

# St Mary's

## Fire and Emergency Procedures

Ratified: Summer 2026

Next Review: Spring 2027



### **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, if 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 outlined 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 or field in double lines. 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 lift - 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 Headteacher (or Deputy Head in their absence) gives the signal that all children are accounted for. The HT/DHT will be responsible for the behaviour and organisation in the playground. Teachers should immediately report any missing children to the Office Manager and HT/DHT.

### **Evacuation Routes**

All classes have fire escape routes displayed which all members of staff should familiarise themselves with and which are practised during termly fire drills. Staff and children should use the fire exit door indicated on this plan to exit and walk to their assembly point, led all the way by the teacher without waiting to go in turn. Classroom doors should be shut as should final exit doors and on exiting the room, the teacher should check no children remain in the classroom.

### **Teachers 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, depending on which route is safe.

### **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.**

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### **On arrival of the Fire Brigade**

- The HT (or DHT in their absence) will await the arrival of the fire brigade by entrance on Verulam Avenue and liaise with the fire officer in charge.
- The HT 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 HT 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

### **Lunchtime**

The MDAs will line up those children who are outside in the playground in their allocated space on the field or playground.

Office staff will bring out registers to the playground and field. Where teachers do not appear to register their class, an MDA will register the class and follow usual procedures.

If children are inside, one MDA will lead children outside via the hall fire exit and onto the field.

### **Disabled evacuation from the upper floors**

In the event of a fire, the lift will shut down and should not be used. Stairwells are designed to be fire safe for half an hour. Disabled persons should be supported by a member of staff to exit the building using the evac chair where appropriate.

The first floor of the cube is not accessible or to be used by disabled persons.

### **Site Services Officer**

- The SSO will go to the fire alarm control panel and note the location of the fire and investigate if it is safe to do so.
- They will report findings to the HT/DHT.
- They will await the arrival of the fire brigade at the main gate in order that their specialist knowledge of the premise 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.
- NB: In the absence of a SSO, actions will be completed by the headteacher.

### **Kitchen Staff**

On hearing the alarm or being informed of a fire, staff should switch off all equipment. Fire shutters should close automatically, but this should be checked before exiting. They should evacuate via the rear fire exit and assemble outside the car park gates.

### **Actions by Staff**

Staff	Name	Actions
Office Manager	Vicky Brooks	Make the call & Check visitors & staff are accounted for at front of school
Admin Assistant	Neisha Bailey	Take registers to back of school & Check visitors & staff are accounted for at back of school
Admin Assistant	Azalea Cheddesingh	Take registers to front of school
Headteacher	Joe Pitchford	Check that roll call from Teachers & Office team has been completed. Liaise with staff/ SSO and fire brigade.

### **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:** Joe Pitchford, Julie Tolliday, Leann Valiquette, Luma Abdulla, Jan Van Wyk, Ellie Ford,

Alice Cope, Fifi Phillips-Hall, Alison Joyce, Della Parrott, Henry Bao Nion, Neisha Bailey and Victoria Brooks

### **Fire Fighting Equipment**

For health and safety reasons, firefighting is best left to the professionals. The fire brigade has an attendance time of approximately five minutes and does 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.

### **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)

### **Room Fire Evacuation Locations**

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

### **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 the after school club and which children have not yet been dropped off for the 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
Della Parrott	First Floor Right Side 3x classrooms, stream/old library First Floor Left Side 4x classrooms, stream room, toilets
Ali Joyuce	Second Floor Right Side 3x classrooms, ICT Suite Second Floor Left Side 4x classrooms, stream room, toilets
Luma Abdulla / Daciana Ciuhuta	Ground Floor All classrooms, toilets, offices and meeting spaces are cleared.
Joe Pitchford	<b>Co-ordinate sweep of entire building</b>
<b>Additional Fire Marshalls</b>	
Joe Pitchford	Leann Valiquette
Luma Abdulla	Jan Van Wyk
Ellie Ford	Alice Cope
Fifi Phillips - Hall	Alison Joyce
Della Parrott	Henry Bao Nion
Neisha Bailey	Daciana Ciuhuta
Vicky Brooks	