



St Mary's Church of England Primary School
Established 1845

Fire Evacuation


PROCEDURE

- On hearing the FIRE ALARM 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 fire 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. Pupils in the mobile classroom will exit the classroom by the fire escape and walk slowly to the assembly point. All fire exit 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.
- Details of the drill will be placed in the LOG BOOK version 3 and feedback will be given to the pupils on the spot. Improvements if required will be discussed at the Senior Staff meeting (Tuesdays).

Pupil friendly instructions in all classrooms.



Fire Drill



1. On hearing the FIRE ALARM pupils and visitors should leave the school building in an orderly manner, as directed by members of staff. Follow the running green men. 
2. Teachers must make sure fire doors are closed.
3. Classes will assemble at the far end of the main playground, near the wall bordering the Cedar Hall.
4. Registers will be distributed and a roll-call will be taken.
5. NOBODY will enter the school until the all clear is given. 

Date Implemented: 1st September 2024

Approved by: Mrs Laura Scrivens Chair of Governors

Person Responsible: Mr Peter Kyles Principal

Review Date: 1st September 2026