade Services

Fire Risk assessment-The school shall undertake a fire risk assessment to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 and review annually.

Findings of the risk assessment will be remedied in reasonable time frames and the findings of the assessment will be made known to the Governing Body and the full report will be made available.

**Escape Routes-** All escape routes must be easily identifiable and free from obstruction. They should be adequately illuminated and correctly signed with luminary signage and lead to a place of total safety.

**Fire Doors-** The minimum standard of fire resistance will ensure that, in the event of a fire occurring and affecting the doors, their integrity will be maintained against the passage of heat and smoke for a minimum period of thirty minutes. Doors to the boiler room should prevent the passage of fire for a period of one hour.

Fire Resisting Doors are installed to perform three functions: 1. to protect escape routes so that persons have adequate time to use those routes in safety, for example, a staircase enclosure; 2. to prevent the spread of fire from one area to another; 3. to stop the free flow of air carrying oxygen to feed the fire.

Notes: Wedging open fire resisting doors will break down the integrity of a compartment or the protection to the escape routes and this practice is not permitted.

If it is noticed that a fire-resisting door is defective, it should be reported to the Site Manager/ Head Teacher so that repairs can immediately be undertaken. Many ordinary doors will withstand the effects of fire for a period of time. All doors should, therefore, be closed when a room is vacant.

**Fire Alarm System-** The fire alarm system comprises of break glass call points, detectors and a fire alarm control and indicating panel, which is situated outside the Staffroom. The fire alarm call points are strategically sited on escape routes at each floor level. The fire alarm call points are operated by pressing the glass, which will easily fracture with a little pressure without splintering. When the call point is operated, it makes an electrical contact, which sends a signal to the fire alarm control panel indicating fire. The control panel will indicate the location where the alarm has been raised and will send a signal to the alarm sounders to put them into the evacuation mode of operation.

To reset the fire alarm system, the broken glass to call points must be replaced, any smoke in the detector must be cleared and the system can be reset by push button operation of the fire alarm control panel.

**Fire Fighting Equipment – Fire Extinguishers** are provided throughout school and they are maintained annually.

There are a variety of fire appliances in the buildings. Fire plan drawings should show their location and the following general guidance is given:

All extinguishers are colour coded to denote the type of extinguisher and its use i.e.

Red – Water Black – CO2 Blue – Dry Powder Cream – Foam Canary Yellow – Wet Chemical

Water Extinguisher – for use on fires involving normal combustible solids such as wood, paper, plastic and fabric

Carbon Dioxide Extinguisher (CO2) – for use on fires involving live electrical appliances / apparatus and small quantities of flammable liquids. When extinguishing a fire in electrical appliances / apparatus it is important to turn off the power supply otherwise re-ignition can occur as the gas disperses. The CO2 is dispersed through a black horn and but the CO2 will cause the horn to freeze and can cause frost burn injuries. A loud noise may be emitted from the gas as it is released through the horn. Do Not Hold The Horn When Using A CO2 Extinguisher.

Dry Powder Extinguisher – for use on fires involving flammable liquids. It may also be used on fires involving live electrical appliances / apparatus and combustible solids such as paper. The extinguisher is multi-purpose, however, the discharge of powder in an area may cause problems for cleaning and could damage electrical equipment if it penetrates the inner circuitry. The powder is very fine like talcum powder and when operated, will quickly fill an enclosed room making it unsafe for the user. For office environments, careful consideration should be given before providing powder extinguishers.

Foam – for use on fires involving flammable liquids and combustible solids such as paper. DO NOT use on electrical appliances /apparatus.

Wet Chemical – for use on cooking fat fires.

Use of Fire Fighting Equipment- Staff should only tackle a fire if they have received adequate training in the use of the equipment. If you do find yourself having to use a fire extinguisher, then always ensure that you position yourself between the fire and the door. Do not let the fire block your exit. No risks should be taken and in case of doubt: EVACUATE!

### Responsibilities :

The Board of Governors has overall command and responsibilities for Fire Safety within the School; this responsibility has been delegated to the Head Teacher for the day to day undertakings within the School. The Head Teacher is responsible for the school meeting its obligations of the Regulatory Reform (Fire Safety) Order 2005 and is supported by the Business Manager. To prevent confusion in the event of an evacuation, the Head Teacher will undertake the responsibility of the Senior Fire Marshal and in her absence the Assistant Head Teachers.

The Head Teacher;

- will appoint an adequate number of Fire Wardens to control evacuation from the occupancy to the assembly points including onward movement to the off-site assembly point if required
- will organize fire evacuation drills termly
- will organize appropriate training for all staff under their control
- Will release staff for fire training when required
- will check that Fire Risk Assessments take place annually

The Site Manager;

- will ensure adequate maintenance of fire safety systems and provisions in the building
- will ensure that the Strategy Plan is kept safely with the Risk Register
- will regularly update the Strategy Plan should circumstance change or persons named responsible change
- will ensure that the findings of Fire Risk Assessments are implemented

The Office Manager;

- will record the result of fire drills together with any deficiencies noted and to remedy deficiencies identified if necessary
- will ensure basic fire training for all members of staff and to keep appropriate records
- will give appropriate notifications to staff and pupils for compliance with the Strategy Plan

Notes: Advice, instruction and training should be given by a competent person at such intervals as to ensure that everyone at work is instructed on what action to take in the event of a fire. This to be carried out at the induction of new staff and for all staff once every 12 months.

It is particularly important that the Head Teacher ensures that all newly appointed staff are made aware of the means of escape and fire procedures at the commencement of their employment.

All staff must ensure the following:

- That they understand and adhere to the Fire Safety Policy
- That when the fire alarm sounds they sweep the area they are working in and report to the designated assembly point
- That they notify all potential fire hazards to their relevant line manager or directly to the Site manager
- That they attend and regularly participate in fire drills and associated fire training

Office/ Admin staff must ensure the following:

- That they collect the registers and the emergency contact numbers for all of the pupils' parents and make their way to the designated assembly point
- Call the fire service if requested to do so by the Site Manager or Head Teacher

Visitors- This procedure applies to any visitors to the building in the same way it applies to the staff. Staff are responsible for their visitors and should ensure that they leave the building when the evacuation signal is given. Visitors are persons who are not employees or students of the school and may include contractors, cleaners, representatives, parents etc.

### Fire instructions

The purpose of the fire action plan detailed at the front of this document is to ensure that the following vital information and necessary actions are fully understood and take place:-

- the action to be taken upon discovering a fire
- the action to be taken upon hearing the fire alarm
- raising the alarm, including the location of the alarm call points and the alarm indicator panels
- the correct method of calling the Fire Brigade & the location and use of fire equipment
- knowledge of escape routes, including any stairway not in regular use
- knowledge of the method of operation of any special escape door fastenings
- appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the alarm
- the need to stop machines and processes and isolating power supplies where appropriate
- the testing of all escape doors, not in regular use, to ensure that they function satisfactorily
- the need for evacuation of the building to an Assembly Point and from there to an offsite Assembly Point (even when visitors to the school are present, this will include reassuring them and escorting them to exits etc.)

Fire Marshalls should: Daily - check the section under their control to ensure the following:

- exit doors are available for use and unobstructed
- housekeeping standards are being maintained with no build-up of rubbish or combustible waste
- fire extinguishers are in position
- fire instruction notices and fire escape drawings are in position
- fire alarm call points are indicated and clear from obstruction
- Keep details of any differently able persons who may need assistance to evacuate and to ensure that the necessary arrangements are made

If any checks reveal deficiencies, they are to be reported to the Site Manager for remedial action.

In the event of the fire alarm operating take the following actions:

- check through floor area, including washrooms and storerooms, to ensure that all staff and pupils evacuate
- close all doors on the route of evacuation and windows if it is safe to do so

- follow their pupils and staff encouraging them to proceed at good speed but without haste or panic to the Assembly point and, if necessary, the off-site assembly point
- note from staff/pupils/visitors their observations on the location and size of fire if in their section, whether it is being tackled by staff and if there are any highly flammable substances that could become involved
- report to the Assembly Point Fire Marshal or deputy at the Assembly point and give advice on status of evacuation from their section and other details obtained relevant to the fire that may be of assistance to the firefighters when they arrive
- stand by for instructions that may be given by the Fire Marshall or Deputy

Senior Fire Marshall (Head teacher or Deputy) The Head Teacher will:

- take control of the evacuation and record reports from Fire Marshalls and personnel taking the roll calls
- Obtain information in relation to the incident and pass to the Fire Brigade Officer when the Fire Brigade attends site
- Ensure that the Fire Brigade has been called to attend site.

To Call the Fire Brigade:

1. Lift receiver (or use mobile) and dial 999
2. Give operator your telephone number and ask for FIRE
3. When the FIRE BRIGADE replies, give details distinctly:  
Give the Fire Brigade the relevant address depending on the location of the fire:

St.Clement's C of E Academy  
Butlin Street  
Nechells  
Birmingham  
B7 5NS

DO NOT REPLACE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE

CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR SUSPICION OF FIRE!

### Fire Safety Training in School

The school will provide adequate fire safety training for staff. The type of training should be based on the particular features of the school and should:

- take account of the findings of the fire risk assessment;
- explain the emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable; and
- be tested by fire drills.

St.Clement's is part of the Birmingham Diocesan Multi Academy Trust (BDMAT), and as such complete all Health & Safety training inc Fire Risk management, annually through the online platform Parago. On-site training also takes place when required.

Pupils will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

*In primary schools, training may be no more than showing new staff and pupils the fire exits and giving basic training on what to do if there is a fire. In a large secondary school, the organisation of fire safety training will need to be more formal.*

Fire training should include the following:

- what to do on discovering a fire
- how to raise the alarm and what happens then

- what to do upon hearing the fire alarm
- the procedures for alerting pupils, pupils, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of firefighting equipment
- the location of escape routes, especially those not in regular use
- how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability)
- the safe use of and risks from storing or working with highly flammable and explosive substances
- the importance of general fire safety, which includes good housekeeping
- the use of premises by outside bodies, e.g. IT training, music, etc

All staff identified in the emergency plan who have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens and, in complex premises, fire parties or teams), should be given details of the fire risk assessment and receive additional training.

In addition to the guidance above as a minimum all staff should receive training about:

- the items listed in your emergency plan
- the importance of fire doors and other basic fire-prevention measures
- where relevant, the appropriate use of firefighting equipment
- the importance of reporting to the assembly area
- exit routes and the operation of exit devices, including physically walking these routes;
- general matters such as permitted smoking areas or restrictions on cooking other than in designated areas
- assisting disabled persons where necessary

Training is necessary:

- when staff start employment or are transferred into the premises
- when changes have been made to the emergency plan and the preventive and protective measures
- where working practices and processes or people's responsibilities change
- to take account of any changed risks to the safety of staff, pupils or other relevant persons
- to ensure that staff know what they have to do to safeguard themselves and others on the premises; and where staff are expected to assist disabled persons

### Training of pupils

It is good practice to provide pupils with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on the:

- details of the emergency plan
- importance of fire doors and other basic fire-prevention measures
- importance of reporting to the assembly area
- exit routes and the operation of exit devices

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.



In order to prevent fire and to minimise the likelihood of injury in the event of a fire the school will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including the sprinkler system
- provide sand in bags in the Science Department as a precaution when using flammable metals
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all pupils and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records
- 

The school does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the school can investigate and take remedial action if necessary.

### Disaster Plan

In the event of not being able to re-enter the building or losing part of the building the following steps must be taken:

- Evacuate to the Assembly point in the first instance;
- Evacuate to a secondary location which has been identified as **Free @ Last, Nechells Park road**, should the whole site need to be evacuated.
- Contact parents either by using the emergency contact numbers provided or sending a message by local media

### Staff/ Pupils with Disabilities

- For members of staff or pupils with a disability, a Personal Emergency Evacuation Plan (PEEP) must be developed to ensure, so far as is reasonably practicable, that they can safely evacuate the building. Personal Emergency Evacuation Plans will be developed by the Headteacher in consultation with individual disabled child and their parent/staff/SENCO/Medical coordinators. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person eg ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the child or staff member to the assembly point.

For safety during evacuation the following guidance is given:

- Remain calm and proceed in an orderly manner
- Do not delay to finish an important task or telephone call
- Do not delay to collect personal belongings
- If the normal escape route is obstructed by fire turn away and go to your secondary escape route
- Give assistance, as necessary, to colleagues experiencing difficulty and do not hesitate to ask for help if you have a need
- Obey instructions given by Fire Marshalls
- When the fire has been extinguished and the Fire Brigade Officer is satisfied that the building is safe to re-occupy, the Head Teacher will give instructions for staff/pupils/visitors to re-enter the building.



## St Clement's C of E Academy

### Fire Evacuation Procedures

Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point located adjacent to all the fire exit doors. Children should be taught to report to a member of staff. The alarm is tested weekly by the Site Manager who, reports any defects to the Headteacher. Any defects are completed within 24 hours.

#### All Staff, Pupil and Visitors

- On discovering a fire sound the fire alarm by breaking the glass in the fire alarm call points
- If you see a fire, call 999 immediately – tell another adult or child to inform a fire warden you have called.
- On hearing the fire alarm kitchen staff will isolate the gas supply and proceed to the assembly area.
- Do not attempt to tackle the fire unless you feel safe to do so and have received the appropriate training
- Do not stop to collect personal belongings
- Assist any children under your supervision from the building and keep them calm
- Sweep the area you are working in, ensuring all areas are clear including toilets- take coloured tag with you to show area checked and clear
- Ensure all fire doors are closed
- Leave the building by your nearest exit
- Make way to designated assembly point in the MUGA in the school playground
- Teachers- take class register as quickly as possible and hand this and area tag to admin
- Do not re-enter the building until instructed to do so

#### Office/ Admin Staff

- Collect registers and emergency contact details
- Take visitor records to make sure all visitors and contractors on site are accounted for and report to the senior member of staff on duty
- Make way to assembly point by nearest exit

#### School Staff

- At Assembly point, class staff to take a roll call for their class and report to the senior member of staff on duty

#### Senior Member of Staff on Duty/ Site Manager

- On hearing the alarm (continual ringing of the bells) assist pupils/staff to evacuate the building
- Go to the fire panel and establish where the alarm activation took place
- Evacuate the building by the nearest exit
- Make way to designated assembly point
- Be responsible to account for all students, staff and visitors. At the assembly point liaise with the class teachers/teaching assistants/administrators/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

- Should it be necessary to evacuate the whole site to the secondary location make contact with **John Street, Free @ Last, 49 Nechells Park Rd, Birmingham B7 5PR, 0121 327 5959**

Kitchen Staff/ Caretaker/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point Site Manager/Kitchen Manager to call the roll of their staff
- Report to the headteacher with the result of the roll call
- 

Procedures for liaison with the fire brigade –The Headteacher or Site Manager will meet the fire brigade at the gates of the school on their arrival, and give them details of

1. Location of Gas and Electricity intakes
2. Location of Fire
3. Access points into the building
4. Are Persons tackling the fire YES/NO (Record names)
5. Dangerous Materials Involved YES/NO (Gas cylinders, Chemicals)
6. All Persons Accounted For YES/NO (Confirmed by roll calls/registers)

Out of hours use - Open evenings etc., taking place outside normal school day. In this event school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors will be made aware of the evacuation procedure and the means of escape from the building when in use.

Monitoring, Evaluation and Review - The Governing Body will review this policy annually and assess its implementation and effectiveness.

# ST. CLEMENT'S

## C. OF E. ACADEMY

### Appendices

1. Action notice
2. Fire Marshall list
3. First Aider list
4. Exit route plans
5. PEEP template



# Fire Action



Raise the alarm



Leave the building by  
the nearest exit



Report to assembly point



Do not return to the building  
until authorised to do so



Do not take any risks

# ST. CLEMENT'S

## C. OF E. ACADEMY

<b>Qualified Fire Marshalls</b>	<b>Date valid to</b>	<b>Location</b>
John Allen	updating	Site manager
Devina Shryane	updating	Main building
Naz Ajmal	updating	Main building
Sue San	updating	Main building
Gen Fox	updating	KS2 corridor
Shaniz Akhtar	updating	KS2 corridor
Jane Nizamis	updating	Y2 classroom
Melanie Peedell	updating	EYFS
Whole school Fire training due September 2023-Parago		

# ST. CLEMENT'S

## C. OF E. ACADEMY

<b>Qualified First Aiders</b>	<b>Qualification</b>	<b>Date valid to</b>	<b>Location</b>
Shaniz Akhtar	Paediatric First Aid	March 2026	Yr 4 classroom /KS2 corridor
Bev Austin-Smith	Paediatric First Aid	June 2026	Yr 3 classroom /KS2 corridor
Melanie Peedell	Paediatric First Aid	March 2026	EYFS
Neharin Parkar	Paediatric First Aid	March 2026	Year 1-KS1 block
Fozia Bashir	Paediatric First Aid	July 2026	Lunch supervisor
Gen Fox	Emergency First Aid at work level 3	March 2026	KS2 corridor
Jane Nizamis	Emergency First Aid at work level 3	March 2026	Year 2-KS1 block
Sue San	Emergency First Aid at work level 3	March 2026	Office/ lunch supervisor
Sufia Khatun	Emergency First Aid at work level 3	June 2026	Yr 6 classroom /KS2 corridor
Sharlene Green	Emergency First Aid at work level 3	June 2025	Main building

**ST. CLEMENT'S**  
**C.OF E. ACADEMY**



Personal Emergency Evacuation Plan	
Author / Date	
Review Date	

Child's name	
Class	
D.O.B	
Medical diagnosis or condition	

DESIGNATED ASSISTANCE ( staff name)
AM:
PM:

PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)	
1	
2	
3	
4	
5	

Signed by practioner:	Date:
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Signed by practioner:	Date:
Signed by parent:	Date:



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