

**St John's C of E Primary School**  
**FIRE EVACUATION PROCEDURE**

Review Date: Autumn 2019

Frequency of review: Annual

It is the duty of all members of staff to be aware of the location and operation of fire alarm points, fire extinguishers and fire blankets. Staff must be familiar with the preferred evacuation routes from different parts of the building, and also the alternatives should these be blocked. Staff are responsible for ensuring all fire escape routes are kept clear at all times, taking particular care that fire exits from classrooms and cloakrooms are not obstructed by coats, shoes, accumulated spare furniture, etc. They must also ensure that children receive regular reminders of emergency procedures.

There will be periodic fire drills not less than termly to test the efficiency of evacuation procedures, with all relevant details logged and saved in the Health and Safety folder on the Admin share drive. They are also printed and stored in a folder in the Caretaker's office. Any issues should be reported to the Head Teacher.

The location of fire extinguishers, alarm points and exits are marked in the plan of the school which is located at each exit and around the school.

**On discovering a fire**, staff will sound the alarm by pressing the button at the nearest alarm point and as soon as is practical after escorting children from the site will inform the Fire Marshall of the location and details of the fire.

**The fire alarm is indicated by a continuous sounder. On hearing the alarm**, the teacher or supervisor in charge of a group will immediately tell the children to stand and form a single line and, lead them by the designated route to the appropriate muster point marked on the playing field. Alternatively, if the alarm sounds whilst children are in the dining room, their attention should be attracted by 'hands up', before leaving the building table by table. Staff should have particular care for any children with physical difficulties. All pupils and adults should leave the building via the nearest exit (this may not be through children's specified classroom) and go straight to the muster points on the field where children should go to join their class to be registered. Where it is not dangerous to do so, windows should be closed, and gas and electrical appliances turned off. Quiet, orderly conduct will be maintained throughout. The staff or supervisor in charge must ensure that every pupil marked in attendance in the register is present and will confirm this by raising their arm at the muster point for the Fire Marshall to see.

**The Secretary** should override the school gates, take a mobile phone, the visitor book, contact book and any class registers in her possession, vacate the building, and summon the fire brigade by dialling 999, reporting: Fire at St John's C of E School, Spring Park Road, Shirley, Croydon CR0 5EL. On arrival at the assembly point, the secretary will, where applicable, distribute class registers to teachers or supervisors, and check the presence of visitors and auxiliary staff.

**The School Caretaker** will undertake a visual search of the building to see that all areas are vacated without endangering his own safety, this will be undertaken in a way which starts in the Noah building and sweeps down towards the main entrance (taking in the Rainbow Cabin). During afternoon school this will be the responsibility of the Head Teacher. A nominated member of staff will also start to sweep from upstairs in the Ark building and also make their way towards the main entrance. The caretaker or nominee should proceed to meet the Fire Brigade at the school gates. He/she should ensure no one enters the front of the building and take with them the 'fire pack', which will include the latest copy of the asbestos register, from the Caretaker's office.

The Fire Marshall will have in their 'fire grab pack' a key for the top gate to Shirley Church Road in case children/staff need to evacuate this way to safety.

**Nobody will re-enter the building until told safe to do so by the Fire Officer in charge.**

### **Fire evacuation procedure**

#### **Personnel**

**Fire Marshall** Emma Baker Whitney Andrews

**Assistant Fire Marshall** Faye Redman Lisa Murphy

Responsible for sweeping the building  
(from upstairs in Ark building)  
Bradnam Caretaker  
Liz Harger Martina Martin  
Rowena

Responsible for registering Year 6 class Year 6 TA