

# St. Marks's Catholic Primary School

## Fire Procedures

### Introduction

The purpose of these procedures is to ensure that there is clarity over the procedures to follow in the event of a fire.

In the event of a fire, a continuous alarm is sounded. Both levels; the ground floor and the first floor; are simultaneously evacuated.

1. Children will proceed in a calm and orderly fashion out of the nearest safe exit to playground.

Any children in the 'Hub' or at the 'School Offices' will proceed in a calm and orderly fashion out of the nearest exit to the front car park.

2. To ensure buildings are cleared:

Reception staff to check Reception classroom, Reception toilets and Meeting Room

Year 1 staff to check Year 1 classroom and Quadrangle

Year 2 staff to check Year 2 classroom, toilets and cloakroom

Year 3 staff to check Year 3 classroom, stock cupboards and toilets

Year 4 staff to check Year 4 classroom

Year 5 staff to check Year 5 classroom, chill – out zone and library

Year 6 staff to check Year 6 classroom, art cupboard and cloakroom

Mrs Linley to check SEN Room, Staffroom, DH's office, HT's Office, Main Office and hall

As far as possible doors and windows should be closed.

All class teachers should ensure all their classroom areas are clear.

CHILDREN WHO ARE NOT WITH CLASS BUT IN TEACHING GROUPS ELSEWHERE SHOULD NOT ENDANGER THEMSELVES BY RETURNING TO CLASS BUT **MUST LEAVE BY THE NEAREST EXIT.**

3. Children to assemble in class lines at assembly points on respective Infant and Junior Playgrounds or the front car park.
4. Class registers, Visitors Book and Pupil off-site log to be brought out by Mrs Hussain

Class registers to be distributed

Class Teachers will take register as quickly as possible and report any 'absences' to Mr Murphy (Mrs Linley if he is off site.)

5. No-one should re-enter the building until cleared to do so by the Fire Brigade/Mr Murphy as appropriate.

During Breaktime:

1. Children to assemble in class lines on respective Infant and Junior Playgrounds.
2. All staff to leave by the nearest exit and assemble on the playground or front car park.
3. Class registers to be brought out and distributed by Mrs Hussain. Report any absences to Mr Murphy (Mrs Linley if he is off site).
4. No-one to re-enter the buildings until cleared to do so by the Fire Brigade/Mr Murphy as appropriate.

During Lunch time:

1. Lunchtime supervisors to assist in evacuating any children they are with and then to assemble with the class they are responsible for.
2. Children to assemble in class lines on respective Infant and Junior playgrounds,
3. All staff should leave by the nearest exit and assemble on the playground
4. Registers to be distributed by Mrs Hussain.
5. Any person missing to be reported to Mr Murphy (Mrs Linley if he is off site).
6. No-one should re-enter the buildings until cleared to do so by the Fire Brigade/Mr Murphy as appropriate.

Visitors in School:

1. All visitors must sign the visitors book.
2. Visitors should leave by the nearest exit and assemble on the playground or front car park.
3. Mrs Hussain will check visitors' evacuation and report any absences

**IN ALL CASES OF EMERGENCY EVACUATION, SETS OF KEYS FOR THE SECURITY GATES AND THE SECURITY DOORS WILL BE BROUGHT OUT BY THE FOLLOWING PERSONNEL:**

Mr Murphy  
Mrs Linley  
Office Staff

**Emergency Services should be rung from the nearest telephone point on 9-999**

Policy agreed by staff and governors: June 2017  
Reviewed: June 2018

Mr. S. Murphy