



Christ Church Primary School

Fire Procedure September 2023 – July 24

Updated November 2023



Fire Drills at Christ Church

There will be at least four fire drills a year:

Drill 1 – staff and children informed, procedure explained to children (Autumn 1)

Drill 2 – staff only to be informed (Autumn 2)

Drill 3 – site manager only to be informed (Spring)

Drill 4 – Practice at lunchtime so Midday Supervisors can take part (Summer term)

CC4C Drills will take place by prior arrangement with Site Manager and Headteacher – one morning and one after school evacuation as minimum

1. If a fire is discovered raise the alarm via the nearest fire alarm call point, i.e. break glass. Should a smoke detector activate, a speaker will sound. Staff should proceed to the nearest fire alarm call point and break glass. They should then continue with the protocol outlined below.
2. On hearing the fire alarm all pupils should leave the school buildings under the direction of their teacher, leaving classrooms using external doors, with the exception of Year 2 and Y5 who will use corridor exits.
3. If children are not in their classroom, they will exit by the nearest available door. If this is via the hall emergency exit, they will proceed onto the astro turf assembly point.
4. Children will assemble on the playgrounds at the front and back of the school in their respective classes. Teaching Assistants will ensure all toilets and classroom areas are clear and close doors and windows behind them wherever possible as they go to join their main teaching class. **Teachers will complete a headcount as soon as their class is assembled and notify SLT of number present.**
5. Wherever possible, doors and windows should be closed as classrooms and corridors are vacated.
4. All electrical equipment should be turned off, where possible.
5. If an exit appears blocked by fire or debris, then an alternative exit route should be followed. Staff should know the alternative exit routes highlighted on the evacuation plan.
6. The Headteacher (or Assistant HT in her absence) will telephone for the Fire Brigade or detail another member of staff to do so.
7. Registers will be delivered, if necessary, to class teachers by the School Administrator to the back playground and by the Business Manager to the front playground.
8. When the pupils are assembled an initial headcount should be completed and then the roll will be called via the register. Should there be any absentees an immediate search will be made under the direction of the HT / AHT.
9. Until the Fire Brigade arrives, the staff should, after the pupils are safely evacuated and pupils accounted for, remain at the assembly point until re-entry of the building is allowed by the Fire Brigade.
10. The site manager will wait by the school gates to direct emergency vehicles.

Areas of responsibility for clearing and checking the building are as follows:

Office areas including: Reception, Finance office, Entrance foyer, site manager room, Assistant Headteachers' office & collection of registers	Rebecca Baker
Head teacher's office & Staffroom	Alex Davidson
Staff Toilets & Nurture	Sarah Dollard
Y2 corridor: Classroom & toilets	Emily Costello
Y3 corridor: classrooms and toilets	Julie Harris
Y4 Building and toilets	Bev Webster
Y5 corridor: all classrooms, library and toilets	Janine Scott
F2 Corridor: all classrooms and toilets	Niamh Dowler
F1 Classrooms and toilets	Zoe McNay
Y1 corridor, classrooms & toilets	Lisa Rudge
Annexe: Y6 classrooms, cloakrooms and toilets	Jane Harding
Nest & intervention room	Gill Baker
Art room	Carole Cowin / Sarah Kerr
Kitchen:	Cheryl Jackson
Dining Room Evacuation:	Mina Shahi
Check Forest Area:	Sarah Dollard

Mina Shahi to oversee evacuation onto back playground, Claire Cooper to oversee evacuation onto front playground. HT to liaise with Site Manager, Admin Manager, SBM and AHTs. All other staff to support guiding children from building and assembly at designated areas

Front Playground

Classes should line up in the following places and in this order facing the annex:

Class 13 Class 5 Class 6 Nurture Nest Class 14 Art Room F1 Class 2

Access space should be left for emergency vehicles on the pathway by the art room

Back Playground

Classes should line up in the following order facing the hedge at the back:

Class 1 Class 3 Class 4 Class 7 Class 8 Class 9 Class 10 Class 11 Class 12 Canteen

Pupils evacuated from the canteen whose classes are not assembled on the back playground should line up facing the Y1 classrooms so staff can quickly see who is present.

Emergency vehicle access to this playground will be up the drive and through the silver gates, therefore the area by the silver gates to the rear of the kitchen should always be kept clear.

Parent/Class Helpers/Students

If teachers have parents, helpers or students in the class, they should line up and exit with the class. Any extra adult in the class may be responsible for bringing up the rear and closing the class door.

Classes out of their rooms

If a teacher finds that his/her class is in another area of the school during a fire drill then they should head for the nearest playground. The back playground is nearest to the library & SEN room and the front playground is nearest to the hall. If a class is doing PE outside when the fire alarm sounds, they should stay on that playground.

A complete list of all the classes is kept on a clipboard in the following places

- The Hall
- The Art Room
- The Canteen
- The Staffroom
- The Library
- AHT Office
- The Nest

The board should be taken out with the children and the class lists used in the absence of a class register.

Other Adults in the School

All adults entering the school are required to sign in. This is for security reasons as well as for fire safety. This will include parent helpers, peripatetic music teachers, outreach teachers, members of the CCPA, students, contractors, representatives etc.

During the school day parents picking up children from school, or delivering them to the school will not be required to sign in. Parents will only need to sign in if they are visiting in the school for a period of time during the school day.

If visitors are not working in a class with a teacher when there is a fire drill, they should leave the building by their nearest exit, taking out any children that they are working with. Visitors should report to school administrators to be registered on either the front or back playgrounds.

Visitors should sign out when they leave, ensuring that if there is a fire drill, time is not spent trying to find people who have left the site.

All members of staff are required to sign in and out of the building every time they enter and exit the site.

Fire and Disabled People

If there are children, or adults, in wheelchairs that need evacuating, then teachers or designated helpers should see that they use an exit that has a ramp rather than a step. Ramps are located in these areas:

- Main entrance
- Top exit from Y5 corridor by canteen
- Exit from F2 corridor to back playground
- Exit from Y2 corridor via Y1 outdoor area
- Emergency exit from the school hall
- Exit from annexe nearest to class 14
- Exit through main fire doors in Y3 extension
- Both playground exits from canteen

If a sensory impaired child or adult needs evacuating, their teacher or other designated person must take responsibility for their safe evacuation following the child's individual PEEP.

Preventing Fires

There are several precautions that can be taken to prevent fires, here are some

- Not smoking - the school has a no smoking policy, both inside and in the grounds
- Making sure displays are clear of electrical fittings and heaters
- Making sure combustible materials are not stored outside locked store rooms or over heat sources
- Making sure computers are switched off at the end of a lesson and electrical equipment brought into school is PAT tested.

Fire Doors

Fire doors must not be obstructed in any way. Items must not be stored against them and they must be free to open from the inside without a lock. Fire doors should **NOT be wedged open**, they should only be manually held open while lines of children are passing through them. Once these functions have been carried out, the doors must be allowed to self-close.



**Christ Church Primary School Fire Procedure during Lunchtime
- An Addition to the School's Fire Procedure 2023 - 2024**



In the instance of the fire alarm being sounded at lunchtime, children and staff will exit the building by the nearest fire exit; EYFS, Y1, Y2 children and Y5, Y6 pupils will assemble on the front Astro pitch and Y3 and Y4 children will evacuate to the Playground at the back of the school in their respective classes. In the instance of Y2 or Y5 children being in the canteen, they will evacuate to the back playground also. Before exiting, support staff will ensure all areas are clear and close doors behind them. Teachers will proceed immediately to supervise the evacuation of children to the designated areas; they will then call a register and follow the school's usual fire procedure. **It is important that all staff sign out if they leave the building at lunchtime and in again upon their return.**

Areas of responsibility for clearing and checking the building are the same as during lesson time with the following additions:

F1 classrooms, corridor and toilets
F2 Corridor & Classrooms
Y1 classrooms, corridor and toilets
Y2 classrooms, corridor and toilets
Nurture
Y3 classrooms, corridor and toilets
Y4 classrooms & toilets
Y5 classrooms, corridor and toilets
Y6 classrooms, corridor and toilets
Art Room
Library
Playgrounds:

Zoe McNay
Stacey Cowell
Vicky Osbourne
Lynn Ashworth
Jenna Whittle
Emily Quinn
Rachel Parrington
Beth Harris
Emma Lakin
Claire Cooper
Janine Scott
Stef Ainsworth
Colette Breslin

Kitchen:

Cheryl Jackson

Forest:

Sarah Dollard &
Lunchtime support

Dining Room Evacuation:

Mina Shahi &
Lunchtime support

All other staff to support guiding children from building and assembly at designated areas