

ST JAMES C of E PRIMARY SCHOOL

FIRE PROCEDURES

July 2015

- All registers are to be returned to the school office immediately after registration in both the morning and afternoon sessions. Signing in and out is ESSENTIAL for all visitors and contractors.
- The need to **evacuate** the building is indicated by a **continuous ringing of the fire bell**.
- **Children** are to **stop** work and **stand** quietly.
- Children are **evacuated** by the **nearest safe route**** to the outside of the building in a quiet and orderly manner.
- **Mrs Harford and/or Mrs Martindale and/or Mrs Smith**, are the **designated** supervisory **officers** on the assembly point
- **All Classes to line up at far Junior Playground in silence.**
- **Registers** are **called** immediately.
- **Headteacher/School Business Manager** checks **toilets** and calls **999**.
- Any **missing children** should be **reported to the designated officers** immediately.
- Children return to their classrooms when the danger is past. Mrs Harford to advise staff when it is safe to re-enter
- If danger persists, children will be led to the far end of the field.

Fire extinguishers are marked on the plan of the school. If you have to use them, please make sure that the correct extinguisher is used for that type of fire. Staff are advised not to tackle major outbreaks.

** Use only routes marked on plan of school and as detailed below

FIRE EXIT ROUTES

- **Classes 1, 2, 3, 4, 5, 6, 7 and 8** should exit via the fire doors in their own classrooms and make their way round to the back playground
- **Classes 9 and 10** should exit via the fire doors in their classrooms, turn left and follow the path round to the playground
- **Classes 11, 12, 13 and 14** should exit via the nearest staircase to their classrooms and assemble on the PLAYGROUND
- If working in the Library, classes should exit the building via the main door into the KS2 block
- If working in the hall or Infant Library, classes should leave by appropriate fire doors at front or rear of building
- If working in the dinner hall or DT room children should be led through the fire exit of the DT room and should assemble on the far playground