

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

Inventry 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 Hildene 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.

A handwritten signature in black ink, appearing to be 'K. AS', with a stylized flourish at the end.

Signed:

Head Teacher

A handwritten signature in black ink, appearing to be 'G. AS', with a long, horizontal flourish extending to the right.

Signed:

Governing Body

Date: 9<sup>th</sup> October 2025