

## Local Fire Alarm Procedure

### LOCAL FIRE ALARM PROCEDURE

1. On discovery of a fire sound the alarm. The Fire Brigade will be contacted automatically by the alarm company. The office (Nominated person A) will also call 999. If the fire is small, use the equipment provided in an attempt to extinguish it. **If in any doubt do not put yourself or anyone else at risk**, follow evacuation procedures immediately.
2. All persons to exit the building via the nearest fire exit and proceed to their nominated assembly point situated in the school playground.

### DO NOT STOP TO COLLECT PERSONAL BELONGINGS

3. Each class/set teacher evacuates the room they are occupying, closes the door behind them and escorts children outside where they line up in classes at the fire assembly point. Pupils are then accounted for, initially by a head count. A register will be provided by the administration team and then should be taken if a head count suggests pupil(s) may be missing. A hand should be held up when check complete. Strict control of the children is essential at this time. Children should be encouraged to walk outside in an orderly manner without talking and wait quietly until the all clear is given. Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).

### FIRE ASSEMBLY POINTS

6LG	6B	6W	5CS	5H	4BY	4R	3M	3B	2E	2P	1W	1B	Rec Base 1	Rec Base 2	YN
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	**

\*\*Nursery – line up on the pathway where parents/carers queue when collecting/dropping off. If the fire is in the nursery grounds then the pupils will go to the main playground.

Kitchen staff      Gather near field gate – report to Kitchen Manager

Visitors            Report to Mrs Marsh/Mrs Muff, Administrators

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### 4. Nominated Persons

- |                    |   |
|--------------------|---|
| A. Mrs Giedrojt    | Business Manager (or in absence Mrs Marsh/Muff)                 |
| B. Mr Byrne        | Site Manager (or in absence Mr Jessop)                          |
| C. Mrs Medhurst    | Headteacher (or in absence Mrs Hill)                            |
| D. Mrs Spedding    | Assistant Headteacher (or in absence Miss Taylor)               |
| E. Mrs Marsh       | Administrator (or in absence Mrs Muff)                          |
| F. Mrs Muff        | Administrator (or in absence Mrs Marsh)                         |
| G. Kitchen Manager | Kitchen Manager (or in absence Assistant Kitchen Manager)       |
| H. Mr Hurst        | Deputy Head (or in absence Mrs Woolford/Mrs Carr/Mrs Livermore) |
| I. Mrs Horne       | Nursey Teacher (or in absence Miss Lannen)                      |

### 5. Duties of Nominated Persons

- A. Contact Fire Brigade via 999. Check and evacuate admin. office, reprographics room, reception area, Headteacher's office, DHT/AHT Office & toilet, Parent Meeting Room, Site Manager's office. Wait near front entrance of office.
- B. Check all areas in Reception/KS1 corridor, cleaners' store, KS1 cloakroom toilets, all Reception areas, sensory room, Y1 & Y2 classrooms, 3M classroom and toilets areas, Staff & SEND toilets, Library, EYFS/KS1 SEND Pod and into Y3 cloakroom, Orchard classroom, Orchard Star room, Y3/4 & staff toilets. Check and evacuate the Site Manager's office. Wait for emergency services by the main entrance. If both the Site Manager and Caretaker are on duty, one will join DHT/AHT to await emergency services at main gate in the playground.
- C. Check and evacuate PPA Room, Rainbow room, Art/DT room, storeroom in Art/DT room, both halls, P.E. and furniture stores, Speech & Language room, adult toilet area, Y6 cloakroom, Y5 cloakrooms, Music room, KS2 Pod, inner garden including the reading shed, Y6 classrooms, staff room, kitchenette in staff room, toilets opposite Y6 classrooms including staff/disabled toilet. Check the Year 6W and Y4 cloakroom next to 6W classroom and exit via fire exit if safe to do so. Proceed to fire assembly points in the playground.
- D. Check the Inclusion office and six classrooms on Y3/4/5 corridor, exit via cloakroom fire exit next to 6W classroom if safe to do so and proceed to fire assembly point in the playground.
- E. Take Office iPad with Inventory app opened plus the red Emergency Grab bag and side gate key. Go to the fire assembly point in the playground. Check staff and visitors present.
- F. Take pupil registration sheets and proceed to fire assembly point in the playground. Distribute pupil registration sheets to appropriate class teachers if needed. If there are any missing children refer to Inventory app for children leaving early. Assist Person E with checking staff and visitors.
- G. Take own paper signing in sheet and gate key, check kitchen areas are empty. Evacuate from kitchen area, proceed to fire assembly point via the school car park to the school playground.
- H. Proceed to main gate on playground to guide fire brigade keeping access and gateway clear for emergency services.
- I. Check all Nursery building including toilets, kitchen and care suite.

**If fire doors have been propped open, please ensure that the door wedge is removed & the door is closed before you leave the area.**

## **Local Fire Alarm Procedure**

### **ADDITIONAL LOCAL FIRE ALARM PROCEDURES**

#### **FIRE EVACUATION EQUIPMENT**

An emergency bag will be kept in the school office containing each child's emergency contact details (updated termly),  
a first aid kit.

If required, parents/carers will be contacted in order to collect their children. This will be done using the School Ping service.

#### **LUNCHTIME PROCEDURES**

- Senior/Lunchtime Supervisors/Teaching Assistants on duty escort children onto playground - evacuate via the nearest safest exit\*.
- Designated Senior/Lunchtime Supervisors/Teaching Assistants to supervise children in class lines. If the teacher is on site, the teacher will also join their class. Therefore all classes should have adequate supervision to check all present.

#### **\*EVAUATION FROM OLD HALL PROCEDURE**

All people should leave the hall by the nearest fire exit door and go through the gate towards the year 6 entrance and assemble in the playground, following procedures for lining up and checking.