



**St. Matthew's Catholic Primary School  
Fire Evacuation Procedure – Amended procedure**

**for school reopening after Corona**

Named Responsibility:	Peter Johnson / Tracy Latham		
Manager:	Claire Sime		
Procedure Date:	19.05.20	Review Date:	When school reopens fully or current situation changes

In the event of a fire or other emergency, everyone should be familiar with the actions they must take and how to evacuate the building safely.

The basic 5 steps sequence of evacuation:

1. Raise the alarm
2. Contact the Fire Service
3. Evacuate all persons from the building
4. Convene at the Assembly Point
5. Account for all persons

**On Discovery of Fire:**

Raise the alarm at the nearest fire alarm call point, to activate full evacuation.  
The alarm is activated by carrying out the following action:

***Pressing the button on the nearest fire alarm point.***

Contact: ***Fire brigade*** and describe the area and extent of the fire.

The fire should only be tackled with an extinguisher if it is safe to do so.

Hand-held fire extinguishers, appropriate to the risks, are provided throughout the premises.

All members of staff should make themselves aware of extinguisher locations, however it is emphasised that these appliances are provided for fighting small outbreaks only (which can be tackled safely). Each member of member of staff must be instructed in the correct operation of extinguishers.

**On Hearing the Alarm:**

The sound of the alarm for these premises is:

### ***A continuous siren***





Unless previously informed of testing or maintenance, evacuation by all within the premises must take place on the sounding of the alarm.

***Kitchen staff must turn off any electrical/gas equipment and close windows and doors, if safe to do so.***

Evacuate the building via the nearest available fire exit and go straight to the designated assembly point. Close all doors behind you.

All employees have a responsibility to make themselves aware of alternative escape routes from their working area, particularly from floors other than ground level.

Fire exit routes for the premises are located at:

-  ***Front of building***
-  ***Hall***
-  ***Rear of building***
-  ***Reception, Year 2 class and both Year 1 classes***

All building occupants must proceed to the evacuation assembly point, where Team Managers should conduct roll calls and inform the designated Assembly Marshal whether all occupants have been accounted for.




The Evacuation Assembly Point is located at:

***Main school yard***

All Fire Marshals to aid escape of all persons from the premises.

All registers and premises signing-in book must be taken to the assembly point and any absentees reported.

During the evacuation:

-  Do not take any risks.
-  Do not use lifts (unless specified as fire lifts).
-  Do not re-enter the building until instructed to do so.

The Building Floor Plan (Fire Control) details the locations of fire protection controls, including fire exits, extinguishers, fire doors, fire lifts and alarm call points. This is located in the front office

Specific/additional fire protection controls are located at:

***Fire blanket in staff room***

**Contacting the Fire Service:**

Designated responsibility to contact and liaise with The Emergency Services during working hours:

Name/Position: ***Mrs G Skivington-Hall***

Deputy to the designated person to contact and liaise with The Emergency Services:

Name/Position: ***Miss Stephanie Johnston***

**In The Event of a Gas Leak:**

Report to: ***British Gas***

Follow the fire evacuation procedure.

Turn off any gas equipment, if safe to do so.

Person responsible for reporting the leak and closing gas mains shut off valve:

Name/Position: ***member of staff in the office***





National gas leak help line: 0800 111 999

**Personal Evacuation Plans (P.E.Ps):**

If the following children attend school – the member of staff working the their particular pod will aid the children to leave the building.

**Fire Marshals (including nominated Assembly Marshal and Chief Marshal):**

Main/general responsibilities:

-  Aid escape from premises to an area of safety.
-  Prevent people from re-entering the building during evacuation.
-  'Sweep' the building for location of the fire and persons trapped within.
-  Report to the Assembly Marshal at the Assembly Point.

Chief Fire Marshal: ***Mrs Sime***

-  Co-ordinate and receive information from and all Fire Marshals.

- ✚ Assist attending Emergency Services, ensuring access routes are unobstructed.
- ✚ Permit re-entry to the premises once authorisation received from the senior attending fire officer.

Specific nominated responsibilities (including the Assembly Marshal):

**1. Nominated member of staff (different each day) – Assembly Fire Marshal**

- ✚ **To give out registers in designated area**
- ✚ **To collect all registers when completed.**

2 Members of staff on the for additional support for the pods – will carry out a thorough check of all the areas of the building that are being used by the children including toilets

**Visitors:**

All visitors must follow the premises signing in/out procedure.

Hosts are responsible for ensuring that visitors follow the evacuation procedure; evacuating the building via the nearest available fire exit and reporting to the designated assembly point.

Visitors must report to the Assembly Marshal (to be accounted for).

**Other specific procedures and/or nominated responsibilities:**

**1. Monday / Friday Assembly**

- ✚ **Staff to leave the building, walk around to the hall**
- ✚ **Collect their children and take them to their assembly point**

**2. Whole School Assembly**

- ✚ **Staff will take their children out class by class**
- ✚ **Go to their assembly point**

**3. Intervention Spaces**

- ✚ **Staff to walk children out of building by nearest exit**
- ✚ **Take the children to their respective assembly points**