

CAVENDISH COMMUNITY PRIMARY SCHOOL - FIRE PROCEDURE



Indicating roles and responsibilities of individuals and users of the school:

- Everyone to stop whatever they are doing and evacuate the building through their nearest exit. Every room has an escape plan with two exit routes and every fire exit door has appropriate signage.
- Teachers & teaching assistants working with children-must ensure all children evacuate;
- Any children considered vulnerable(disability or medical needs) must be considered in arrangements-where necessary a Personal Evacuation Plan should be in place;
- All members of staff share responsibility in ensuring all children promptly exit the building and head to the evacuation point;
- At least one member of staff in each phase should check the toilets to see that they are evacuated;
- Children should line up quickly & quietly at evacuation points;
- Teaching staff – registers, check presence of all children at evacuation point;
- Head or person in charge – check with teaching staff that all children are present as recorded in the register;
- Kitchen staff – turn off cookers/check gas;
- If at lunchtime-lunchtime organisers to make sure children are in their classes, lined up at the evacuation point & wait for teacher to join them;
- Member of office staff – to print Inventory Fire registers and check for visitors in school.
- Different scenarios are explored in assemblies and by the class teacher so the children are aware of what to do especially if they are separated from their class;
- Member of office staff ensures all outside agencies who attend the school i.e. sports coaches, contractors, cleaners, supply staff know the evacuation procedure;
- All visitors/users of the school to be notified of the evacuation procedures on arrival to the school;
- Wherever possible, attendance staff to take school mobile & emergency medication out to the evacuation point;
- No one is permitted to re-enter the building until advised that it is safe to do so;
- It is the individual's responsibility to comply with regulations for themselves and others;
- Head and Health & Safety staff – to evaluate procedure.