



The C of E Federated Schools of St Mary's and St Saviour's

St. Mary's Fire and Emergency Procedures

Action on discovering a fire

In the event of fire, the first duty of all concerned is to evacuate the building to prevent injury or loss of life. Immediately, when a fire is discovered or one is reported, the alarm should be raised by activating the alarm via the nearest red alarm call point.

On hearing the alarm

When the fire alarm sounds, teachers should lead their classes in an orderly fashion following the fire escape route displayed in their classrooms and line up in the position outlines in the 'Evacuation Routes' section. Teaching Assistants or other members of staff who are teaching or supervising should help to ensure children are taken straight to the relevant class line into the playground in single file. They should assist the teacher to check the classroom is empty. Other adults working with a class should remain with that class for the duration of the alarm. Classes or groups in the playground should go straight to their evacuation line in the playground. Staff or pupils with disabilities will have a pre-arranged buddy who will assist and guide them. Should they be upstairs they should not use the stairs - see procedure below.

The teachers should call the register to check that all the children are out of the building. On successful completion of the register, teachers should hold up their register until the EHT/ Head Teacher (or Deputy Head in their absence) gives the signal that all children are accounted for. The Head Teacher or Deputy Head in their absence will be responsible for the behaviour and organisation in the playground. Teachers should immediately report any missing children to the Office Manager and Head Teacher and Deputy Head.

Evacuation Routes

All classes have fire escape routes displayed which all members of staff should familiarise themselves with and which are practiced during termly fire drills. Staff and children should use the fire exit door indicated on this plan to exit and walk into the playground, led all the way by the teacher without waiting to go in turn. Classroom doors should be shut as should final exit doors.

See the detailed evacuation plan for escape routes and the plan for exceptional circumstances below.

Teacher's Discretion

In the event of fire, or panic blocking an exit, the teacher should decide on the best route to take to the playground. For this reason it is particularly important that the teacher leads the way. Fire drills will be planned where an exit route is blocked and adults will lead children in an alternative route to safety. If, for any reason, one of the assembly areas is not deemed safe, staff will lead children to the other assembly area via the playground or street, dependent on which route is safe.

Lunchtime

The MDAs will line the children up and take them outside to the front of the school. At the same time, admin staff will take the registers to the front. If there is no teacher present, the MDA will register the children. As soon as the registers have been taken, admin staff will carry the registers to the back of the school via the nursery/reception entrance. Once the registers are at the back of the school, teachers/ MDAs will complete them. Children will be positioned in their normal lining-up spaces.

Office Manager/ Administrative staff

See back page re: roles and attendance registers

Site Services Officer

The SSO will go to the fire alarm control panel and note the location of the fire and investigate if safe to do so. They will report findings to the EHT/ Head Teacher. They will await the arrival of the fire brigade at the main gate in order that his specialist knowledge of the premises can be put to use. They will have all keys to hand and a plan of the school showing utility shut off points. In their absence a trained Fire Marshal will carry this out.

Fire Marshals at St Mary's:

Fire Marshal Training will be maintained so that the Executive Head Teacher, Head Teachers Deputy Head and the Site Services Officer are trained.

Additional fire marshals are trained in order to deputise as appropriate in case of the absence of members of staff.

Trained Marshalls-

Jennifer Matthews
Joe Pitchford
Chris Banks
Akram Haque
Ellie Ford
Alice Cope
Neisha Bailey
Della Parrott
Frances Richards
Henry Bao

Disabled evacuation - upper floors

In the event of a fire, the lift should not be used. Fire Evacuation Chairs are available for the evacuation of disabled persons. This should be done by Teaching Assistants.

BOMB ALERTS/Site Evacuation

- Evacuate the school as for a fire.
- If instructed to evacuate the site, staff should lead their class out of school via the nearest exit and to Woodside Primary (Barrett Rd entrance) using the shortest route (Chestnut Av. N – Wood St – Barrett Rd or Brooke Rd – Barrett Rd)
- Bomb alerts may be made by word of mouth, telephone, receipt of a suspicious parcel, or discovery of an unattended bag.
- The EHT/ Head Teacher (or DHT in case of absence) must be informed at once. A decision will be made as to the seriousness of the threat or risk.
- In the event of a telephoned alert, the receiver of the call should obtain as much information as possible from the caller, especially as to the location of the device, and its appearance, as this information will be required by management and the Police.
- If a management decision is made to evacuate the building, the fire alarm will only be used if it is clear that staff can be directed away from the suspected location of the device. If this cannot be achieved then the alarm will be raised by a message sent around to all locations of the school.

Call the Police, not the Fire Brigade.

Act on instruction of the Police.

On arrival of the Fire Brigade

The EHT/ Head Teacher (or DHT in their absence) will await the arrival of the fire brigade by entrance on Brooke Road, together with the Site Services Officer during duty hours, and liaise with the fire officer in charge. The Business Manager will provide the fire officer with a laminated copy of the plan of the school, which also includes the location of utility cut off points. Copies are kept on display in the main office and the school office.

The fire brigade will be left to take responsibility for:

Ensuring the fire is fully out and has not spread

That all harmful smoke has been cleared

That the fire alarm is properly reset

That it is safe for staff and pupils to go back into the building

Building Checks

Teachers/staff should check the rooms they are in as they leave.
Office staff should check children's toilets and cloakrooms.
The SSO will check the school building is empty (office staff in his absence)

FIRE FIGHTING EQUIPMENT-For health and safety reasons of all concerned, fire fighting is best left to the professionals. The fire brigade have an attendance time of approximately five minutes and do not charge.
-Breathing in smoke will almost certainly affect health – possibly for a long time. It is advised that only trained fire marshals should use fire extinguishers.

Kitchen Staff

On hearing the alarm or being informed of a fire, staff should switch off all equipment and evacuate via the rear fire exit and assemble on the paved area in front of the school. Fire shutters should close automatically, but this should be checked before exiting.

Evacuation routes

Room	Door	Evacuation space
Year 1 Attlee (1 st Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Year 1 Morris (1 st Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Year 1 Wilson (1 st Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Y1 Phonics Stream Room	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Year 2 Attlee (1 st Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sensory Garden
Year 2 Morris (1 st Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sensory Garden
Year 2 Wilson (1 st Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sensory Garden
Year 3 Attlee (Annexe area)	1.Fire Doors out onto playground 2.Turn left towards the sensory garden	Adjacent to sensory garden in Zone 1
Year 3 Morris (1 st Floor)	1.Fire Doors by Baby Room 2.Turn right towards the playground	Aisle between sensory garden and sports and fitness zone
Year 3 Wilson (2 nd Floor)	1.Fire Doors by Baby Room 2.Turn right towards the playground	Aisle between sensory garden and sports and fitness zone
Library/ Year 2 stream (1 st Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sensory Garden
Year 4 Attlee (2 nd Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sports and Fitness Zone
Year 4 Wilson (2 nd Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sports and Fitness Zone
Year 4 Morris (2 nd Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sports and Fitness Zone
ICT room (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Year 5 Attlee (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Year 5 Morris (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Year 5 Wilson (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road
Year 6 Attlee (Portacabin 6)	Portacabin door- straight to the sports zone	Sports and Fitness Zone
Year 6 Morris (Portacabin 5)	Portacabin door- straight to the sports zone	Sports and Fitness Zone
Year 6 Wilson (Portacabin 4)	Portacabin door- straight to the sports zone	Sports and Fitness Zone
Reception Attlee (Portacabin 1)	Portacabin door- straight to the sports zone	Sports and Fitness Zone
Reception Morris (Portacabin 2)	Portacabin door- straight to the sports zone	Sports and Fitness Zone
Reception Wilson (Portacabin 3)	Portacabin door- straight to the sports zone	Sports and Fitness Zone
Main Office	Portacabin door- straight to the sports zone	Zone 1 (adjacent to sensory garden fence)
Medical Room	Portacabin door- straight to the sports zone	Zone 1 (adjacent to sensory garden fence)

Exceptional circumstances

Fire alarm goes off during assembly/lunch.

Year one and two leave the gym via the Y3 exit

Year three, four, five and six leave assembly through the gym fire door exit

All classes line-up in the playground

Fire alarm goes off during after school club or breakfast club.

When children are already in the playground, they stay there with the adults and line up. If they are in the hall, they will all leave through the main entrance doors and line up in front of the school. Groups of children in classes follow the escape procedures for that particular room.

Children line up in groups in front of their key person.

The register is taken for the whole club. Therefore, staff need to be aware which children have already been collected for after school club and which children have not yet been dropped off for breakfast club

Neisha Bailey and Jossian are responsible for ensuring all staff are present for their role.

Neisha will check if all children are present at the front of the school whereas Jossian checks if all children are present in the playground.

Adults who lead an after school club, take the children outside in line with the evacuation route for their particular room. They **must always have their own register present** which they can take as soon as they are outside.

Fire-Marshalls

Name	Sweep area
First Floor	
Jenni Matthews- Back of School Lead	
Chris Banks	First Floor Right Side Classrooms, toilets, library
Della Parrot	First Floor left Side Classrooms, stream rooms
Panagiotta Karagounis	Lunch times only.
Second Floor	
Ali Joyce	Second Floor Right Side Classrooms, toilets, ICT
Henry Bao	Second Floor left Side Classrooms, stream rooms
Annexe Room	
Neisha Bailey Fire Marshall	
Further Fire Marshalls	
Frances	Teaching
Alice Cope	Teaching
Ellie Ford	Teaching
Akram Haque	Teaching
Georgina Rowlatt	Teaching
Joe Pitchford- Front of School Lead	