

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

Review Date: Spring 2023  
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.

**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/adults with physical difficulties and should follow their Personal Emergency Evacuation Plan (PEEP) if one is in place. 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. Doors (and windows if possible) should be closed and gas 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 Receptionist** should override the school gates, take a mobile phone, the visitor book, contact book, any class registers in their possession, the 'Fire Grab Pack' (which includes a key for the top gate to Shirley Church Road, in case children/staff need to evacuate this way to safety) and vacate the building. If requested by the caretaker they will 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 Office Staff will, where applicable, distribute class registers to teachers or supervisors, and check the presence of visitors and auxiliary staff.

**The School Caretaker** will check the location of the fire on the panel and go to investigate the cause of the alarm. In the event of a fire they will inform the Receptionist. They will then undertake a visual search of the Noah building to see that all areas are vacated without endangering his own safety, this will be undertaken in a way which starts in the demountable classrooms, travels through the Noah building and sweeps down towards the main entrance. During caretaker's lunchbreak this will be the responsibility of the Deputy Headteacher. 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.

**Nobody will re-enter the building until they are informed that it is safe to do so by the Fire Officer in charge.**

<b><u>Personnel</u></b>	<b><u>Lead</u></b>	<b><u>Back Up</u></b>
<b>Fire Marshall</b>	Emma Baker	Clare Mackenzie
<b>Assistant Fire Marshall</b>	Faye Redman	Marie Michael
Responsible for sweeping Noah building	Caretaking Staff	Whitney Andrews
Responsible for sweeping Ark building from upstairs	Year 5/6 TA	
Responsible for registering Year 6 class - Year 6 TA or other member of staff		

## **FIRE EVACUATION PROCEDURE OUT OF SCHOOL HOURS**

**The fire alarm is indicated by a continuous sounder. On hearing the alarm**, the Event Organiser in charge of the group will immediately lead the group by the designated route to the appropriate muster point marked on the playing field. All occupants should leave the building via the nearest exit. Doors should be closed and gas appliances turned off. The Event Organiser will ensure that every occupant is present and will confirm this with the Fire Marshall.

**The Fire Marshall** will check the location of the fire on the panel, override the school gates, and go to investigate the cause of the alarm. In the event of a fire they will summon the fire brigade by dialling 999, reporting: Fire at St. John's C of E School, Spring Park Road, Shirley, Croydon CR0 5EL.

They will undertake a visual search of the building to see that all areas are vacated without endangering their own safety, this will be undertaken in a way which starts in the demountable classrooms (if in use) and travels throughout the building. The Fire Marshall 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 grab pack', from the School Office.

**Fire Marshalls – out of school hour events**    Warren Bolton (07534 189661)  
Paul Harris (07786 899666)  
Clare Mackenzie (07719 568431)