

# EMERGENCY FIRE & DRILL PROCEDURES

ASSEMBLY POINTS		
WHO	WHEN	WHERE
All Classes, Staff & Visitors	8.40am - 3.30pm	School Playing Field  In the event of real fire make way to MUGA after if safe to do so.
Breakfast Club / After School Provision / Clubs /Events/Visitors	6.45am – 8.40am	Main front path away from building.
Kitchen Staff	Anytime during the day.	Top car park turning point
Children & Families Centre	Anytime during the day.	Bottom main entrance gate by bike shed

## DISCOVERING A FIRE – WHAT TO DO

**ADULT DISCOVERING A FIRE:** Operate the nearest alarm.

**PUPIL DISCOVERING A FIRE:** Let any staff member know, who will operate, the nearest alarm

### ON HEARING THE FIRE SIGNAL

#### **WHEN IN CLASS**

(between, 8.40am-3.30pm)

Staff to organise pupils and form a double line and evacuate from class fire exit door. Go to assembly point on the SCHOOL FIELD. (In the event of a real fire you may be asked to move to the MUGA once registers have been taken).

#### **WHEN NOT IN CLASS**

(Between, 8.40am-3.30pm)

Staff to organise pupils and form a double line and evacuate from the nearest fire exit and go to assembly point on the SCHOOL FIELD (In the event of a real fire you may be asked to Move to the MUGA once registers have been taken). You can collect a Fire Register from a Fire Marshall on the field, if required.

#### **OUTSIDE OF SCHOOL HOURS - between, 6.45am - 8.40am & 3.30pm - 6.30pm.**

Exit at the nearest fire exit and go the secondary assembly point at the front of the school. Caretaker or most senior person will be responsible for calling the Fire brigade.

### **DON'T FORGET**

- To collect your class fire register on the way-out of class. (If you are working outside of class, please take your register with you).
- To close internal doors and external fire exits behind you!
- Do not stop to collect personal belongings.
- At all times act quietly and do not panic.
- Teachers and support staff must stay with children at all times.
- Go to school field and line up at assembly point, teachers at the front of line, so Fire Marshalls can see you.
- **Jigsaw children**, to remain in their jigsaw group to be accounted for by Teacher/TA.
- Take the class register quickly and hold up your **RED** laminated register to indicate your register is correct and all adults are accounted for.
- **If you have any missing children or adults**, report to Fire Marshalls. (Admin team).
- Do not enter the building until clearance has been given to re-enter by the Headteacher or member of the Senior Leadership Team.

## FIRE MARSHALLS

NAME	ASSEMBLY AREA	RESPONSIBILITY
<b>VANESSA BRADLEY</b>	FEILD	<ul style="list-style-type: none"> <li>Put on Fire Marshall Jacket.</li> <li>Mobile phone to be taken (Emergency Services 112).</li> <li>Collect the grab bag and go to Assembly Point.</li> <li>Contact the fire brigade if a real fire.</li> <li>Ensure the EYFS inner gates are open for clear access to the school field.</li> <li>Distribute registers, where necessary.</li> <li>Direct children to line in their classes.</li> <li>Account for people from main reception registers e.g., visitors, contractors etc.</li> <li>Liaise with the Headteacher about re-entering school safely.</li> <li>ECMS in the event of a false alarm.</li> </ul>
<b>TERRI SPEAK</b>	FIELD	<ul style="list-style-type: none"> <li>Grab stopwatch for timing the procedure, press GO on stopwatch at sound of the alarm.</li> <li>Put on Fire Marshall Jacket.</li> <li>Mobile phone to be taken (Emergency Services 112).</li> <li>Assistant classes with registers, where necessary. Help tick off classes when they have held up their <b>RED REGISTERS</b>, during the evacuation.</li> <li>When all people are accounted for, you will be notified to stop the watch for our fire drill log.</li> </ul>
<b>ALIX BRADLEY-MARSH</b>	FIELD	<ul style="list-style-type: none"> <li>Print off 3 daily staff/visitors fire registers from the signing in system for (Terri, Claire &amp; Alix).</li> <li>Put on Fire Marshall Jacket.</li> <li>Mobile phone to be taken (Emergency Services 101).</li> <li>Go to the Assembly Point. Assistant with accounting for classes and adults (Staff, visitors, or contractors), where necessary and inform other Fire Marshalls).</li> <li>Teachers will hold up their RED laminated registers if their class is correct. check them off or inform Fire Marshall.</li> <li>Teachers will report to you any missing pupils or any concerns, which will then be passed onto Vanessa &amp; Headteacher.</li> </ul>
<b>JO DUNCOMBE</b>	FIELD	<ul style="list-style-type: none"> <li>Go to the school field for overall supervision whilst registers are being taken and act up in Headteacher's absence, who will be located at the front of school.</li> </ul>
<b>YVONNE CRILLY</b>	FRONT OF SCHOOL	<ul style="list-style-type: none"> <li>Identify what zone number is on the fire panel to locate the area of the school. where the alarm has been activated.</li> <li>Establish whether it is a real fire or false alarm.</li> <li>Advise Vanessa whether to call the Fire Brigade.</li> <li>Co-ordinate emergency services or establish if it is safe to re-enter school in the event of false alarm.</li> <li>Keep the Family Centre and Academy updated with details.</li> <li>Phone Vanessa to let her know she can advise staff to re-enter the building.</li> </ul>
<b>CLAIRE BALLYN</b>	FRONT OF SCHOOL	<ul style="list-style-type: none"> <li>Put on your Fire Marshall jacket.</li> <li>Get daily staff/visitors fire register.</li> <li>Call down to the ECO LODGE on 85038 and let them know it is an evacuation.</li> <li>Check areas – Admin /Staff toilets for any people and direct them to the school field.</li> <li>Go outside, and in the event of fire, open Top Main Gates for Fire Brigade access.</li> <li>Stay at front of school to check off and account for any visitors/contractors and direct them to FIELD.</li> <li>Call Vanessa or Fire Marshall or Headteacher and notify if any visitors are unaccounted for.</li> </ul>
<b>CARETAKER (If in school)</b>	FRONT OF SCHOOL	<ul style="list-style-type: none"> <li>Assist to identify number where the alarm has been activated and establish whether it is a real fire or false alarm.</li> <li>Let the Headteacher / Vanessa know ASAP.</li> <li>Assist at the front of school and direct people to the FIELD and assist the Fire Brigade.</li> </ul>

## CLASS FIRE SWEEPERS

- Responsible for checking areas whilst teacher is organising class. Once areas checked re-join your class as support.
- Please keep any children you find when sweeping areas with you to escort them to the FIELD and to their teacher.
- If you are supporting smalls groups away from your class, then please carry on with your group to the school field.

NAME	AREA	RESPONSIBILITY	HLTA's/SUPPLY
Nursery Early Years Assistants	NURSERY	Check Classes EYFS Toilets	NB: HLTA's & SUPPLY COVER  Please take the fire register with you and head to the school field escorting the class as outlined above.
EYFS Early Years Assistants	EYFS	Check Classes & EYFS Toilets	
Key Stage 1 Pupil Support Assistants	KS1	Check Classes & KS1 Toilets	
Key Stage 2 Pupil Support Assistants	KS2	Check Classes & KS2 Toilets, Hygiene Room. Meeting Room and Café Area.	
Mandy Fisher Julie Hamer-Murdoch Julia Housley	Inclusion Team Rooms (MF), Jigsaw Rooms.	Check Inclusion offices and, Jigsaw Rooms and go out to the assembly point and check your registers.	Eco Lodge 85038 and check in Eco Lodge on the way to field. Report to the Fire Marshalls.

Fire Safety Training	AREAS	DATE
Alison Dodd	KS1	24/07/25
Alison Cresswell	Cleaning	24/07/25
Ben Watkins	KS2	24/07/25
Claire Ballyn	Admin	24/07/25
Donna Ellis	KS2	24/07/25
Gemma Pearce	WASP/Lunch	24/07/25
Helen Archer	EYFS	24/07/25
Jade Henderson	WASP/Lunch	24/07/25
Jill Clinton	Cleaning and Lunch	24/07/25
Joanne Duncombe	SLT	24/07/25
Julia Housley	Jigsaw	24/07/25
Julie Hamer-Murdoch	Pastoral	24/07/25
Kaye Price	Break Club / KS2	24/07/25
Kirstie Zaki	SLT	24/07/25
Lisa Hevingham	EYFS	24/07/25
Pauline Hall	Lunch and Library	24/07/25
Sarah Riley	EYFS	24/07/25
Vanessa Bradley	SLT	24/07/25
Yvonne Crilly	SLT	24/07/25



# EMERGENCY ON THE PLAYGROUND

## INTRUDER ALERT PROCEDURES (LOCK DOWN)

1. Air horn will be sounded by Senior or Admin Staff.
2. Immediately go to your class or the nearest safest room, where adults will see you in.
3. Adults will lock any external and inner class doors, draw blinds where possible, keep children away from windows and reassure them as this may only be a practice!
4. Teacher or support staff will take the FIRE REGISTER to account for all members of your class or group, including any adults, which may include visitors or contractors.
5. Once you have taken your register the lead person, needs to let the admin team know by phone or by email who are accounted for. This will include staff, visitors, contractors etc.

**OR** report anyone missing from your class asap.

Groups outside of class e.g., Jigsaw, phonics groups, the lead staff member will be responsible for the group and go to the nearest secure place for safety and let admin know who are in the group, by phone or by email.

6. Do not go outside or unlock your class door until you have been given authorisation to from the SLT by phone or email.