

Fire Procedures ST Andrew's CE Primary School

What to do on discovering a fire

If you discover a fire, break the glass of the nearest fire alarm box and evacuate the building by the nearest fire exit.

What to do on hearing the fire alarm

Office staff

1. Mel Whittington will call the fire brigade. In her absence this will be done by Tina Grindley.
2. Mel Whittington will collect the registers for each class and the visitors' book and evacuate the building. She will distribute registers to class teachers as they evacuate the building with their class.
3. Whilst Mel rings for the fire service and collects registers and visitors' book, Tina Grindley (downstairs fire Marshal) will carry out a sweep of the downstairs ensuring all rooms are empty and doors are shut, then evacuate the building.
4. Tina will report to Karen Leyland (Headteacher) immediately on evacuating the building, specifying if any doors were left open or anyone was left in the building whom she was unable to bring out.

Teachers and Teaching Assistants

1. All teachers and Teaching Assistants, including supply teachers, will evacuate their class using the nearest fire exit and assemble on the junior yard as far back from the building as possible. This is to be done quickly and calmly. If groups of children are working outside of the classroom they are to be evacuated by the adult supervising them, using the nearest fire exit and assembling on the junior yard. These children are to join their class as soon as the class vacates the building. Any visitors working with that class are to vacate the building with the children and teacher/teaching assistant.
2. On leaving the classroom, all teachers are to pick up the gate key to ensure that the class can exit school correctly. This may mean opening the gates on either side of the school yard. Teachers must take the gate key which needs to be kept on the door at the side of the classroom door. Failure to take this key could result in difficulties evacuating the school and therefore endangering the lives of pupils and adults.

3. The class register is to be completed immediately the class is assembled on the junior yard. Each child's name is to be called and staff must take a visual check of the child being present as well as an auditory one. It is recommended that children call here and put up their hand. Registers will be distributed by Mel Whittington
4. Any missing pupils or visitors must be reported to Karen Leyland immediately
5. Paula Hancock (upstairs Fire Marshal) will carry out a sweep of the downstairs ensuring all rooms are empty and doors are shut, then evacuate the building.
6. Paula Hancock will report to Karen Leyland (Headteacher) immediately on evacuating the building, specifying if any doors were left open or anyone was left in the building whom she was unable to bring out.

Visitors

1. All visitors should make themselves aware of their nearest fire exit on arrival at school.
 2. Visitors must vacate the building in a calm fashion, accompanying the class or professional whom he/she has come to visit.
- Visitors will assemble on the junior yard and identify themselves to Mel Whittington who will check off their name in the visitors' book.

Fire Marshalls

On hearing the alarm the downstairs fire marshal (Tina Grindley) and the upstairs fire marshal (Paula Hancock) will check the entire floor, ensuring all rooms are empty and doors are closed. They will then evacuate the building and report to Karen Leyland immediately.

Additional information and procedures.

Office staff

It is your duty to ensure all visitors arriving in school are aware of our fire procedures and tell the visitor whether or not the school has a scheduled fire drill during the visit. Refer all visitors to school to the displayed fire procedure poster and ensure you tell them the following

On discovering a fire...

- *Activate the fire alarm using the nearest red alarm boxes*
- *Call 999*
- *Tackle the fire, if possible with the appliance provided*

On hearing the alarm...

- *Exit the building using the nearest fire exit.*
- *Report to the assembly point on the junior yard*
- *Give your name to Mel Whittington or Karen Leyland*

Do not...

- *Do not take any unnecessary risks*
- *Do not return to the building*

The person you have come to visit will ensure you are evacuated from the building.

Front door key holders. (Barry Smith, Karen Leyland, Johnny Casswell, Daryl Anns Helen Ness, Tina Grindley)

Those members of staff with a front door key must never double lock the front door whilst school is operational. The only time the front door is to be double locked is at the end of the day when the school is being closed up over night. The double lock is only to be used for increasing over night security. Double locking the front door would stop people from being able to evacuate the building.