

St Michael at Bowes CE Junior School

FIRE ACTION POLICY

Reviewed – Summer 2018

Presented to Governors – Summer 2018

Reviewed – Summer 2020



ST MICHAEL AT BOWES CE JUNIOR SCHOOL
FIRE/MAJOR ALERT ACTION PLAN
School Evacuation Procedures

The School Fire Co-ordinator is to be the Headteacher. Out of school hours and during Lettings activities, the Co-ordinator is Mr Reg Hamilton the site manager. All staff should make themselves familiar with the Fire Action Plan.

1. Procedures in case of Fire

Raising an alarm:

If any person sees a fire, the alarm should be sounded immediately by breaking the glass on the nearest alarm call point. The **school administrator** shall call the Fire Brigade if the alarm is sounded, unless immediately informed that it is a practice alarm. In the absence of the admin officer, the **site manager** shall make the call.

2. Evacuation:

When the Fire Alarm sounds:

Every person in the school should leave the building by the quickest possible route quietly.

The member of staff in charge of a class should check that the area is safe before sending the pupils out and be the last person to leave the room, taking the class register with them if possible, **having insured that all doors have been closed.**

Movement of pupils along corridors and exits should be quiet. All classes should assemble in the playground; pupils should wait quietly in register order in their group lines in a single file.

All classes to assemble at the appropriate **Muster Point** in the Playground.
(See attached layout)

If a class is in the hall when the fire alarm sounds they must use the nearest fire exits. If children are in intervention/booster groups they should leave with the staff member they are working with and line up in their own class position in the playground. (See attached layout)

The school administrator or one of the other office staff should bring the visitors signing in book and registers to **Muster Point**. Office staff must leave the building by the nearest exit and assemble in playground.

Class teachers should do a children head count and then call the registers if available, reporting all present by holding up a **GREEN** card and any absences by holding up a **RED** card, reporting any absences to the **Headteacher.**