



# St Martin's School Fire Evacuation Procedure



**THE PERSON DISCOVERING FIRE** should break glass of nearest alarm.  
School Administrator rings 999 on hearing alarm and tells the Headteacher that the Fire Service has been notified.

## EVACUATION - ALL PERSONS PROCEED TO ASSEMBLY POINT

- When appropriate, Fire wardens will ensure Master switches for gas and electricity are off. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, if possible, leave windows open to dissipate gas and no electrical switches should be used.
- Staff assemble pupils IN SILENCE and instruct them to proceed to the Assembly Point, walking rapidly NOT running.
- If pupils are in their classroom: *F1, F2, F3 and F4 to the right; All staff without a class, visitors, EYFS, F5 and F6 to the left outside number 16 and 26 Goodwyn Avenue.*
- The internal stairs are the primary fire escape route from upstairs and the external stairs are a secondary fire escape route
- Before school, during lunchtime, during after school clubs or if children are outside for any other reason: *Lower school go right and upper school go left outside number 16 and 26 Goodwyn Avenue.*
- Staff ensure doors and windows are closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Pupils and visitors will be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms.
- To ensure everyone has evacuated the building: the cook (school administrator in her absence) will check the upstairs rooms. The Headteacher (assistant head in his absence) will check the downstairs of the main building. The Health and Safety officer (proprietor in her absence) will check the outside buildings including toilets.
- Class or club teachers ensure fire registers are completed as children arrive/leave their class/club including additional pupils e.g. not attending trips. Staff take these with them when exiting the building with their children.
- If a member of staff is not in their room whilst pupils are outside (E.g. Break and lunchtime) the fire register should be placed in the magazine rack by the signing in book for the Office Manager to distribute to the allocated adults.
- Should the class teacher be offsite at lunchtime, the duty staff will register their allocated classes.
- On arrival all staff tick the red fire register which is used by the Office Manager for roll call in addition to the visitors' book.
- School Administrator will attempt to identify the source of the fire from external visual observation. Where safe to do so, the zone triggered by the alarm will be noted.
- The School Administrator will take keys and open the school for the Fire Service on arrival, staying by the front path will discourage any casual visitor from entering the premises.
- Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

## PROCEDURE FOR ASSEMBLY AND ROLL CALL (refer to school plan)

### Pupils' Reporting Procedure:

Forms/clubs line up at Assembly Point. Form/Club Teachers use fire registers to supervise roll call.

Once roll call is completed, hold green card to show all present or red register to report absences to fire officers on duty who will take appropriate action in checking with the school administrator and informing the fire brigade of any missing people.

### Staff/Visitors Reporting Procedure:

The Headteacher (proprietor in his absence) will supervise the roll call of staff and visitors.

**No-one should leave the Assembly Point until instructed to do so by the Headteacher.**

## Evacuation of Disabled Persons

Having considered the risks, the SENDCO has written PEEPs including specific procedures for assisting in the evacuation of staff, pupils and regular visitors with a known disability. Where teachers have a student with a known disability, they must ensure that the student is aware the alarm has been triggered and that they and their buddy follow the evacuation procedure.

In the case of disabled visitors, the person hosting the visitor should ensure the visitor's safety in an emergency evacuation.

### Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. temporarily using crutches) should allow others to exit first. Wherever possible all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. If the route is blocked or the person is on the 1st floor, they must be either assisted by their "buddy" or host. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait in the staffroom. This is intended as a place where people can safely wait for an assisted exit. It is not a place to leave people for the duration of the alarm but has been selected for its close proximity to the fire escape.