

St Helena's Church of England Primary School

Fire Procedures 2020 - 21

On hearing the fire alarm:

Children and adults in **Little Explorers (Nursery), Years R, 1, 4/5, 6, the toilets, kitchen and the hall** will make their way carefully and quietly to the **top playground via the nearest exit** and line up in class groups. They will stand in rows (close to the grass) with their backs to the orchard and facing the exit gates. The class teachers will take their **fire register/attendance number** and report any **missing people** to a senior member of staff on duty.

Children and adults in **Years 2, 3/4 Studio, Breakfast Club, Home Learning Hub, staffroom and offices** will assemble on the **car park** under the direction of the most senior member of staff. Every class teacher will take the **fire registers/attendance number** and report any **missing people**.

**If you are the only adult in the classroom, stand at the door, see all the children out and then follow them to the assembly point.**

**Close all internal and external doors.**

The teaching team adults' prime concern is to account for all their children, then ensure everyone evacuates the building quickly and safely and wait for further instructions.

**The Bursar, Administration Manager or Head** will take the **visitors' book and the staff register** from the reception area to account for additional people in school and a **mobile phone** to contact the emergency services.

Ring **999** and give the school's postcode **LN13 9NH**.

No one must re-enter the building.

The two senior members of staff from both assembly points must co-ordinate the numbers of people accounted for and decide what must be done next.

The Critical Incident assembly point away from school is the Village Hall; the key is available from White's garage. A member of the SEMT (Senior Emergency Management Team) will initiate the Business Continuity Plan if necessary.

Signed

Date.