

LONDON BOROUGH OF HAVERING



**ST. URSULA'S
CATHOLIC PRIMARY SCHOOL**

FIRE ACTION PLAN

"With God at the heart of our St Ursula's family, we welcome all as we learn and grow together"

Autumn 2025

FIRE ACTION PLAN

ST. URSULA'S CATHOLIC PRIMARY SCHOOL

Aim:

- To ensure the safety of all pupils, staff and visitors should a fire evacuation take place.
- To ensure that staff and pupils are aware of their roles and responsibilities on discovering a fire or when the fire bell sounds.

Objectives:

- To evacuate the buildings safely and quickly in the event of an alarm activation.

Actions:

- All employees will be trained in fire awareness including fire extinguisher familiarisation.
- All employees will be briefed on the evacuation plan and their responsibilities.
- Fire drills will be carried out once per term. Unannounced fire drills will be carried out including at lunchtime and before/after school.
- Visitors will be briefed on the fire plan and accompanied as appropriate.
- Medication (vital) will be taken out of class.
- Employees will be designated specific roles that are outlined as follows:

All Staff:

- If a fire or emergency situation occurs, immediately activate the fire alarm and proceed with the evacuation.
- The fire assembly point for EYFS and St. Joseph's is the KS1 playground and pupils to face towards the church.
- The fire assembly point for KS1 and KS2 is the school field and pupils to face the KS1 building.
- The evacuation plan, including routes are posted in every classroom.
- Fire Notices are displayed on every fire exit.

A fire drill will take place once per term. All staff will be involved in at least two fire drills per year.

INSTRUCTIONS FOR FIRE WARDENS – KS1 Building

SCHOOL FIRE / EMERGENCY EVACUATION PROCEDURES

On hearing the fire alarm bell all pupils will evacuate the building quickly and quietly, without taking coats and bags.

The Fire Wardens must check:

- Toilet areas for both staff and pupils
- Pupils are aware that they must proceed to the assembly point if they are not accompanied by an adult

The Fire Wardens are responsible for the following:

- Check the fire panel
- Carrying out a sweep of the building – toilets
- Reporting to the designated fire marshal at the assembly point of any issues/all clear
- Site staff will man the main gate

Fire Wardens

Area 1 - Mrs Michelle Brady

Area 2 - Mrs Lisa Homes & Sheena Vaghela

Area 3 - Mrs Gabrielle Flowers

Area 4 - Mrs Tahmina Mitul

Area 5 - Ms Rachael Stone

Area 6 - Ms Nazirah Begum

Area 7 - Miss Jade Sear

Area 1 - Fire Warden – PPA room, Hall, Kitchen

Area 2 - Fire Warden – Entrance hall, Office, Medical room, Staff room, Staff toilets, Assistant Heads' Office, KS1 Meeting's Room, Head Teacher's Office

Area 3 - Fire Warden – Upstairs cloakroom and Year 2 toilets

Area 4 - Fire Warden – Year 1 toilets

Area 5 - Fire Warden – St. Joseph's room and Sensory room

Area 6 - Fire Warden – Reception area / toilets / Disabled toilet

Area 7 - Fire Warden – Nursery areas

Inventory to be checked by Miss Brady (EYFS); Mrs Vaghela (KS1) and Mrs Homes (KS2).

ONCE AT THE ASSEMBLY POINTS, ALL FIRE WARDENS TO INFORM THE FIRE MARSHALS THAT THEIR AREAS ARE CLEAR.

Fire Marshals:

EYFS: Mrs Butler

KS1: Mrs le Roux/ Mr Ashburn

KS2: Mrs Claydon/ Mr Ashburn

INSTRUCTIONS FOR FIRE WARDENS – KS2 Building

SCHOOL FIRE / EMERGENCY EVACUATION PROCEDURES

On hearing the fire alarm bell all pupils will evacuate the building quickly and quietly, without taking coats and bags.

The Fire Wardens must check:

- Toilet areas for both staff and pupils
- Pupils are aware that they must proceed to the assembly point if they are not accompanied by an adult

The Fire Wardens are responsible for the following:

- Check the fire panel
- Carrying out a sweep of the building – toilets
- Reporting to the designated fire marshal at the assembly point of any issues/all clear
- Site staff will man the main gate

Fire Wardens

Area 1 – Mrs Macias (Deputy: Miss Laxton)

Area 2 – Mrs Ashworth (Deputy: Mrs Shields)

Area 3 – Mrs Said (Deputy: Miss Heaney)

Area 4 – Mr Alex (Deputy: Mrs Parker)

Area 1 - (Upstairs) Fire Warden – Year 5 Cloakroom corridor, Art room, Year 4 area, St. David's room.

Area 2 - (Upstairs) Fire Warden – Year 3 area, Upstairs toilets, St. Rita's room

Area 3 - (Ground Floor) Fire Warden – Year 5 area, Girls toilet (Front), Disabled toilet, D2D room, Music room, Admin room, HSSW room, Library / Meetings room.

Area 4 - (Ground Floor) Fire Warden – Year 6 area, Boys and Girls toilets (Back Corridor), P.E. store, Hall Store room, Staff toilets, Staffroom, Offices.

Inventory to be checked by Miss Brady (EYFS); Mrs Vaghela (KS1) and Mrs Homes (KS2).

ONCE AT THE ASSEMBLY POINTS, ALL FIRE WARDENS TO INFORM THE FIRE MARSHALS THAT THEIR AREAS ARE CLEAR.

Fire Marshals:

EYFS: Mrs Butler

KS1: Mrs le Roux/ Mr Ashburn

KS2: Mrs Claydon/ Mr Ashburn

IN THE EVENT OF A FIRE OR OTHER EMERGENCY

The alarm will be sounded in the event of fire, chemical incident or bomb threat.

The alarm **will not be sounded in the event** of an intruder on site until the Head Teacher or, in his/her absence, a senior member of staff has given authority to do so.

ONCE AT THE ASSEMBLY POINT, ALL FIRE WARDENS TO INFORM THEIR FIRE MARSHALS THAT THEIR AREAS ARE CLEAR. THIS WILL THEN BE CONVEYED TO MRS HOMES.

The Office Staff are responsible for the following:

- Evacuating the building via the nearest fire exit.
- Proceeding to their assembly point.
- Checking that the fire brigade have been contacted automatically.
- Accounting for staff and visitors - Checking 'InVentry' on their phones – for visitors and anyone who arrived late into school.
- Reporting to the Head/Mrs Homes at the assembly point of any issues/all clear.
- Liaison with the Key Stage 1 & 2 school kitchen by phone.
- Collecting first aid trolley and taking to the assembly point.

The Head Teacher/Deputy Head Teacher are responsible for the following:

- Overseeing the evacuation.
- Reporting to the Fire Brigade if there are any unaccounted persons.
- Providing direction on how the evacuation should progress.
- Using the yellow card to inform Mrs Homes that everything is clear.
- Noting that the absence of a raised yellow card indicates that not all classes/ pupils/ staff in a particular area have been accounted for.
- Giving the all clear to re-enter the building (upon advice that it is safe to do so).

The Teachers are responsible for the following:

- To escort their class and leave by the nearest available fire exit.
- Proceed to the assembly point:
 - EYFS = KS1 playground (Lower front playground);
 - St Joseph's = KS1 playground (Lower front playground);
 - Key Stage 1 = on the field, near the footpath;
 - Key Stage 2 = on the field, near the bike shed;
- Classes on the astro-turf should exit as follows:
 - ~Staff and pupils from St Joseph's should make their way past the outside of the Year 2 classes to the KS1 playground (Lower front playground).

~Staff and pupils from KS2 should make their way across the KS2 playground, down the stairs to their usual assembly point on the field.

- Accounting for all their pupils via the register – using the green/red card.
- Holding the register up after the register has been taken - displaying green for everyone present or red for missing pupils.
- If possible and safe to do so, the teacher should close the doors and windows upon exiting the classroom.
- Taking asthma pumps / medication bag out of the classroom.

Hazardous Chemicals/Materials

- No Hazardous Chemicals/Materials are stored on the school site.

Isolation Points

- The gas isolation point is located in the Key Stage 1 car park opposite the Nursery.
- The electric isolation points are located in the boiler rooms (Key Stage 1 school office telephone number 01708 345200).

Alternative Accommodation

- In the event that following evacuation, reoccupation of the school is not possible, arrangements are in place to take pupils to Hilldene School, where parents would be contacted.

After the evacuation

- To ensure that all exits are secure.
- To ensure that break glass units or fire extinguishers used are replaced immediately.

Items to include:

- Fire Plan marked with fire exits, fire call points, extinguishers, etc.
- Training plan.



Signed:
Head Teacher



Signed:
Governing Body

Date: 9th October 2025