

# Fire Procedures Policy

## St Marie's School, A Catholic Voluntary Academy



*'Each child has a divine beginning and an eternal destiny. We help him/her on that journey.'*

### St Marie's Mission Statement

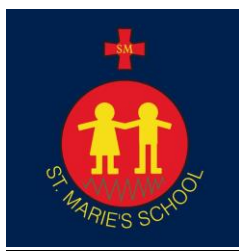
St Marie's Academy recognises its responsibilities for child protection and the need for procedures to ensure that the welfare of the child is paramount.

We believe that everyone is unique and of equal value. We believe that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. No child or group of children will be treated any less favourably than others in being able to access services which meet their needs.

This Debt Policy has been approved and adopted by the Academy Trust Company on **1<sup>st</sup> February 2018** and will be reviewed in February 2021.

Signed by Chair of the Resource Committee: \_\_\_\_\_  
Andrew Beare

Signed by Headteacher: \_\_\_\_\_  
John Fernandes



## ST MARIE'S SCHOOL, A Catholic Voluntary Academy

### FIRE PROCEDURE

*'Each child has a divine beginning and an eternal destiny. We help him/her on that journey.'*  
(St Marie's Mission Statement)

#### KEY STAGE 1

***Visitors, Staff and Children should use the nearest exit and assemble at the:***

#### **MULTI USE GAMES AREA**

***Miss Holmes, Mrs Wallace or Mr Fernandes should be responsible for making sure that all adults are accounted for.***

#### **1. IF YOU DISCOVER A FIRE:**

Operate the nearest fire alarm call point. Tackle the fire with the available equipment only if it is safe to do so!

#### **2. IF YOU HEAR THE FIRE ALARM**

- 2.1. Ensure all children in your care, and you, evacuate the building immediately by the nearest exit route.
- 2.2. Do not stop, or allow children to stop, to collect personal belongings.
- 2.3. Switch off machinery/appliances if possible.
- 2.4. Close all doors behind you.
- 2.5. Proceed to the assembly point – far end of the infant grassed area for roll call.
- 2.6. Each class teacher will take a head count and, if necessary, a Register call. If you discover that a child, member of staff or visitor is missing, inform the necessary Fire Wardens. **NO-ONE** should re-enter the building, until they are informed that it is safe to do so.
- 2.7. Teaching assistants will check the work areas and toilets relating to their classrooms including the the jungle room and green room.
- 2.8. Immediately on hearing the alarm or being informed of fire, Miss Holmes, Mrs Wallace or Mr Fernandes will call the Fire Service by dialling 999 and stating this address.

**No person is to re-enter the building unless authorised by a Fire Warden**



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#### KEY STAGE 2

***Visitors, Staff and Children should use the nearest exit and assemble at the:***

#### **THE UPPER JUNIOR YARD**

***Miss Holmes, Mrs Wallace or Mr Fernandes should be responsible for making sure that all adults are accounted for.***

#### **1. IF YOU DISCOVER A FIRE:**

Operate the nearest fire alarm call point. Tackle the fire with the available equipment only if it is safe to do so!

#### **2. IF YOU HEAR THE FIRE ALARM**

- 2.1. Ensure all children in your care, and you, evacuate the building immediately by the nearest exit route.
- 2.2. Do not stop, or allow children to stop, to collect personal belongings.
- 2.3. Switch off machinery/appliances if possible.
- 2.4. Close all doors behind you.
- 2.5. Proceed to the assembly point – far end of Upper Junior Playground for roll call.
- 2.6. Each class teacher will take a head count and, if necessary, a Register call. If you discover that a child, member of staff or visitor is missing, inform the necessary Fire Wardens. **NO-ONE** should re-enter the building, until they are informed that it is safe to do so.  
Teaching assistants will check the work areas and toilets relating to their classrooms including the sensory room, ocean room and the blue room.
- 2.7. Immediately on hearing the alarm or being informed of fire, Miss Holmes, Mrs Wallace or Mr Fernandes will call the Fire Service by dialling 999 and stating this address.

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#### **THE UPPER JUNIOR YARD**

All visitors and staff need to sign in and out of the building. Visitors and staff should use the nearest exit and follow the children to one of the two assembly points.

These assembly points being:

KS1 – Multi Use Games Area

KS2 – Upper Junior Yard

Miss Holmes, Mrs Wallace or Mr Fernandes should be responsible for making sure that all adults are accounted for.

#### **1. IF YOU DISCOVER A FIRE:**

Operate the nearest fire alarm call point. Tackle the fire with the available equipment only if it is safe to do so!

#### **2. IF YOU HEAR THE FIRE ALARM**

- 2.1 Ensure all children in your care, and you, evacuate the building immediately by the nearest exit route.
- 2.2 Do not stop, or allow children to stop, to collect personal belongings.
- 2.3 Switch off machinery/appliances if possible.
- 2.4 Close all doors behind you.
- 2.5 Proceed to the assembly point – far end of Upper Junior Playground or Games Arena.
- 2.6 Each class teacher will take a head count and, if necessary, a Register call. If you discover that a child, member of staff or visitor is missing, inform the necessary Fire Wardens. **NO-ONE** should re-enter the building, until they are informed that it is safe to do so.
- 2.7 Teaching assistants will check the work areas and toilets relating to their classrooms.
- 2.8 Immediately on hearing the alarm or being informed of fire, Miss Holmes, Mrs Wallace or Mr Fernandes will call the Fire Service by dialling 999 and stating this address.

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# ST MARIE'S SCHOOL, A Catholic Voluntary Academy

## FIRE PROCEDURE

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### **Kitchen and Dining Room**

***Visitors, Staff and Children should use the nearest exit and assemble at the:***

### **THE UPPER JUNIOR YARD**

***Miss Holmes, Mrs Wallace or Mr Fernandes should be responsible for making sure that all adults are accounted for.***

#### **3. IF YOU DISCOVER A FIRE:**

Operate the nearest fire alarm call point. Tackle the fire with the available equipment only if it is safe to do so!

#### **4. IF YOU HEAR THE FIRE ALARM**

- 4.1. Ensure all children in your care, and you, evacuate the building immediately by the nearest exit route.
- 4.2. Do not stop, or allow children to stop, to collect personal belongings.
- 4.3. Switch off machinery/appliances if possible.
- 4.4. Close all doors behind you.
- 4.5. Proceed to the assembly point – far end of the infant grassed area for roll call.
- 4.6. Each class teacher will take a head count and, if necessary, a Register call. If you discover that a child, member of staff or visitor is missing, inform the necessary Fire Wardens. **NO-ONE** should re-enter the building, until they are informed that it is safe to do so.
- 4.7. Teaching assistants will check the work areas and toilets relating to their classrooms, including the jungle room and green room.
- 4.8. Immediately on hearing the alarm or being informed of fire, Miss Holmes, Mrs Wallace or Mr Fernandes will call the Fire Service by dialling 999 and stating this address.

**No person is to re-enter the building unless authorised by a Fire Warden**