



EVERY DAY

- All class teachers will write the number of pupil's present in their class on the sign by the door every morning. This sheet should be located on the wall of the classroom in clear view. All adults in class have a responsibility to check and know this number each day. This will ensure that, in the case of an evacuation, the teacher knows how many pupils are present on that day.
- Visitors must ALL sign in via the front desk to ensure that they are on the evacuation list

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU – RAISING THE ALARM

- Anyone discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm **using the nearest available break glass call point**. They should then notify the Head Teacher/ Terry Purcell of the location of the fire once evacuated to the assembly point

UPON HEARING THE FIRE ALARM – EVACUATION OF BUILDINGS

- The fire alarm is a continuous ringing siren
- **ALL PERSONS** must respond to alarm activations by reporting to the assembly point via the nearest escape route
- **Pupils** should leave in single file by the nearest available escape route (which in most cases will be the external classroom door) not waiting for teacher permission and line up with their class at the assembly point (It is school policy that pupils not in class, for any reason, will have a partner with them).
- **Staff** will supervise/ affect the evacuation of pupils/ visitors to the assembly point
- **Teachers** should leave after their class, helping any less able children and closing the door behind them
- **Noula Kelly** (or designated cover, usually Wendy Williams) will ensure that pupil/ staff/ visitors evacuation lists are taken to the assembly point, in order that all persons can be accounted for
- **Danny Smith** will check the fire panel, and take the reading to the assembly point
- **Terry Purcell** will summon the emergency services (**DIAL 999**) as necessary

A calm orderly exit is essential. Walk quickly – DO NOT RUN or stop to collect belongings

AT THE ASSEMBLY POINT

- The assembly point is in the playground centre, indicated by 'Fire Assembly Point' sign
- **ALL PERSONS** must report to the assembly point where Noula Kelly will check numbers
- **Pupils** line up at their class spots and wait with their teacher
- **Staff** will assist in supervising children to ensure calm silence in their lines
- **Teachers** will count their children and report any missing children to Noula Kelly
- **Noula Kelly** will check all evacuation lists (checking pupil numbers with teachers, and doing a visual roll call of staff and visitors) reporting any missing persons to the Head Teacher and Terry Purcell
- **Danny Smith** will report the fire panel reading to the Head Teacher and Terry Purcell
- **Terry Purcell** will wait by the car park gate to report to the chief fire officer of missing persons/ potential hazards and fire panel reading
- **Headteacher (or Senior Member of Staff)** will liaise further with the Fire Brigade.

The building must not be re-entered until notified it is safe to do so by the Fire Brigade/ Headteacher/ Senior member of staff

IF IT IS NOT SAFE TO RE-ENTER THE BUILDINGS – EVACUATION OF SITE

- If the building cannot be re-occupied following an evacuation, the site will be evacuated to either:

King Georges Park or a neighbouring school

as deemed appropriate by the Head Teacher (or Senior Member of Staff), and arrangements made to contact parents

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Only trained fire wardens may attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment
- Fire Extinguishers may be used to aid your exit from a building if it is blocked by fire and there are no alternative exits available
- Ensure the alarm is raised BEFORE attempting to tackle a fire

FIRE WARDENS

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|-------------------|------------------------|
| • Natalie Sanchez | Head Teacher |
| • Simon Remmer | Assistant Head Teacher |
| • Terry Purcell | Finance Officer |
| • Noula Kelly | Attendance Manager |
| • Danny Smith | Site Manager |

FIRE ESCAPE PLAN



