

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

St. Mary's **Fire and Emergency Procedures**

Adopted: Autumn 2024 Review: Autumn 2025

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 her/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-

James Pawley

Julie Tolliday

Leann Valiquette

Christopher Banks

Jan Van Wyk

Ellie Ford

Alice Cope

Fifi Phillips-Hall

Alison Joyce

Della Parrott

Henry Bao-Nion

Neisha Bailey

Victoria Brooks

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 Office 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, firefighting 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.

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.

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
Reception Attlee	1.Exit classroom- through fire door leading to playground	Sports cage
Reception Morris	1.Exit classroom- through fire door leading to playground	Sports cage
Reception Wilson	1.Exit classroom- through fire door leading to playground	Sports cage
Year 1 Wilson (Annexe)	1.Exit classroom- go downstairs 2.Turn right and through fire door leading to playground	Beside the sports cage
Year 1 Morris	1.Exit from classroom fire door- through EYFS area and straight onto playground	Beside the sports cage
Year 1 Attlee	1.Exit from classroom fire door- directly onto playground	Beside the sports cage
Y1 Phonics Stream Room (outside classroom)	1.Exit classroom- through fire door leading to playground	Beside the sports cage
Gym	1.Exit gym - through fire door directly onto playground	Beside the sports cage
Library (ground floor)	1. Exit from library and turn right 2. Exit via fire doors next to gym leading to playground	Beside the sports cage
Stream Room (Ground Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sports cage
Year 2 Attlee (1 st Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sports cage
Year 2 Morris (1 st Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sports cage
Year 2 Wilson (1 st Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	Sports cage
Year 3 Attlee (2 nd Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	In front of sensory garden
Year 3 Morris (2 nd Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	In front of sensory garden
Year 3 Wilson (2 nd Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	In front of sensory garden
ICT room (2 nd Floor)	1.Fire Doors by Panda Room 2.Turn right towards playgrounds	In front of sensory garden
Year 4 Wilson (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road - right
Year 4 Attlee (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road - right
Year 4 Morris (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road - right
Year 5 Wilson (Annexe)	1.Exit classroom- go downstairs 2.Turn right and through fire door leading to playground	Beside the sports cage
Year 5 Morris (2 nd Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road - right
Year 5 Attlee (1 st Floor)	1.Fire Doors to ground floor corridor 2.Exit via main entrance to Brooke Road	Brooke Road - left
Old library/ Year 6 stream (1 st Floor)	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road - left
Year 6 Attlee (1 st Floor)	1.Fire Doors to ground floor corridor 2.Exit via main entrance to Brooke Road	Brooke Road - left
Year 6 Morris (1 st Floor)	1.Fire Doors to ground floor corridor 2.Exit via main entrance to Brooke Road	Brooke Road - left
Year 6 Wilson (1 st Floor)	1.Fire Doors to ground floor corridor 2.Exit via main entrance to Brooke Road	Brooke Road - left
Medical room	1.Fire Doors by Baby Room 2.Exit via nursery gate to Brooke Road	Brooke Road - right
Main Office	1.Exit via main entrance to Brooke Road	Brooke Road - left

Exceptional circumstances

Fire alarm goes off during assembly

If in the hall- Reception, Year one and two leave via the main office entrance- line up on Brooke road

If in the hall- Year three, four, five and six leave assembly through the kitchen- line up on Brooke road

If in the Gym- Reception, Year one and two leave via the fire door leading to corridor then exit via fire doors onto playground. Line up in playground

If in the Gym- Year three, four, five and six leave assembly through fire door at back of Gym

Fire alarm goes off during lunch time

If in the hall- Reception, Year one and two leave via the main office entrance- line up on Brooke road

If in the hall- Year three, four, five and six leave assembly through the kitchen- line up on Brooke road

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	
James Pawley / Leann Valiquette - Back of School Lead	
Della Parrott	<i>First Floor Right Side</i> 3x classrooms, stream/old library <i>First Floor Left Side</i> 4x classrooms, stream room, toilets
Second Floor	
Chris Banks/Ali Joyce	<i>Second Floor Right Side</i> 3x classrooms, ICT suite <i>Second Floor Left Side</i> 4x classrooms, stream room, toilets
Annexe Room	
Neisha Bailey Fire Marshall	
Further Fire Marshalls	
James Pawley	SLT
Jan Van Wyk	SLT
Julie Tolliday	SLT/ Teaching
Chris Banks	SLT/ Teaching
Leann Valiquette	SLT/ Teaching
Alice Cope	Teaching
Ellie Ford	Teaching
Fifi Phillips-Hall	Teaching
Henry Bao-Nion	Teaching/Support
Della Parrott	Teaching/Support
Alison Joyce	Support
Victoria Brooks	Support
Jan Van Wyk/ Julie Tolliday - Front of School Lead	
Office Staff Azalea Cheddesingh - Check visitors & staff are accounted for at back of school Neisha Bailey - Take registers to front of school Vicky Brooks - Take registers to back of school Ellen Hanley - Make the call & Check visitors & staff are accounted for at back of school	



FIRE AND EMERGENCY PROCEDURES (St Mary's Nursery)

Reviewed: July 2023

To be reviewed: July 2024

On hearing the alarm

When the fire alarm sounds:

Younger babies/Bunny Room

A member of staff will get the fire evacuation cots and move them to the room.
Babies are placed in evacuation cot as soon as possible.
The children are counted.
The most senior person brings the register.
Babies exit via the main entrance door (main school reception area) and are taken to the main road outside the school (Brooke Road)
Register is taken and when completed held in the air.

Older Baby/Bunny Room

A member of staff will get the fire evacuation cots and move them to the room.
Babies are placed in evacuation cot as soon as possible.
The children are counted.
The room leader brings the register.
Babies exit out of the arch alongside toddler room to the Toddler door to the baby garden to the main nursery entrance Gate 2 and onto Brooke Road.
Register is taken and when completed held in the air.

Toddler/Tiger Room

Children are gathered at the main door in partners.
Children are counted.
A member of staff will take the hands of 5 children
The room leader will bring the register.
Children are escorted outside via the Toddlers main gate 2 to the main road (Brooke Road)
Register is taken and when completed held in the air.

Pre-School/Panda Room

Children line up at the door straight away.
Children are counted.
The room lead collects the register.
The children exit via the side of the building and go to the main school playground and line up.
Register is taken and when completed held in the air.

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 a fire is discovered or one is reported, the alarm should be raised by activating the alarm via the nearest red alarm call point.

Actions by staff

Office manager -telephone the Fire Brigade (do not rely on automatic calling system linked to the fire alarm)

Office staff – go to baby room to support.

Baby room lead -take registers to assembly point.

Toddler room lead -take registers to assembly point.

Pre-School room lead - take registers to assembly point.

Nursery manager – Collect the contact cards and go to toddler room to support.

Evacuation Routes

Younger Babies

Out the main school entrance onto Brooke Road

Older Babies

Out of the arch alongside toddler room to the Toddler door to the baby garden to the main nursery entrance Gate 2 and onto Brooke Road.

Toddlers

Out of the toddler door to the front garden and along the side of the Blue gate to the main nursery entrance Gate 2 and onto Brooke Road.

Pre-School

Out of the Reception door and along the side of the building to the main school playground.

Lunchtime

The MDA's will support the room staff to evacuate (as per procedure above)

In the event of the fire alarm sounding during lunch, children will be immediately evacuated) as per the procedure in the event of an alarm)

If the alarm sound and the children are sleeping children should be quickly but gently woken immediately and the usual procedure followed (as per procedure above)

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. He/she will report findings to the EHT/HoS. He/she will await the arrival of the fire brigade at the main gate in order that his/her specialist knowledge of the premises can be put to use. He/she 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 Fighting Equipment

- For health and safety reasons, 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.

Fire Marshalls for St Mary's Nursery

Boutaina Hammouda (Nursery Manager)
Kamer Tuayy (Deputy Manager)
Retya Pavlova (QTS preschool)
Seda Eren (L3 Baby Room Lead)
Fahima Begum (L3 Baby Room Senior)

On arrival of the Fire Brigade

The EHT/HoS (or DHT in their absence) will await the arrival of the fire brigade by entrance on Verulam Avenue, together with the Site Services Officer during duty hours, and liaise with the fire officer in charge. The EHT/HoS 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 HoS office and on the notice board outside 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

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 main gate around to the car park at St Saviour's Church where the children will be assembled in class groups.

-If a suspected bomb is at the north end of the school, teachers will be instructed to escort their class to the car park at St. Saviour's Church via the steps from the east side access road – see Site Evacuation via access road steps.

-Bomb alerts may be made by word of mouth, telephone, receipt of a suspicious parcel, or discovery of an unattended bag.

-The EHT/HoS (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.

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Act on instruction of the Police.