

St Gabriel's C of E Primary School

Fire and Evacuation Procedures

In the event of a fire:

Children

- Keep calm
- Listen to your teacher and do what they say
- Walk quickly and silently to the playground
- Do not stop to collect belongings
- Doors and windows should be closed
- Listen for your name as the teacher takes the register
- Sit once your name has been called

Teaching/Support staff/Visiting adults

- Keep calm
- If you are the first to notice signs of fire immediately press the fire alarm. The nearest alarm button is _____
- Leave what you are doing and line the children up by the classroom door. Close windows and doors
- Proceed to muster point by following fire exit signs
- Registers should be checked by counting the children, then calling register if child is missing
- Class to sit down if all children are present
- Teachers to raise both hands if all children are not accounted for
- Ensure that children remain silent

Schoolkeeper

- Check toilets for children out of class
- If first out, open fire gate for Fire Brigade
- Open padlocked gate so children can go to the square(if necessary)

Senior administrator

- Check alarm box to locate the fire
- You will be advised beforehand if the alarm is for practice purposes. If not take mobile phone outside to call 999

Administrator

- Bring registers or emergency list to assembly area and give to class teachers
- Check new block, including toilets

Headteacher

- Advise Schoolkeeper/Administrative staff if fire practice is planned
- Check main building, including toilets
- Check from each class teacher that children are accounted for. If not, inform emergency service if present or decide strategic action with Schoolkeeper
- Supervise children away from building

Deputy Head

- General supervision of children/staff/Visitors in assembly area

General

- A sense of calm should prevail and the safety of all personnel must be first consideration
- In the event of any emergency (missing person, other)contact should be made with Headteacher, Deputy Head, Assistant Head or Administrative staff immediately

When the school is evacuated the children line up in this order

New Block

