

“To live, love and learn and learn in our caring community.”

Saint John Fisher Catholic Primary School



Fire Evacuation Procedure

1. In the event of discovering a fire or a fire breaking out raise the alarm by the quickest means.
2. On hearing the fire alarm all persons should leave the building by the nearest available exit. Do not stop to collect belongings. Close doors (remove wedges from doors to corridor) and windows where appropriate to prevent the spread of fire only if it is safe to do so without taking unnecessary risk. Fire marshals are to conduct a sweep of the building and facilities.
3. Do not attempt to fight the fire; you should only use the fire extinguishers to aid your escape.
4. All persons should report to the designated assembly point; the field.
5. A roll call is to be taken for all staff, pupils, visitors and contractors upon arrival at the assembly points. Staff signing in and visitor's books will be taken to assembly points by the admin staff. Class teachers should take their fire register from the classroom.
6. The senior staff and Fire Marshals are to report to the Principal to confirm that all personnel are accounted for or if there is anyone missing. The Principal will pass this information to the fire service upon their arrival.
7. Pupils are to be supervised at all times whilst at the assembly point and staff are to ensure that no one re- enters the building. Do not attempt to re-enter the building under any circumstances.
8. Only re-enter the building once the Senior Fire Officer and / or The Principal have informed you it is safe to do so.

Updated 25th September 2017