



St Mary's Church of England Primary School
Established 1845

Fire Evacuation

PROCEDURE

- On hearing the FIRE ALARM (continuous sounding of a gong), children and any visitors should leave the school building in an orderly manner, as directed by members of staff.
- A member of the Office Staff will bring out the registers and the visitors' book.
- Classes will assemble at the far end of the main playground, near the wall bordering the Cedar Hall.
- Registers will be distributed and a roll-call will be taken.
- NOBODY WILL RE-ENTER THE BUILDING UNTIL THE ALL-CLEAR IS GIVEN.

NOTES

- Doors with automatic closures must not be propped open unless there is a responsible adult in the room who will ensure that the door is closed in the event of a fire evacuation. **These are fire doors.**
- The fire exits are the main door at the end of the corridor and the side door by the junior cloakroom, but exit could be by other doors if directed and supervised by an adult. All external doors can be opened without keys, except the main entrance door. For this reason, the main entrance door mustn't be locked when the building is occupied. Registers and Visitor's book will be taken out with the children and staff. When assembled the teachers will complete a roll call. This will be reported to the Principal.

Date Implemented: 1st January 2013

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: 1st September 2015