



SAGE COLLEGE

JEREZ

SAGE COLLEGE – POLICIES AND PROCEDURES

Fire Prevention and Evacuation Procedure

Applies to: pupils, staff, boarders, visitors, contractors and all other persons on site.

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Deputy Senior Fire Marshal: Adrián Stephanides

Fire Safety and Evacuation Coordinator: Fernando Alvarado

Emergency telephone: 112

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1. Purpose

To protect life by ensuring that everyone can evacuate promptly and safely, reach the designated assembly point and be accounted for.

Every alarm must be treated as a genuine emergency unless the Senior Fire Marshal has explicitly confirmed otherwise. Nobody should wait for confirmation before evacuating.

2. Immediate actions

On discovering a fire or signs of fire:

1. Raise the alarm immediately using the nearest accessible fire alarm call point.
2. Warn anyone in immediate danger without putting yourself at risk.
3. Evacuate by the nearest safe, designated escape route.
4. Ensure that 112 is called from a safe location.
5. Report the location and any relevant information to the Senior Fire Marshal.

Pupils should alert the nearest adult immediately. If no adult is immediately available, they should move to safety and raise the alarm using an accessible call point.

On hearing the alarm:

- Stop the activity and evacuate immediately.
- Walk calmly; do not run, push or stop to collect belongings.
- Follow the designated route unless it is unsafe.
- Do not enter smoke or use a lift.
- Go directly to the assembly point and remain with your group.
- Never re-enter the building until authorised.

These core actions reflect Andalucía's public-building fire guidance. 112 is the emergency coordination number in Andalucía. [Junta de Andalucía](#)

3. Responsibilities

Role	Responsibilities
Senior Fire Marshal	Coordinate the school's response from a safe location; receive roll-call and area-check reports; pass information to emergency services; coordinate supervision, relocation and subsequent actions.
Deputy Senior Fire Marshal	Assume the Senior Fire Marshal's responsibilities in their absence and assist with accountability and communication.
Fire Safety and Evacuation Coordinator	Maintain operational readiness, coordinate designated Fire Marshals and provide emergency services with relevant site information.
Designated Fire Marshals	Direct evacuation and, only where safe, check assigned areas while leaving. Report areas as checked, not checked or inaccessible.
Teachers and activity leaders	Evacuate and supervise their groups, complete an immediate headcount and ensure each pupil is accounted for by name.
Administration staff	Call 112, provide available attendance and sign-in records, and account for staff, visitors and contractors.
Gate supervisors	Support safe movement through assigned gates and keep emergency access clear.
Boarding duty lead	Coordinate residential evacuation and account for boarders and residential staff during boarding hours.
All adults	Know the procedure, support evacuation within their assigned role and report concerns or missing people immediately.

Each critical role must have a named substitute. The duty arrangements must identify who takes charge when the Senior Fire Marshal and Deputy are both absent.

No member of staff should delay their own evacuation, re-enter a building or enter smoke to complete a check. An unchecked area must be reported as such.

4. Calling emergency services

Administration staff must call 112 immediately when a fire is discovered or suspected. They must not wait for the roll call to finish.

If administration staff are unavailable, or nobody can confirm that the call has been made, the Senior Fire Marshal must designate another adult to call.

Provide:

- School name, full address and emergency vehicle entrance.
- The location and nature of the incident.
- Any known injuries, missing people or people unable to evacuate.
- Relevant hazards, if known.
- Caller's name and contact number.

Follow the operator's instructions. An assigned adult should meet emergency services at a safe access point.

Do not assume that the alarm automatically contacts emergency services.

5. Evacuation during lessons

The adult responsible for the group must:

1. Direct pupils to leave immediately by the designated safe route.
2. Make a quick visual check of the group without delaying evacuation.
3. Lead or position themselves to guide the group safely; where two adults are present, one should lead and the other follow.
4. Close the classroom door if safe and immediately practicable. Do not lock it or delay evacuation to close windows or switch off equipment.
5. Take the group directly to the assembly point.
6. Count pupils immediately on arrival and complete a register by name.

A register or emergency list may be taken only if it is immediately at hand. Staff must not stop to write a headcount or search for paperwork before leaving.

Pupils outside their usual classroom must evacuate with the adult supervising them. Nobody should return to a classroom to find their tutor or collect belongings.

Evacuation routes

The routes below reproduce the original procedure and require confirmation against the current site plan.

Group or location	Route in the existing procedure
Reception and Year 1	Corridor fire exit » Year 1/2 outdoor area » covered playground » Gate 2
Pre-Nursery/Nursery, Years 2 and 3	Primary Office entrance » Gate 3. Confirm precisely which EYFS groups use this route.
Years 4, 5 and 6	Gate 2
Secondary	Main entrance » Gate 1
Primary pupils in the theatre or Secondary building	Nearest safe designated exit: main entrance or Gate 2, as shown on the approved plan
Sports courts, track and pitches	Gate 2, provided the route remains safe

Assembly point in the existing procedure: the Yellow Sand Park, in front of the main entrance.

If a designated route is affected by smoke, fire or another hazard, use an alternative safe escape route. If the assembly point becomes unsafe, the Senior Fire Marshal must direct groups to the agreed alternative location.

Gate supervisors must be listed in the current duty schedule. They must not remain at a gate where doing so exposes them to danger.

Primary staff assigned to assist EYFS should do so only where this is part of their planned evacuation role and can be completed safely. They must not travel back through an evacuating building to reach EYFS.

6. Break, lunch and activities

- Staff supervising pupils must direct them to the nearest safe designated exit and accompany them to the assembly point.
- Pupils already outside must remain outside and proceed to the assembly point by a safe route.
- Dining staff must direct a calm, continuous evacuation through safe designated exits. Pupils must not wait to finish food or organise themselves into classes.
- Tutors and class teachers must join their groups at the assembly point without returning through buildings.
- Activity leaders must hand over pupil accountability clearly to the relevant tutor or class teacher.

7. Assembly and accountability

At the assembly point:

1. Pupils line up in their allocated class or tutor-group positions.
2. Supervising adults carry out an immediate headcount.
3. Tutors or nominated substitutes check every pupil by name against the current attendance record.
4. Administration staff reconcile staff, visitor and contractor attendance.
5. Each responsible adult reports to the Senior Fire Marshal.

Reports must state either:

- All accounted for, identifying the group; or
- Person unaccounted for, giving their name, group, last known location and any relevant information.

Missing people must be reported immediately; staff must not wait for every other register to be completed.

The Senior Fire Marshal must reconcile roll calls with late arrivals, early departures, authorised off-site activities and Fire Marshal reports.

Staff must never return to search for someone. Information about missing people and unchecked areas must be passed immediately to emergency services.

Pupils remain supervised and must not leave the assembly point without an authorised, recorded handover.

8. People requiring assistance

Anyone who may need support to evacuate must have an appropriate Personal Emergency Evacuation Plan (PEEP) or documented assistance arrangement. This includes temporary injuries as well as ongoing needs.

The arrangement must identify the assistance required, responsible adults and substitutes, safe routes and any necessary equipment. Staff must be trained before using evacuation equipment. Visitors requiring assistance must receive suitable arrangements on arrival. Individual evacuation planning is recognised in school fire-emergency guidance. [Ealing Grid for Learning](#)

9. Boarding and out-of-hours evacuation

A separate, approved residential annex must cover evenings, nights, weekends and holidays. The daytime staffing and registration arrangements must not be assumed to apply.

The residential annex must specify:

- The duty lead and substitute for every shift.
- Confirmed escape routes from each residential area.
- How sleeping occupants are alerted and assisted.
- Current boarder, staff and overnight-visitor records.
- Safe checking arrangements that do not delay staff evacuation.

- The residential assembly point and alternative location.
- Calling 112, emergency vehicle access and first-aid arrangements.
- Temporary shelter, supervision and family communication.

Boarders must evacuate immediately without collecting belongings. Nobody may return to a bedroom until authorised.

10. Fire prevention and equipment

All members of the school community must:

- Keep escape routes, stairs, exits and fire equipment unobstructed.
- Never wedge open fire doors or interfere with their closing mechanisms.
- Report defective doors, alarms, emergency lighting or electrical equipment immediately.
- Use only school-authorized electrical appliances and portable heaters.
- Avoid overloaded sockets and unsafe charging arrangements.
- Follow specific laboratory, kitchen, workshop and chemical-storage procedures.
- Observe the school's prohibition on smoking and vaping.
- Dispose of waste appropriately and prevent combustible material accumulating.

Electrical equipment should be switched off after normal use where appropriate. This must not delay an emergency evacuation.

Only trained, authorised adults may consider using an extinguisher on a small, contained fire, with a clear escape route and without exposure to smoke. Evacuation remains the priority.

The maintenance team must keep documented inspection, servicing and defect records in accordance with the approved fire safety arrangements and competent-provider advice. The procedure must not imply that an annual extinguisher service alone covers all required checks. Emergency exits must remain usable from inside whenever the premises are occupied, including when access-control systems are operating.

11. Training and drills

The school will:

- Explain the procedure to staff before they take responsibility for pupils.
- Induct new pupils, boarders, visitors and contractors appropriately.
- Display current evacuation plans and concise instructions.
- Conduct at least one school evacuation drill each term.
- Include separate residential drills covering different duty periods.
- Record evacuation, accountability and communication issues.
- Assign corrective actions and check that they are completed.

Attendance and sign-in records must be maintained throughout the day, with an accessible contingency if electronic systems are unavailable.

12. Re-entry and review

Silencing the alarm does not mean that the building is safe.

For a genuine incident, re-entry may occur only when the emergency services, where attending, have confirmed it is safe and the Senior Fire Marshal has authorised a controlled return.

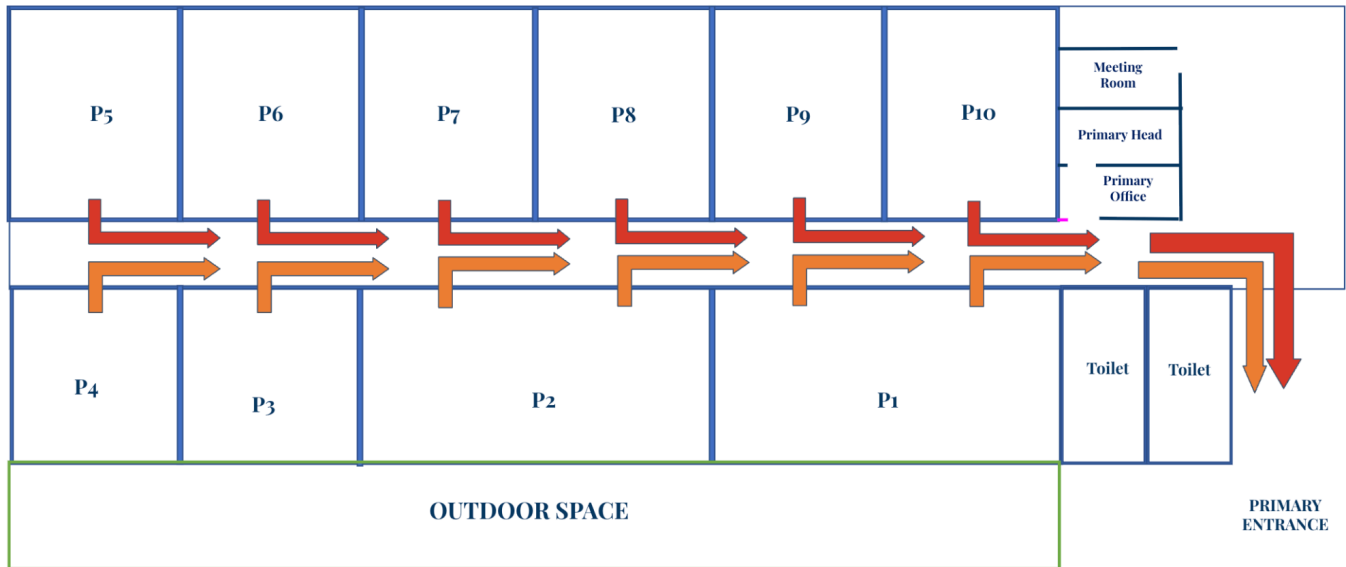
After a drill, the Senior Fire Marshal may authorise return once the exercise is complete and conditions are safe.

After every incident or drill, the school must record what happened, review any failures and update the procedure, training or site arrangements as necessary.

1.7 Evacuation Procedures MAP

FIRE EVACUATION PROCEDURE

PRIMARY BUILDING - GROUND FLOOR



FIRE EVACUATION PROCEDURE

PRIMARY BUILDING FIRST FLOOR

