

PROCEDURE IN CASE OF FIRE

1. Headteacher or deputy to ascertain source of fire and to ensure services have been summoned. If Headteacher or deputy off site, one of KS Phase Leaders to undertake this.
2. Headteacher (or in headteacher's absence deputy) to check that fire alarm is sounding in new building. Carol Blatchford (or in Carol Blatchford's absence Jacob Martin) to check that fire alarm is sounding in main building.
3. ENSURE ALL FIRE DOORS ARE CLOSED after people have passed through.
4. Mary Blower/Karen Webb R3, Jo Carter/Sionna Crossfield R1 (Reception) and playroom to exit via outside doors to their classroom. Mary Blower/Karen Webb to check playroom. Nathan Tatchell-White R2 to exit via their normal entrance into the corridor then out the door by the KS1 toilets.
5. Catherine Lawes (Yrs 1/2), Katherine Richards (Yrs 1/2) and Kathy Shields (Yrs 1/2) to exit via outside doors to their classroom.
6. Steve Webber (Yrs 1/2) and Debby Ward/Claire Bates (Yrs 1/2) to exit via outside doors to their classroom. Steve Webber (Yrs 1/2) to turn left after exiting, Debby Ward/Claire Bates (Yrs 1/2) to turn right after exiting.
7. KS2 I.T. suite to leave via outside doors to the I.T. Suite.
8. Library to leave via exit nearest in Debby Ward/Claire Bates classroom, and turn right after exiting.
9. Phil Mawdsley (Yrs 5/6) and Stephen Brook (Yrs 5/6) to exit via outside doors to their classroom.
10. Oasis Room/Ros Brown room to exit via outside door to classroom and to check KS2 toilets downstairs.
11. Pushmina Ward (Yrs 3/4) and Stella Knapman/Sue Wake (Yrs 3/4) via exit next to Oasis Room/Ros Brown room. Adam Roddy to check boys' changing room and toilets. Pushmina Ward to check Deputy Head's room adjacent to classroom.
12. Matt Smout (Yrs 3/4), Adam Roddy (Yrs 3/4), Charlotte Bird (Yrs 3/4) and Parent Support Advisor to exit via Foundation and KS1 exit. Stella Knapman/Sue Wake to check girl's changing room and toilets.
13. Carol Blatchford (Yrs 5/6) and Jacob Martin (Yrs 5/6) and Group Room to exit via stairs and Canteen entrance doors.
14. Jacob Martin (Yrs 5/6) to check boys' and disabled toilets. Carol Blatchford (Yrs 5/6) to check girls' toilets.
15. Hall exit via main entrance. (If class doing P.E. in hall with no shoes or plimsolls on, assemble in foyer in main entrance - only if Mrs Stone has confirmed to teacher that there is a fire practice.)
16. KS1 computer room to leave via exit adjacent to that room.
17. Community Room and Quiet Room to exit via Mss Richard's classroom outside door.
18. If in the Music room leave by exit next to KS1 computer room.
19. If in the Art room leave by office entrance.
20. Mrs Iris Browning to check boys and girls toilets adjacent to her room and check medical room.
21. All members of staff to ensure orderly and calm leaving of building.
22. Children walk in silence to line up in designated positions in far playground and remain in silence while registers are checked.
23. Kitchen canteen to exit via outside doors to far playground.
24. Registers to be taken out by Mrs Stone/Mrs Gordon for the accounting of children and submitted as soon as possible to the Headteacher. Mrs Stone/Mrs Gordon to take out copy of emergency evacuation in Fire Log folder, Fire Asbestos Plan and Visitors Signing In Book and key to Dunsford Road gate. Mrs Stone/Mrs Gordon to check adult toilets and disabled toilet. Mrs Iris Browning to wait at top of drive to ensure no visitors enter the building. Staff, if going off-site, should sign out in the diary at reception.

Procedure for the Emergency Evacuation of the School

Fire Alarm sounded.

Children assemble in fire drill positions in both playgrounds.

Walk by teachers and other staff to the Methodist Church in Cowick Street

Keyholders of Methodist Church in order of priority:

Rev Julian Albrow: 255791

St Thomas Pre-School Group (a.m. only) 07896 286830

Jean Coleman: 215930

Inform Education Department
Keith Anderson :01392 383369

Child Protection

Senior Designated Person:	Miss Caren Brooks
Deputy Designated Person:	Miss Catherine Lawes
Designated Governor for Child Protection:	Ms Joanne Radford
Designated Governor for Safer Recruitment:	Ms Joanne Radford
Chair of Governors:	Mrs Ruth O'Neale

Adopted Date: March 2017
Review Date: March 2018