



MacIntyre Academies

Quest Academy

Fire Evacuation Procedure

The MAT Scheme of Delegation sets out that the Principal must ensure the academy is compliant with Health and Safety legislation (point 7.2.3). Therefore, the Principal shall approve the review of the Fire Evacuation procedure, and at every review share the updated version with LAB, duly considering any recommendations.

Previous version changes can be found on the final page of this document

Version	Purpose/Change	Responsibility	Date
6	Section 4: Assembly Points section updated to reflect current practices Appendix 3: updates to reflect staff changes	School Business Manager	January 2026

Person Responsible: Principal
Date of implementation: February 2020
Date reviewed: January 2026
Date shared with LAB: March 2026
Date of next review: January 2027

1. Responsibilities

All members of staff in the academy need to be aware of this plan and the academy will remind employees at the beginning of each term of these arrangements in order to maintain appropriate precautions in the event of a fire on the academy premises.

The Principal and nominated staff will ensure procedures are in place for the safe evacuation of learners, visitors and staff from the academy.

Note: The safe evacuation of the academy is not the responsibility of the fire service.

2. Staff Training

New members of staff will be informed of the detail of this plan as part of their induction procedures. Information and training will be provided by the School Business Manager (Health and Safety Officer) and Facilities Manager to all members of staff. This will address action necessary when a fire is discovered and the following:

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Each term, the academy will engage in a fire drill in order to practice implementing these plans. Fire drills will be unannounced and scheduled at different times of the school day. The results of fire drills will be recorded in the academy's Fire Records booklet and also reported to the Local Advisory Board (LAB) Health and Safety representative each term. On activation of the fire alarm, all instances must be regarded as genuine and not false alarms.

3. Fire Marshals

Area of Responsibility	Job Title
Lead Fire Marshal	School Business Manager
Support Fire Marshals (first floor)	Teacher and Assistant Principal
Support Fire Marshals (ground floor)	Teacher and Assistant Principal
Evacuation co-ordinator/Administrator	Office Manager and Admin Assistant

Fire Marshals will be identified by wearing a high visibility tabard in the event that the alarm sounds.

4. Procedures

The main priority in event of a fire is to maintain the safety of the persons on the academy premises. All subsequent decisions should be made with this in mind. The Principal will ensure that there is always a senior member of staff on site.

During the School Day

- ANYONE discovering a fire should without hesitation activate the nearest fire alarm
- Staff and visitors can activate the nearest alarm, either with their master key or via a break glass call points
- Learners should be taught to report to a member of staff and can raise the nearest alarm via a glass call point, a social story is used to aid their understanding
- The evacuation should take place in a quiet and orderly manner so that instructions can be heard

Teachers

- During an evacuation, teachers should stop class activity and escort the class immediately to the nearest evacuation point safely
- Teachers should always lead the class out of the building. All personal belongings must be left behind except for class iPad's used to record attendance during the fire evacuation
- Ensure that all doors and windows are securely shut in the event of any evacuation
- In the event of a fire you must leave the building using the nearest fire exit. Your class must line up in alphabetical order and register taken on fire evacuation app. Evacuation co-ordinator and administrator will account for visitors on site
- Report any missing learners immediately to a Fire Marshal via internal communication links
- Learners should only return to class after a Fire Marshal has given an instruction to do so

Evacuation Co-ordinator/Administrator

The Evacuation Co-ordinator/Administrator will be responsible for:

- Submitting visitors present into the Evac App
- Taking the evacuation kit to the assembly point, including grab bag, stop watch and iPad
- Taking the internal communication system to communicate with Lead Fire Marshal
- Advising Lead Fire Marshal of any persons unaccounted for

In the event that the Evacuation Co-ordinator/Administrator is not on site, an Assistant Principal will be responsible for the above.

Fire Marshals

- The Facilities Manager and / or Facilities Assistant will identify call points activated and communicate with designated fire marshals to sweep through the building to ensure no one has been left behind
- Ensure that all doors and windows are securely shut in the event of any evacuation
- Evacuation Co-ordinator to pick 'Evacuation Grab Bag' – see appendix 2

Lead Fire Marshal

- Will oversee the whole evacuation process, directing teachers and supporting marshals
- Will communicate via internal communication system with Evacuation Co-ordinator/Administrator to ensure all persons are accounted for
- In the event of a fire, they will contact the Fire Brigade to request immediate help
- If the Principal is not present then they should be immediately contacted and advised of the situation. If they cannot be contacted the Group Director will be the next call on 07759 835492

Principal

- Once assembled the Principal, in consultation with the School Business Manager, will inform everyone of what to do next (leave premises or return to class in case of a false alarm)
- Upon arrival at the academy the most senior member of staff should meet the fire brigade and liaise on all matters with the Facilities Manager (or their deputy) initially
- The location of the flammable substances (store room in staff room) should be immediately communicated to the fire service
- A hand over to the fire service will consist of a map (Appendix 1)

Visitors

- All visitors to the academy should sign in, using Inventry, located in reception
- All visitors should also be instructed to sign out on leaving and, in the event of a fire alarm being raised, should be instructed on what to do and where to go by their host

Assembly Points

The primary assembly point (1) for the whole academy is the MUGA, at the back of the site, away from the buildings (see Appendix 1).

The first staff or supply member to the MUGA will unlock the gate and stand at the far end to help manage learners. The last member of staff or supply out of the MUGA will lock the gate behind them.

A secondary assembly point (2) located at the front of the building, at the back of the car park, can be used by visitors in reception, users of the Pod, those in the Tipi field and any learners struggling to regulate with their staff. Learners who require this alternative assembly point have an individual risk assessment to reflect this however, it is important to note, that if ANY learners are using the café area when the alarm sounds, they must be also escorted to the Tipi field at the back of the car park area.

Fire Evacuation Notice. Every occupied room will have a fire evacuation notice displayed, detailing the nearest fire exit. This plan is checked during each internal academy audit. Each exit door should have no more than two classes travelling through it during an evacuation.

Emergency Relocation

In the event of an evacuation, Senior Leadership Team (SLT) will dynamically risk assess a safe place and then assess next steps. Rugby Free Secondary School, Anderson Avenue, Rugby can form an emergency relocation if required. A sign should then be posted at the safest point nearest to the academy gates to inform parents/carers and transport of learner's location for collection.

Additional Information

Drills

A fire drill is held each term. Only the Principal, Facilities Manager and Lead Fire Marshal will know when a drill is planned. All alarms will be treated as a real fire.

Clubs

Club lists will be located in a folder in the office. A register needs to be kept with the group leader at all times for all Clubs taking place at the academy.

During Holidays

During school holidays the academy will be open for cleaning and maintenance work. Members of staff can use the building to prepare for the coming term. All persons on site should sign in via Inventry and make their presence known to the Facilities Manager or Facilities Assistant. Upon leaving they should also inform them and sign out via Inventry. In the event of an evacuation, the

Facilities Manager and Facilities Assistant should sweep the site to ensure all rooms are empty and that everyone is assembled at the assembly point.

5. Fire Precautions and Equipment

Risk Assessment

The Principal and School Business Manager are responsible for health and safety in the academy. A fire risk assessment will be arranged via a qualified practitioner and updated every two years unless subsequent material changes are made to the building requiring an earlier review.

External Exit Doors

All external exit doors will remain unobstructed and unlocked when the premises are in use. These will function properly and will be tested at regular intervals by the Facilities Manager and / or Facilities Assistant to ensure they work properly. All doors are outward opening. No doors will have padlocks or chains on them when the premises are in use.

Fire Doors

No fire door will be wedged or held open during the opening hours of the academy. The vision panels in these doors will be free of signs or notices, to aid observation.

Fire Escape Routes

All fire escape routes will be maintained free of obstructions and combustible materials at all times.

Emergency Lighting

The Facilities Manager and / or Facilities Assistant will check the emergency lighting is operational each week. Any malfunctions will be immediately reported and requests will be made for immediate repair.

Escape Signage

The Facilities Manager and / or Facilities Assistant will check that escape signage is in place at least once every six months (during the regular audit procedure).

Fire Alarm

The Facilities Manager and / or Facilities Assistant will check the fire alarm is in good working order once every week. A written record will be kept of this check. The testing of this will be conducted at times when minimal numbers of staff are on duty to reduce confusion. Any malfunctions will be immediately reported and requests will be made for immediate repair.

In the event of the fire alarm being faulty and there being a need to raise the alarm, the academy bell should be continuously rung until all persons have left the building.

Fire Extinguishers

The location of all fire extinguishers is recorded in the map attached (Appendix 1). A contractor tests these for good working order once a year. Faulty or empty extinguishers will be replaced immediately.

Fire Checks

Regular visual checks will be carried out by the Facilities Manager and / or Facilities Assistant as follows:

- Daily - On the physical state of fire extinguishers
- Weekly - Checking that the exit routes are free from obstruction and are left unlocked
- Weekly - Recording all defects and ensuring that any remedial action is taken

Fire Fighting

Members of staff should dynamically risk assess when considering fighting a fire if they have had the necessary training to operate a fire extinguisher. Nobody should re-enter the building at any time until the all clear has been given.

Included in the dynamic risk assessment will include judging reaction to fire procedures by the learners enrolled at Quest Academy. The cohort complexities may require additional support to keep all safe at a time of crisis (Team Teach / Sensory Equipment).

6. Review

This policy will be reviewed at least every other year to take into account the specific needs of all persons on the academy premises, particularly the needs of persons with physical disabilities.

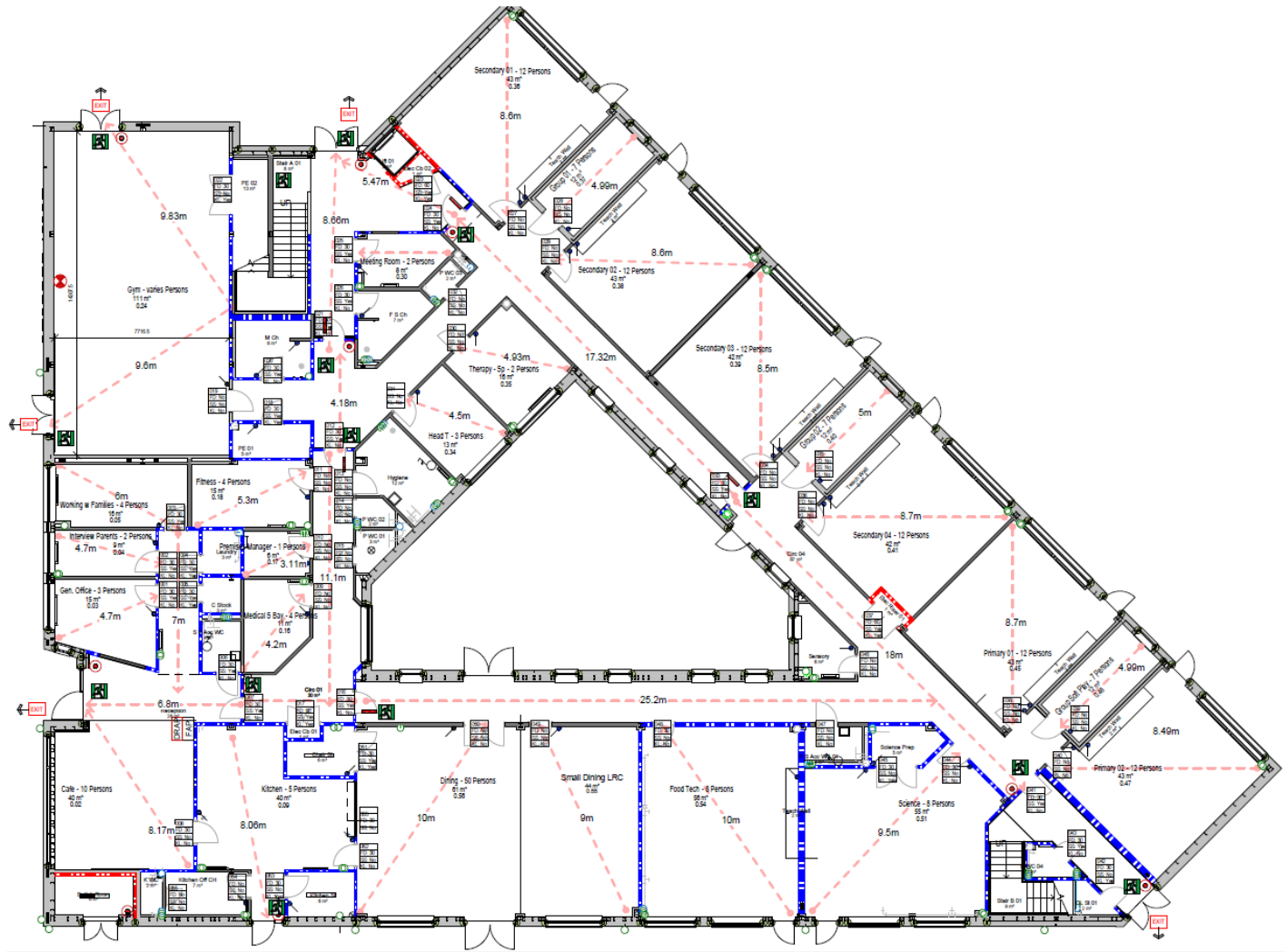
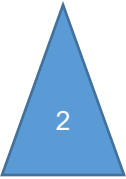
Appendices

1. Fire Evacuation Site Plan
2. Fire Grab Bag Contents
3. Fire Evacuation Flow Chart

Changes at previous reviews:

Version	Purpose/Change	Responsibility	Date
3	<ul style="list-style-type: none">- Use of learners throughout- Grammatical corrections- New Evacuation Flowchart- Fire Risk Assessment to be reviewed every two years, not three.- Grab bag contents updated- MUGA position added- Review regularity clarified- Window closures added- The use of fire extinguishers as soon as possible made clear	V Scranage	January 2021
4	<ul style="list-style-type: none">- Details of new key activated call points added under During the School Day- Replaced academy for school where appropriate- Added in point 2 under Teacher 'attendance during the'- Deleted in point 4 under Lead Fire Marshal 'real'- CEO replaced with Group Director and number altered- Moved point about gate locking from Lead Fire Marshal to Assembly Points- Last sentence of Evacuation Relocation altered to read 'A sign should then be posted at the safest point nearest to the academy gates to inform parents/carers and transport of learners location for collection.'- Persons replaced adults under During Holidays- Duplicated Assembly Point information deleted- Details of second assembly point added under Assembly Points- Updated Appendix	V Scranage	January 2023
4.1	<ul style="list-style-type: none">- Appendix 3 updated following change of staff	V Scranage	September 2023

Appendix 1 - Fire Evacuation Site Plan



Appendix 2 – Fire Grab Bag Contents

A Fire Grab Bag will be ready at all times – located at the front desk. On hearing the fire alarm an Administrator will pick up the bag to take outside.

1. Fire Evacuation Site Plan – including map of academy identifying access call points, extinguishers, fire exits, location of flammable substances and assembly points
2. First Aid Box
3. Transport lists with contact details
4. Parent/Carer contact list
5. Gate key
6. Blankets
7. Fire Evacuation Procedure
8. Emergency Plan
9. Blank registers for back up

Appendix 3 – Fire Evacuation Flow Chart

Fire Evacuation Procedure – Feb 2026

Class staff lead learners to MUGA

Facilities staff to investigate

Rhiann to announce over radio for external staff

Alex / Ian Sweep Upper Floor Report to Victoria in MUGA	Ben / Katie Sweep Lower Floor & Report to Victoria in MUGA	Michaela Take grab bag, iPad & Radio to MUGA, mark staff & visitors	Toni-Anne Start stop watch & assist marking staff & visitors on Evac App	Receptionist Supervise pedestrian & vehicle gates
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All remaining staff and visitors report to Toni-Anne in MUGA
First Class out to MUGA to stand at far goal and the second at first goal to prevent climbing

Compassionate Schools Coaches to stay with their designated learner

Ian to organise classes in MUGA
whilst learners are marked off on EVAC App

Toni-Anne to update Rhiann when everyone has been accounted for and
to report the overall duration of evacuation to Alan

Updated Feb 2026