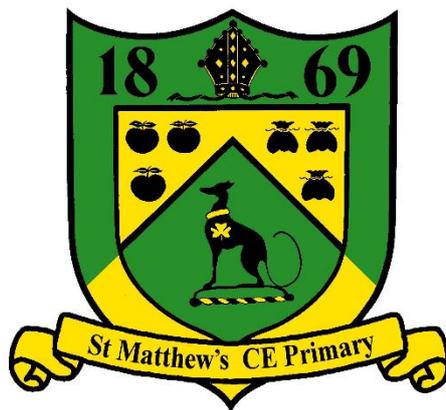


*St Matthew's C.E. Primary School*



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## **FIRE EVACUATION PROCEDURES**

November 2021

To be reviewed  
November 2022

# EMERGENCY EVACUATION

## ASSEMBLY POINT: SCHOOL PLAYING FIELD

St Matthew's has six trained fire marshals on site. They are responsible for sweeping the school whenever an evacuation takes place.

### Procedure on discovering a fire

Sound the fire alarm by breaking the glass of a RED fire alarm box  
The duty fire marshal will telephone the Fire Brigade immediately on hearing the alarm (unless this is a planned drill or there is another obvious reason for a false alarm)

**Evacuate** the building from the nearest available exit and go to the assembly point.

### On hearing the fire alarm during lessons

The duty fire marshal will ring the Fire Brigade and pick up registers, the emergency grab bag, office keys and a mobile phone

Teachers will close classroom doors and pick up class medical bags

Teachers will lead children in silence onto field and assemble at least 10 metres from the fence in straight lines, facing away from the school

Remaining fire marshals are responsible for checking school building is clear and checking all doors are closed. On hearing the alarm, fire marshals will assemble briefly in the corridor at the fire marshal assembly point, outside the admin office, to check marshal availability and to ensure all designated zones are covered. The zones are displayed on cards which are stored at the fire marshal assembly point. The school cook, if she is present, will ensure the kitchen area is clear before evacuating the building. (School kitchen will be kept locked at all times if the school cook is not on site)

Duty fire marshal will take class lists out to teachers, visitors/Governors sheet, staff sheet and 'children taken out of school early' sheet

Teachers will carry out a headcount of their class immediately, then confirm the headcount with the Duty Fire Marshal. Duty fire marshal to check staff and visitors.

Duty fire marshal to check that other marshals have completed sweeps of their zones and direct one marshal to meet Fire Service at the school gate.

If when confirming the headcount, a child is found to be missing, the teacher must check with the duty fire marshal for the register, late arrival register and 'children taken out of school' sheet and carry out a full register of their class. If after this check, a child is still missing, fire marshals will

assess the situation and decide whether it is safe to re-enter the building for another sweep.

## On hearing the fire alarm during Collective Worship

The duty fire marshal will phone Fire Brigade and pick up registers, the emergency grab bag, office keys and a mobile phone. Children to be led in silence onto playground and round to field via playground fire exit doors.

All to assemble on playing field at least 10 metres from the fence in straight lines, facing away from school.

The duty fire marshal will take class lists out to teachers, visitors/governors sheet, staff sheet and 'children taken out of school early' sheet.

Remaining fire marshals are responsible for checking school building is clear and checking all doors are closed. On hearing the alarm, fire marshals will assemble briefly in the corridor at the fire marshal assembly point, outside the admin office, to check marshal availability and to ensure all designated zones are covered. The zones are displayed on cards which are stored at the fire marshal assembly point.

The school cook, if she is present, will ensure the kitchen area is clear before evacuating the building. (School kitchen will be kept locked at all times if the school cook is not on site).

Duty fire marshal will take class lists out to teachers, visitors/Governors sheet, staff sheet and 'children taken out of school early' sheet.

Teachers will carry out a headcount of their class immediately, then confirm the headcount with the Duty Fire Marshal. Duty fire marshal to check staff and visitors.

Duty fire marshal to check that other marshals have completed sweeps of their zones and direct one marshal to meet Fire Service at the school gate.

If when confirming the headcount, a child is found to be missing, the teacher must check with the duty fire marshal for the register, late arrival register and 'children taken out of school' sheet and carry out a full register of their class. If after this check, a child is still missing, fire marshals will assess the situation and decide whether it is safe to re-enter the building for another sweep.

## On hearing the fire alarm during lunchtime

The duty fire marshal will ring the Fire Brigade, pick up registers, the emergency grab bag, office keys and a mobile phone. Note, a copy of the class lists is to be printed and made available at the rear door to the school.

Duty fire marshal will take class lists out to teachers, visitors/Governors sheet, staff sheet and 'children taken out of school early' sheet.

Children in the dining hall will remain seated until the lunchtime supervisors instruct "Chairs in, leave your belongings and go to that door".

Children will be sent out to the field, one table at a time, via the nearest exit as directed.

Duty staff on field or playground to blow short, sharp blasts on whistles to gain attention and direct children to the field.

Lunchtime supervisors will take dinner registers, lead children in silence to the field and assemble 10 metres from building in straight lines, facing away from school.

All staff in school will make their way to the field via the quickest route

Remaining fire marshals are responsible for checking school building is clear and checking all doors are closed. On hearing the alarm, fire marshals will assemble briefly in the corridor at the fire marshal assembly point, outside the admin office, to check marshal availability and to ensure all designated zones are covered. The zones are displayed on cards which are stored at the fire marshal assembly point. The school cook will ensure the kitchen area is clear before evacuating the building.

The lunchtime supervisors will assemble children on field in their classes.

Teachers will carry out a headcount of their class immediately, then confirm the headcount with the Duty fire marshal. Duty fire marshal to check staff and visitors.

Duty fire marshal to check that other marshals have completed sweeps of their zones and direct one marshal to meet Fire Service at the school gate.

If when confirming the headcount, a child is found to be missing, the teacher must check with the duty fire marshal for the register, late arrival register and 'children taken out of school' sheet and carry out a full register of their class. If after this check, a child is still missing, fire marshals will assess the situation and decide whether it is safe to re-enter the building for another sweep.

## On hearing the fire alarm during playtime

The duty fire marshal will ring the Fire Brigade, pick up registers, the emergency grab bag, office keys and a mobile phone. Note, a copy of the class lists is to be printed and made available at the rear door to the school.

Duty fire marshal will take class lists out to teachers, visitors/Governors sheet, staff sheet and 'children taken out of school early' sheet

Duty staff on field or playground to blow short, sharp blasts on whistles to gain attention and direct children to the field.

All staff in school will make their way to the field via the quickest route

Remaining fire marshals are responsible for checking school building is clear and checking all doors are closed. On hearing the alarm, fire marshals will assemble briefly in the corridor at the fire marshal assembly point, outside the admin office, to check marshal availability and to ensure all designated zones are covered. The zones are displayed on cards which are stored at the fire marshal assembly point.

The school cook, if she is present, will ensure the kitchen area is clear before evacuating the building. (School kitchen will be kept locked at all times if the school cook is not on site)

Duty fire marshal will take class lists out to teachers, visitors/Governors sheet, staff sheet and 'children taken out of school early' sheet

Teachers will carry out a headcount of their class immediately, then confirm the headcount with the Duty Fire Marshal Duty fire marshal to check staff and visitors.

Duty fire marshal to check that other marshals have completed sweeps of their zones and direct one marshal to meet Fire Service at the school gate.

If when confirming the headcount, a child is found to be missing, the teacher must check with the duty fire marshal for the register, late arrival register and 'children taken out of school' sheet and carry out a full register of their class. If after this check, a child is still missing, fire marshals will assess the situation and decide whether it is safe to re-enter the building for another sweep.

Assist disabled persons and visitors to the school to evacuate the premises

## DO NOT

- ✗ Run or panic when leaving the building
- ✗ Stop to collect personal belongings
- ✗ Open or touch a door beyond which you have reason to believe there is a fire
- ✗ Return to the building until the Headteacher or Fire Officer tells you it is safe to do so

## Notices and call points

All staff should read and familiarise themselves with these procedures. You should ensure that you know where the exits from the building are and the fire alarm call points in case you are the person who discovers a fire.

## Fighting the fire

You should only attempt to fight a fire if there is no risk to your personal safety, you have been trained and you feel competent to use the fire fighting equipment provided. You should only ever attempt to fight a small fire, making sure your escape route is always available.

## Fire Marshal Duties

The names of the fire marshals are displayed on boards in reception and in the staff room.

Fire marshals will carry out sweeps in the following zones:

- (A) Disabled toilet, Years 6, 3 and 2
- (B) Meeting Room, Years 4 and 5 then straight to assembly area – (normally duty marshal)
- (C) Reception area, Admin Office, Head's Office, Staff toilets, Hall, 2 store cupboards in hall
- (D) Staff room, group room, library, study
- (E) Childrens' toilets, Years 1 and R
- (F) Kitchen (always checked by school cook if she is on site – kept locked at all other times)

These zones are displayed on cards at the fire marshal point in the corridor outside the admin office.

It is possible that on any particular day, one or more fire marshals may not be present in school. In the event of the alarm sounding, the marshals will put on their jackets and meet briefly at the fire marshal point. The Duty Marshal will ensure that all zones are covered.

If the fire alarm sounds at school drop off or collection times, the Duty fire marshal will ensure that one fire marshal is available to direct parents to a point of safety as appropriate for the time of day.

## Management of fire safety

The fire safety co-ordinator is the site manager, David Wood. He is responsible for ensuring that the building is given regular routine fire checks. Please assist him by making sure that you do not leave combustible materials in evacuation routes, or obstruct self-closing fire doors.

**DO NOT RETURN TO THE BUILDING AFTER YOU HAVE BEEN EVACUATED UNLESS YOUR HEADTEACHER/SENIOR FIRE OFFICER ADVISES YOU TO DO SO.**

