



YOUTH ORGANISATION SINCE 2015

Fire and Evacuation Policy

Reviewed: 2026

Fire Evacuation Policy

This document outlines the fire evacuation policy for Aspire in Arts, ensuring the safety and well-being of all students and staff in the event of a fire emergency. The policy aims to provide clear guidelines and procedures to follow during a fire evacuation, emphasizing the importance of preparedness, communication, and swift action to minimise risks.

Purpose

The purpose of this fire evacuation policy is to establish a framework for responding to fire emergencies effectively. It is essential to ensure that all individuals within Aspire in Arts, are aware of the procedures to follow, understand their roles, and can act quickly and safely in the event of a fire.

Scope

This policy applies to all staff, students, and visitors within Aspire in Arts. It encompasses all areas of the facility, including workspace, social spaces, and external grounds.

Responsibilities

- **Staff Responsibilities:** All staff members are responsible for familiarising themselves with the fire evacuation procedures, conducting regular fire drills, and ensuring that students understand the importance of fire safety during their induction.
- **Student Responsibilities:** Students are expected to listen to instructions from staff during a fire drill or emergency, remain calm, and follow the designated evacuation routes.
- **Fire Wardens:** Designated fire wardens will oversee the evacuation process, ensuring that all individuals are accounted for and that the building is evacuated safely.

Evacuation Procedures

1. **Alarm Activation:** In the event of a fire, the fire alarm will be activated. All individuals must stop what they are doing and prepare to evacuate immediately.
2. **Evacuation Routes:** Familiarise yourself with the nearest exit routes and assembly points. Evacuation maps will be displayed throughout the facility.
3. **Calm and Orderly Evacuation:** Staff should lead students to the nearest exit in a calm and orderly manner. No one should run or push.
4. **Assembly Point:** Once outside, all individuals must proceed to the designated assembly point. Staff will conduct a headcount to ensure everyone is accounted for.

5. Emergency Services: The designated staff member will contact emergency services to report the fire and provide necessary information.
6. Re-entry: No one is allowed to re-enter the building until it has been declared safe by the fire department.

Training and Drills

Regular fire drills will be conducted to ensure that all staff and students are familiar with the evacuation procedures. Training sessions will be held annually, and new staff will receive training during their onboarding process.

Review and Updates

This fire evacuation policy will be reviewed annually or following any significant changes to the facility or procedures. Feedback from staff and students will be considered to improve the policy and ensure its effectiveness.

Conclusion

The safety of students and staff is of utmost importance in Aspire in Arts. By adhering to this fire evacuation policy, we can ensure a safe and efficient response to fire emergencies, minimising risks and protecting lives.