

## Fire Procedures

### In the event of the fire alarms sounding:

Staff lead children out of the nearest fire exit to line up in the appropriate playground with lines backing out from the furthest fence/wall, ie as far away from the building as possible.

Teachers begin to count their class immediately, when the register arrives, take the register to confirm all children are accounted for, raise your hand immediately and keep it raised until your Senior Teacher acknowledges your confirmation (nod/thumbs up).

Groups of children who are evacuated with a TA or other adult to be led straight out. Do not return them to their classes, until they are outside.

Designated Leaders for each playground and Phase are as follows:

- **EYFS Playground – Christine Boyle**
- **KS1 Playground – Martine Auton**
- **LKS2 Playground (Back) – Rebecca Hughes**
- **UKS2 Playground (Front) – Zenia McIntosh**

All staff must leave with their classes, checking toilets as they go out.

All staff/visitors/contractors to leave the building via the nearest exit and assemble outside at the front gate away from the building.

Do not re-enter the building unless you are told by **Andrea Parker, Headteacher**, to do so.

Staff	Roles
Receptionist <b>Clarissa Pumpuni</b>	<ul style="list-style-type: none"> <li>• Phone 999 (unless a known drill).</li> <li>• Take school diary, "What's on" and radio</li> <li>• Carry whole school timetables to gate</li> <li>• Report to Headteacher and wait at front gate.</li> </ul>
Administrative Officer (Pupils & Parents) <b>Sue Irwin</b>	<ul style="list-style-type: none"> <li>• Take registers around to each playground, give them to the first teacher seen in the area or leave in designated playground.</li> <li>• Confirm the evacuation of all visitors to HT.</li> <li>• Remain at front gate</li> </ul>
Premises Officer <b>Freddy Aules</b>	<ul style="list-style-type: none"> <li>• To open black fire gate and wait there.</li> </ul>
All Senior Teachers <b>Christine Boyle, Martine Auton (take absence line) Rebecca Hughes, Zenia McIntosh</b>	<ul style="list-style-type: none"> <li>• To seek confirmation from CT that all children in their Phase is accounted for and remain visible in their area.</li> <li>• Remain with their phase in the playground until asked to dismiss their playground.</li> </ul>
Assistant Headteacher <b>Frank Connelly</b>	<ul style="list-style-type: none"> <li>• Seek confirmation of successful evacuation from Martine Auton, report to Headteacher at front gate.</li> <li>• Remain at front gate.</li> </ul>
Deputy Headteacher <b>Kate Daly</b>	<ul style="list-style-type: none"> <li>• Seek confirmation of successful evacuation from Rebecca Hughes, Christine Boyle and Zenia McIntosh. Report to Headteacher at front gate.</li> <li>• Remain at front gate.</li> </ul>
Headteacher <b>Andrea Parker</b>	<ul style="list-style-type: none"> <li>• To be positioned at the front of the school (black gate) to liaise with SLT, Premises Officer, Administrative Officer (PP) and emergency services.</li> </ul>