



Fire Safety Management and Emergency Evacuation Plan

Emergency arrangements

- On hearing the alarm stay calm
- Close doors behind you
- If you are responsible for a class, bring line order
- Evacuate through nearest exit and meet at assembly point on the main astro
- Guide any visitors or guests that maybe unfamiliar with the building and procedures and direct them to assembly point

Fire marshals/Senior Leadership on floor

Designated fire marshals or SLT with coordinate evacuation and sweep the area to ensure no one is left being exiting the building themselves.

Lead Admin

Lead Admin will evacuate to the astro with a copy of all class registers and the iPad for staff/visitors sign in.

Main Astro-Turf playground.

- On arrival at the assembly point all children will line up with their classes and wait calmly and quietly.
- Class teachers are responsible for undertaking a register of the children in their class and reporting this to the Fire Officer.

- Adults and visitors to the school must register with Mrs McMurray at the assembly point. Mrs McMurray will check against the visitor and staff sign in logs.
- ***Under no circumstances should anyone return to the school building.***
- Once the Fire Officer and marshals have confirmed the registers and the building is confirmed as safe, children and staff will be instructed to return to the school building.