



## **FIRE/BOMB EMERGENCY PROCEDURES DOCUMENT**

**Updated March 2024**

### **PLEASE READ FULL DOCUMENT AND SPEAK TO CHILDREN IN YOUR CARE**

- All staff must individually sign in and out of school either electronically or using the register in the foyer.
- Master Key in Key Safe to be taken out by office team
- Red Bags & Red Registers to be taken out by class teachers
- Staff wait for office staff to come to them for register check
- **Fire Marshals complete roles and report to Mr Collins a.s.a.p.**
- Kitchen Staff Muster Point – Our Lady's statue.
- Staff must carry all their Fobs at all times.
- Please be vigilant in keeping Fire Routes clear.
- It is important that everyone acts quickly, calmly and uses common sense when the fire alarm sounds. You have responsibility for your own safety too.

### **EVACUATION**

#### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

- Staff/Children discovering a fire or other emergency for which the buildings need to be evacuated have a responsibility to activate the alarm/tell an adult.
- They should then notify the main office of the exact location of the incident.

### **FIRE FIGHTING**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

#### **ON HEARING THE FIRE ALARM:**

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm *is a continuous ringing bell*.
- Mr Markland or Mr Collins will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise the evacuation of pupils/visitors to the designated assembly point.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a member of the office team at an assembly point.

*EYFS - EYFS Playground*

*Key Stage 1 – Phase 1 Playground (one surrounded by coloured fencing)*

*Key Stage 2 – LKS2 Playground (it has a Stage/Tyres)*

- Pupils should not collect any belongings & **walk** in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.

- If a pupil is unsupervised and not in their own classroom/area when the alarm sounds, he/she to leave the building by the nearest marked escape route and make themselves known to a member of staff.

**A calm orderly exit is essential - Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at Assembly Point pupils must line up calmly & quietly while staff check registers.
- Senior member of Office Team on site is responsible for organising the collection of Evacuation Report (including staff), Master Key from Key Safe & Signing in Book and taking to the relevant Assembly Point. The Barrier should also be raised. **Use Fire Checklist (Office wall) & the Evacuation File.** The completion of these tasks must be reported by the Senior Office Team member on site to Mrs Casey (Mr Collins in her absence) as soon as it is completed.
- Mr Collins is in charge of communication/roles of Fire Marshals.  
Fire Marshals are responsible for checking (safely) that corridors/buildings are cleared.

Area of School	Fire Marshal
EYFS Centre	Mrs Harrington to coordinate
Phase 1 classrooms, Y1 toilets, PPA room & Library	Mrs Ramsbottom/Mrs Ravenscroft
Phase 2 classrooms including prayer garden, toilets on the Phase 2 corridor, staff room & ICT suite,	Mrs Stone/Mrs McPhillips
Offices, meeting room, reprographics, strong room, Hall.	Mrs Bowers

**Fire Marshals in the main building should report to Mr Collins/Senior Leadership Team on Lower Junior Playground that corridors/buildings are cleared. Adults involved with checking the EYFS building should report to Mrs Harrington/Senior EYFS Teacher**

- Mrs. Casey (Mr. Collins in her absence) will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until notified that it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Prestwich Arts College and arrangements made to contact parents.

This document is on the school website. A copy is in the Office & Staff Room. **First Circulated 07.03.24**

The Fire Risk Assessment document is available from Mr. Collins on request.