

St Patrick's Catholic Primary Voluntary Academy Fire Evacuation Plan

Action on discovering a fire

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm should be raised no matter how small the fire is.
- Office staff will then call the Fire and Rescue Service by telephoning 999 and stating the location of the fire- there is no automatic call to the Fire and Rescue Service during office hours. In the unlikely event of the telephone not working, anyone with a mobile phone should call the Fire and Rescue Service. Between the hours of 6pm and 7am there is an automatic connection to the Fire Service through our alarm system.
- Do not attempt to fight the fire unless the fire is blocking the exit. If the usual exit is blocked by fire use the alternate route.
- Do not put yourself into a position of danger and ensure that your exit route is clear.

Action on Hearing the fire alarm

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
- The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher.
- No attempt should be made to collect coats, valuables etc. on the way out.
- Follow any Personal Emergency Evacuation Plans (PEEPs) that have been designated to you.
- Staff should instruct any accompanied visitor to follow them out of the school.
- For each area the class teachers will lead the pupils out of school, followed by TAs (if available), who will check the toilets in their area (as designated by the fire plan) and close doors as they leave.
- The Office Manager will check reception, office, the Head Teacher will check the staff room and adult toilets.
- Make your way to the designated assembly point on Key Stage 2 playground.
- The site manager will check the fire alarm panel to identify the location of the alarm activation.
- The Admin staff take the class registers, children off site register and staff/visitor/ contractor registers. In the event of registers still in the classrooms, the Class Teacher is responsible for taking the registers out for the roll call.
- Registers are then called and if a child or person is missing, the fact should be reported to the Head Teacher immediately.

Fire Service

Access for emergency vehicles is via the staff car park or key stage 1 playground

The Head Teacher (or appointed Deputy or site manager) will greet the Fire Service on their arrival and will inform them:

- Location of fire (if known)
- Anyone still in the building (and location if known)
- Location of any specific hazards (e.g. gas cylinders)
- Any keycodes

Pupils and staff may only re-enter the building once the Fire Service has given the all clear.