



## **St Peter and St Paul Catholic Primary School**

### **FIRE EVACUATION PLAN**

#### **What People / Staff Should Do If They Discover a Fire?**

#### **Raise the alarm by operating the nearest fire alarm call point**

Evacuate to the Assembly Point in the Infant Playground

#### **DO NOT USE THE LIFT**

**DO NOT ATTEMPT TO PUT OUT THE FIRE** - tackle the fire only if appropriate i.e. small fire or fire blocking only escape route

**Fire Wardens in each area (EYFS, Year 6 class, Office** to check toilets and close doors on the way out).

If you have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.

Leave the building by the nearest exit.

Do not stop or return to collect personal belongings.

Ensure visitors or children that are alone are escorted from the building to the assembly point.

Close any doors en-route without delaying your escape.

You must remain at the assembly point for a roll call and follow the instructions of the Head Teacher/ Deputy Head Teacher/ Assistant Head if the Emergency plan is being put into action with evacuation to Spar Fields or Church.

Return to the building only when authorised to do so.

#### **What People / Staff Should Do If They Hear the Fire Alarm?**

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:-

Leave the building by the nearest exit.

Close any doors en-route without delaying your escape.

Do not stop or return to collect personal belongings.

Do not use any firefighting equipment unless life safety is threatened.

Premises Manager to check fire panel and advise the Head Teacher/ Deputy Head Teacher/ Assistant Head, remove padlocks from gates and wait at the main entrance for the Fire Brigade.

Office staff to take class registers and visitors book and give to each teacher/take roll call of visitors and report to the Responsible Person.

Teachers to take register and hold up red flag/green flag advising the Head Teacher/ Deputy Head Teacher/ Assistant Head if any staff or pupils are missing from their area.

Do pass any information to the Responsible Person Head Teacher/ Deputy Head Teacher/ Assistant Head at the assembly point.

You must remain at the assembly place until the Head Teacher/ Deputy Head Teacher/ Assistant Head either implements the Emergency Plan to evacuate to Spar fields or Church or advises that the building is safe to re-enter.

Return to the building only when authorised to do so by the

### **Contacting the Emergency Services**

The Premises Manager or Head Teacher/ Deputy Head Teacher/ Assistant Head will contact the Emergency Services? Contact will be made by mobile telephone. Any member of staff should call emergency services if the above people are not available.