



ST ANDREW'S CE PRIMARY SCHOOL

FIRE PROCEDURES

Anyone who discovers a fire should sound the nearest alarm and send a responsible adult to ask the Office Administrator to phone the fire service.

ON HEARING THE ALARM THE PRIORITY IS TO CLEAR THE BUILDING

The fire alarm rings simultaneously in Manser and Benton Buildings. The Office Administrator will inform the C&IRB (Communication and Interaction Resource Base). In the event of a fire in the C&IRB, a member of the C&IRB must inform the school office. The swimming pool will be informed by the Bursar.

Keep calm and direct the children to leave the building. No-one must attempt to collect possessions. Teachers/Supervisor in charge will take the Attendance Register or the class lists hanging in the PE store if children are in the hall. The Office Administrator will take the Visitors' Book to the assembly point.

Children and adults must go out in single file **through the nearest Fire Exit ensuring that the outside door is closed after them**. Once outside, any children detached from their own class should be sent to join it at the assembly point. An adult must ensure that no child has been left behind. The toilets must be checked and all other areas where children may be working.

For Ladybird Pre-school, the emergency key to the EYFS gate is located in the box under the canopy.

The children should walk in silence to the assembly point and line up in class order.

ASSEMBLY POINT

For all children and adults on site, the Assembly Point is located on the middle playground by the end of the swimming pool.

As soon as the class is assembled in a single line, the class teacher will check everyone is present by a head count. If a child appears to be missing, the register will be called. All reasonable steps, under the direction of the Headteacher or Assistant Headteacher, will be taken to search the premises for any missing persons.

Class teachers will raise an arm to indicate that everyone is accounted for.

No one will leave the assembly point until the proper checks have been made and the Headteacher (or in the Head's absence, the Assistant Headteacher) gives permission.

Fire Marshals: Annette Mashru, Julie Thompson, Kevin Cummins & Jo Wootton

January 2023