



St. Mary's RC Primary School, Clive Road, Failsworth, Manchester. M35 0NW

Tel: 0161 681 6663

Head Teacher: Ms M Garvey

Email: info@st-marys.oldham.sch.uk

"Called to love as God loves"

Fire and Emergency Evacuation Policy

September 2021

Version	Date	Amended by	Recipients	Purpose
1	Nov 2017	N/A	All Staff Website	
2	Jun 2020	Mrs Leigh	All Staff Website	Covid-19
3	Sep 2021	Mrs Leigh	All Staff Website	Post Covid-19 Classroom/Staff Changes

This document requires approval by Governors:

Name	Position	Date Approved	Version
Mr Aston	Chair of Governors	Nov 2017	1
Mr Aston	Chair of Governors	Jun 2020	2
Mr Aston	Chair of Governors	Sept 2021	3

This document has been distributed to:

Name	Date	Version
All Teaching Staff	Nov 2020	1
All Support Staff	Nov 2020	1
Website	Nov 2020	1
All Teaching Staff	Jun 2020	2
All Support Staff	Jun 2020	2
Website	Jun 2020	2
All Teaching Staff	Sept 2021	3
All Support Staff	Sept 2021	3

Overview

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and manner to assemble in safe places.

Objectives

1. To keep children and staff safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all children and staff to agreed places of safety.
3. To ensure that the building is checked and everyone is accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

Strategies

1. The first person to discover the danger will sound the alarm.
2. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point. Staff will take their registers with them. The nearest safe exit should be used. If that cannot be used, then the next nearest exit will be used. At the assembly points, class registers will be taken to ensure that all children are accounted for.
3. Once rooms are empty, doors should be closed to prevent the spread of fire.
4. Fire co-ordinators will check the fire panel in the school office to locate the activated area.
5. One fire co-ordinator will remain in the office to prevent anyone from entering the building and to call for fire service if needed. The other fire co-ordinator will locate the incident and check for any signs of a fire.
6. During the evacuation, fire wardens (or their deputy) will sweep their allocated zone to ensure all areas are clear.
7. A fire co-ordinator must be informed immediately if a child cannot be accounted for.
8. Fire wardens (or their deputy) should inform the fire co-ordinator via radio once their sweep is complete and that all children in their allocated assembly point are accounted.
9. No one must return to the building once it has been evacuated until advised to do so by a fire co-ordinator.
10. Fire co-ordinators will re-set the fire panel and intruder alarm once safe to do so.
11. A fire co-ordinator will inform staff via radio when it is safe to return to the building or call the fire service if necessary.

Outcomes

Everyone will be safely evacuated during an emergency situation.

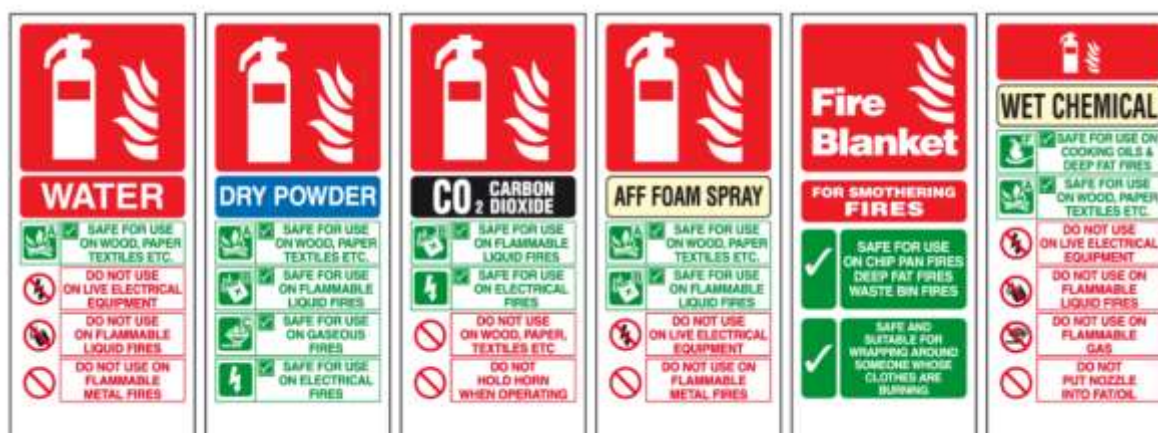
Responsibilities

- Headteacher – to ensure that legislative requirements are met.
- Teaching staff – roll call, ensuring safety of pupils.
- Fire Co-ordinators - locate the activated area, prevent anyone from entering the main school entrance and call the fire service/first response as necessary and inform fire wardens when it is safe to return into the building.
- Designated fire wardens (or their deputy) - sweep of building and efficient communication via the radio system with the Fire Co-ordinators.
- Premises Manager – maintenance of safety systems.
- All staff have responsibility for ensuring exits and routes within the school remain unobstructed, electrical equipment is switched off when not in use and fire doors are closed at all times.
- Any adults on the premises are responsible for their own safe evacuation in the event of an emergency situation.

Fire Co-ordinators	
Mrs Leigh	Remain in office. Prevent anyone entering the main school entrance. Phone emergency services/First Response as necessary. Reset fire panel and intruder alarm.
Mrs Hudson/Mrs Leavy	Locate the incident and check for signs of fire.

Fire Wardens		
Sweep Zone	Fire Warden	Deputy Fire Warden
KS1 Sweep	Mrs Garvey	Mrs Kay/Mrs Millington
UKS2/Year 6 Intervention Room/Junior Hall/Meeting Room	Mrs Clerkin	Mrs Sloan
Early Years	Mrs Morgan	Mrs Jackson
LKS2	Mrs Hanson	Mrs Gorman
Staff Room/Staff Toilets	Mrs Leigh	

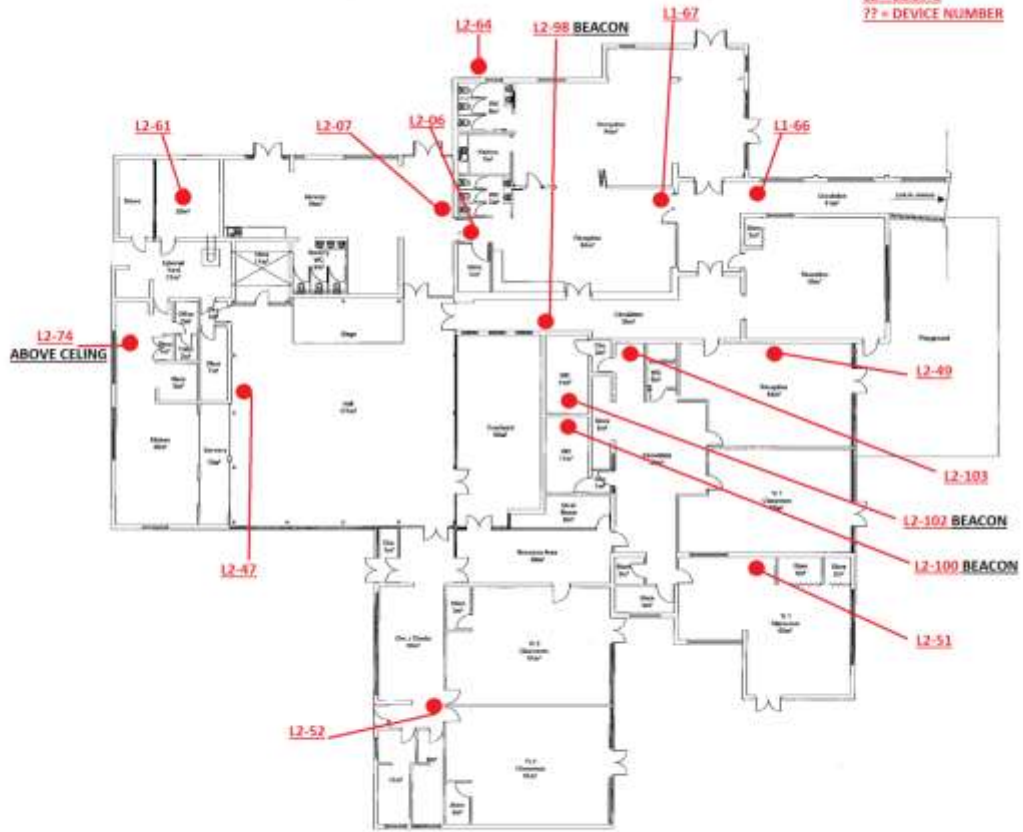
KNOW YOUR FIRE EXTINGUISHERS COLOUR CODES



AS EXISTING FLOOR PLAN - INFANT BUILDING

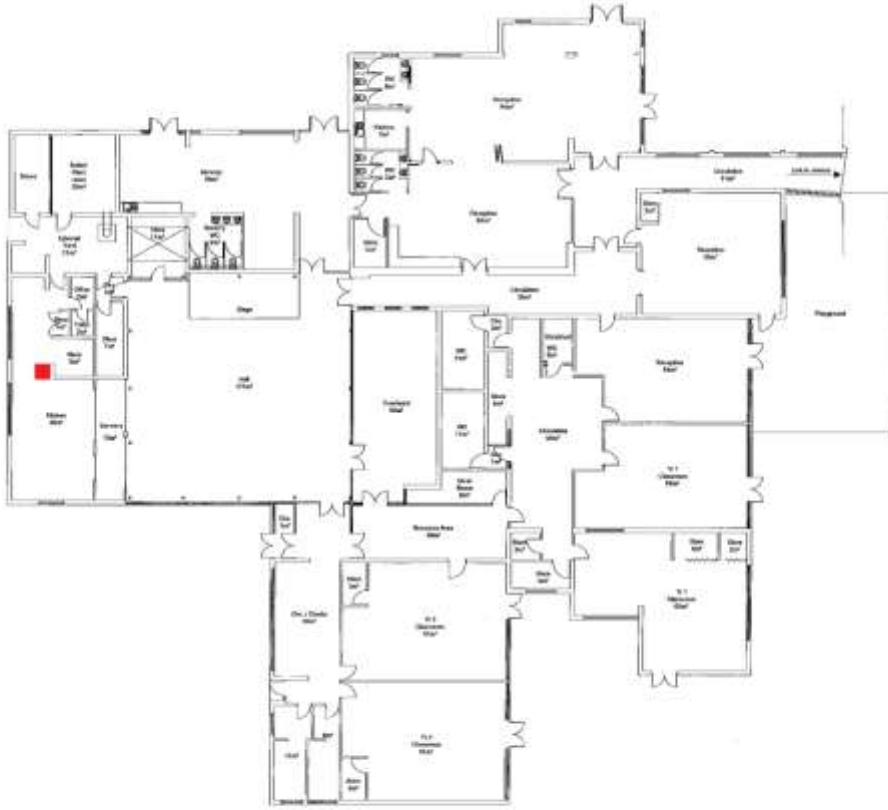
Fire alarm sounder locations

L1 = LOOP 1
L2 = LOOP 2
?? = DEVICE NUMBER



AS EXISTING FLOOR PLAN - INFANT BUILDING

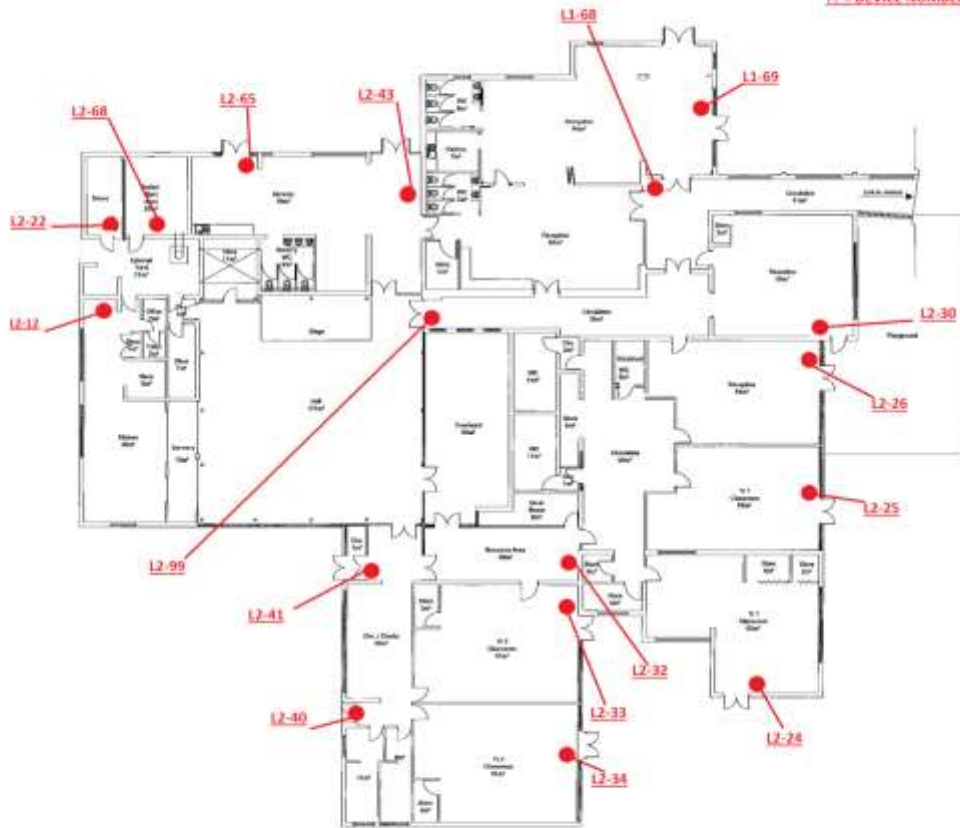
Fire blanket location



AS EXISTING FLOOR PLAN - INFANT BUILDING

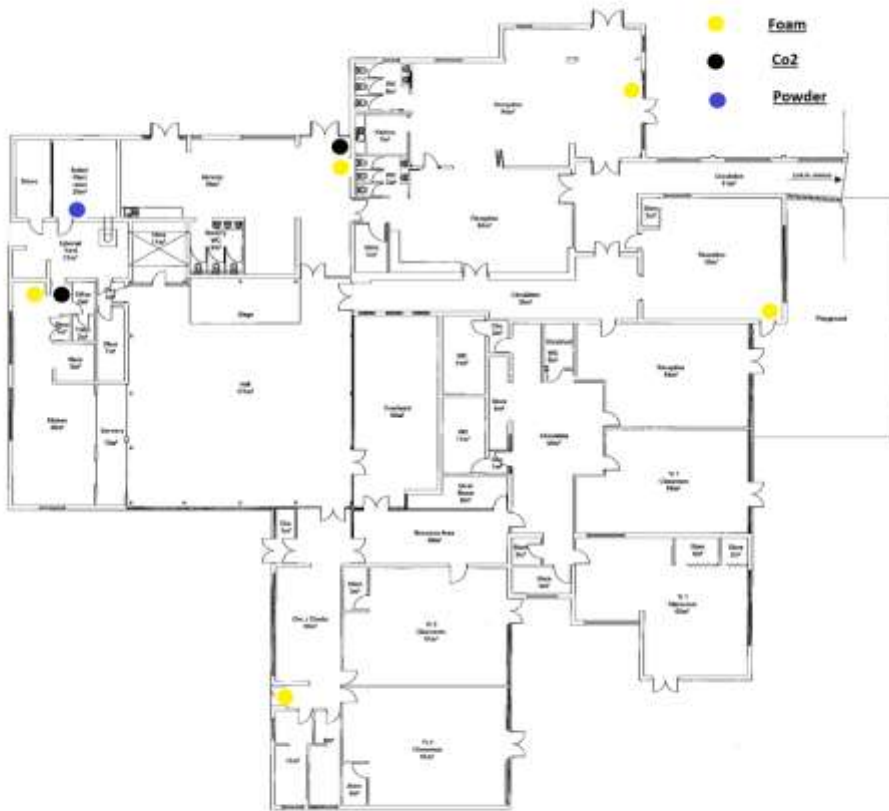
Fire call points

L1 = LOOP 1
L2 = LOOP 2
?? = DEVICE NUMBER



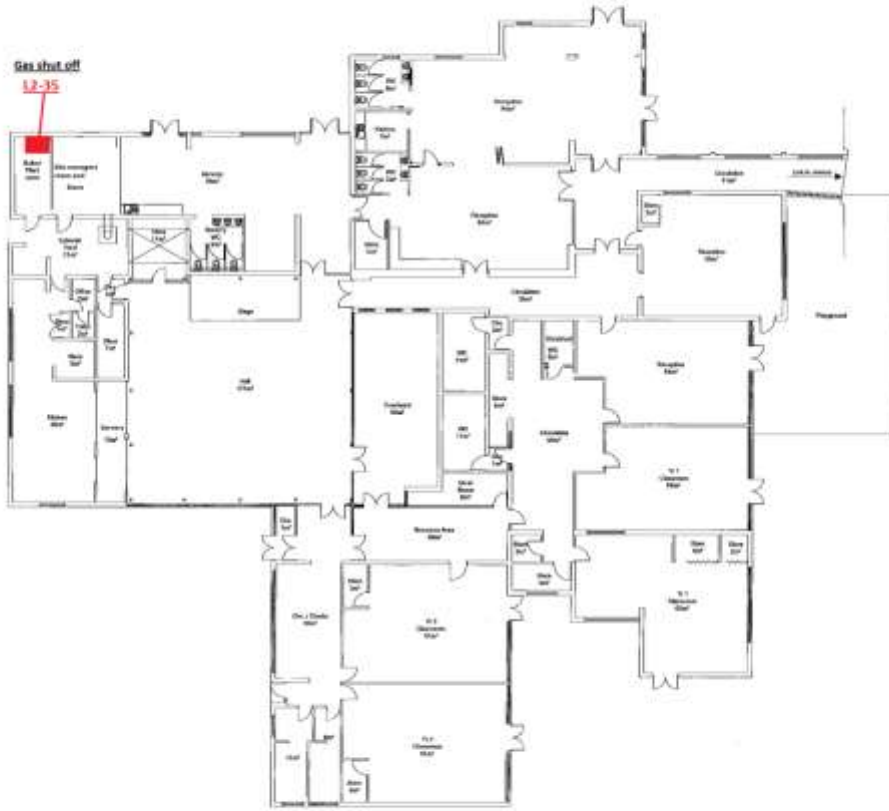
AS EXISTING FLOOR PLAN - INFANT BUILDING

Fire extinguisher locations and type



AS EXISTING FLOOR PLAN - INFANT BUILDING

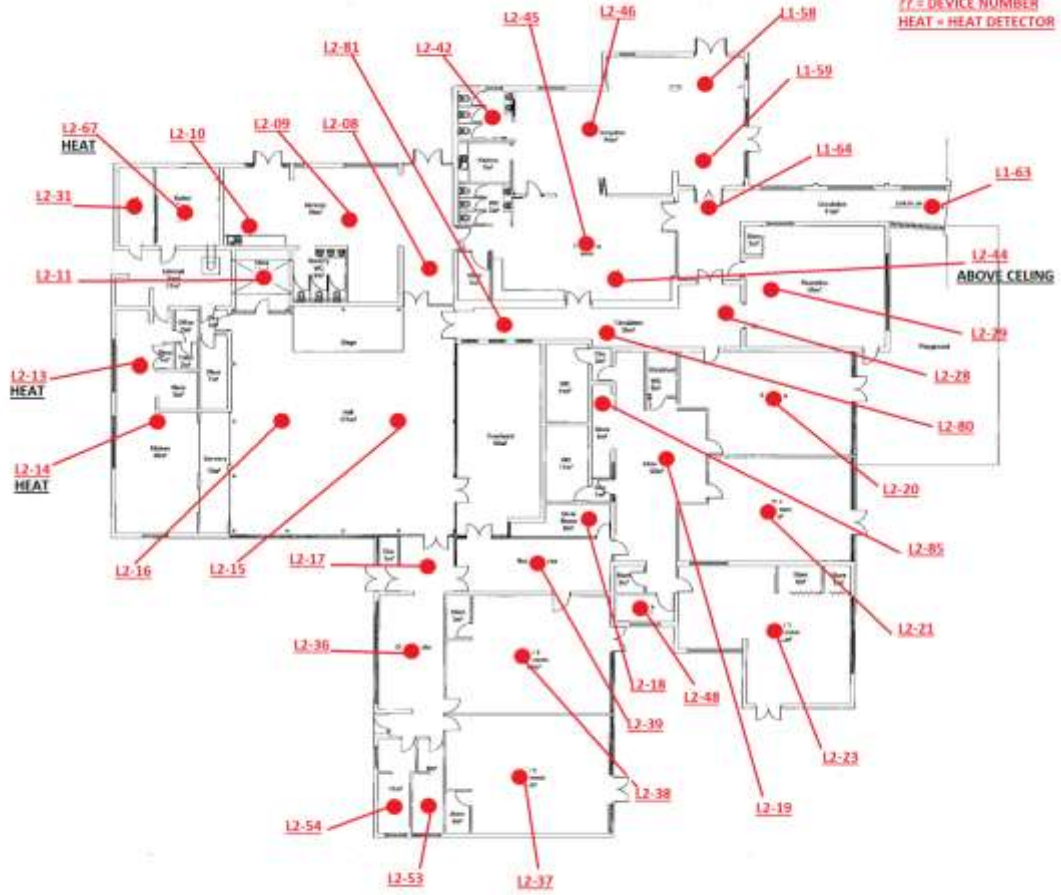
FIRE OPERATED RELAY



AS EXISTING FLOOR PLAN - INFANT BUILDING

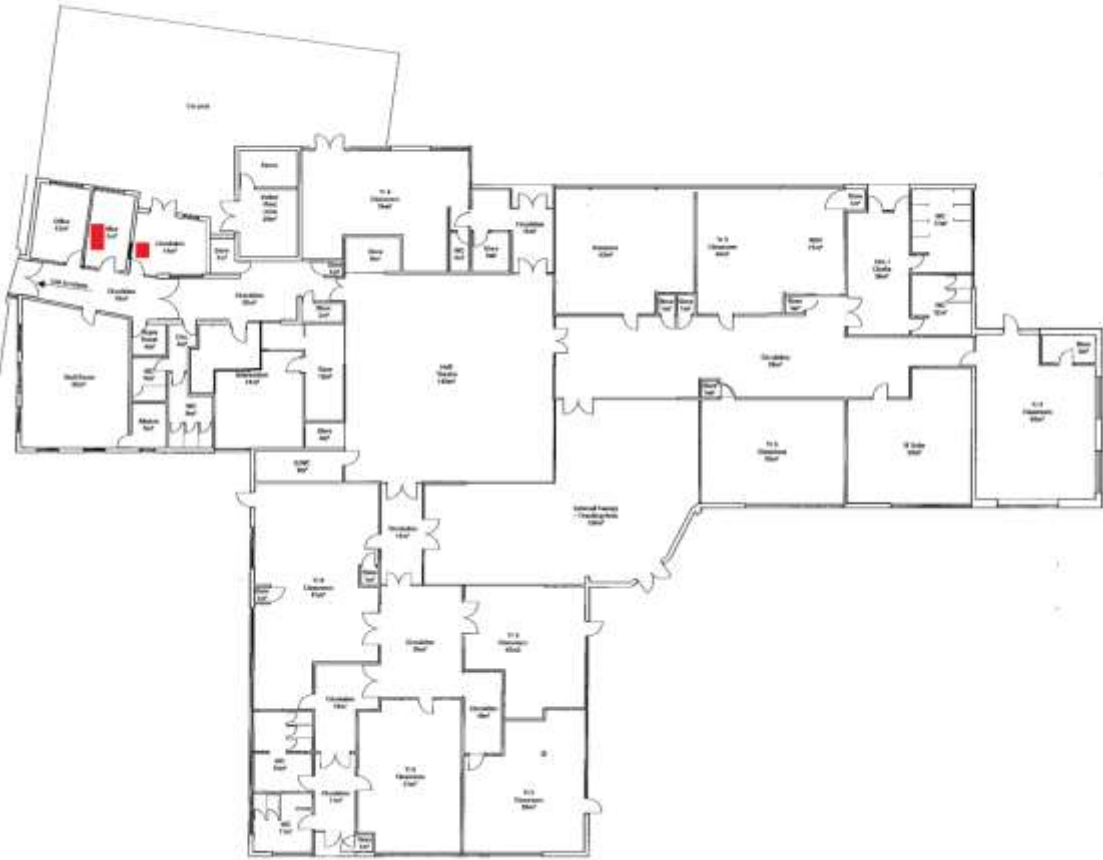
Smoke head locations

L1 = LOOP 1
L2 = LOOP 2
?? = DEVICE NUMBER
HEAT = HEAT DETECTOR



AS EXISTING FLOOR PLAN - JUNIOR BUILDING

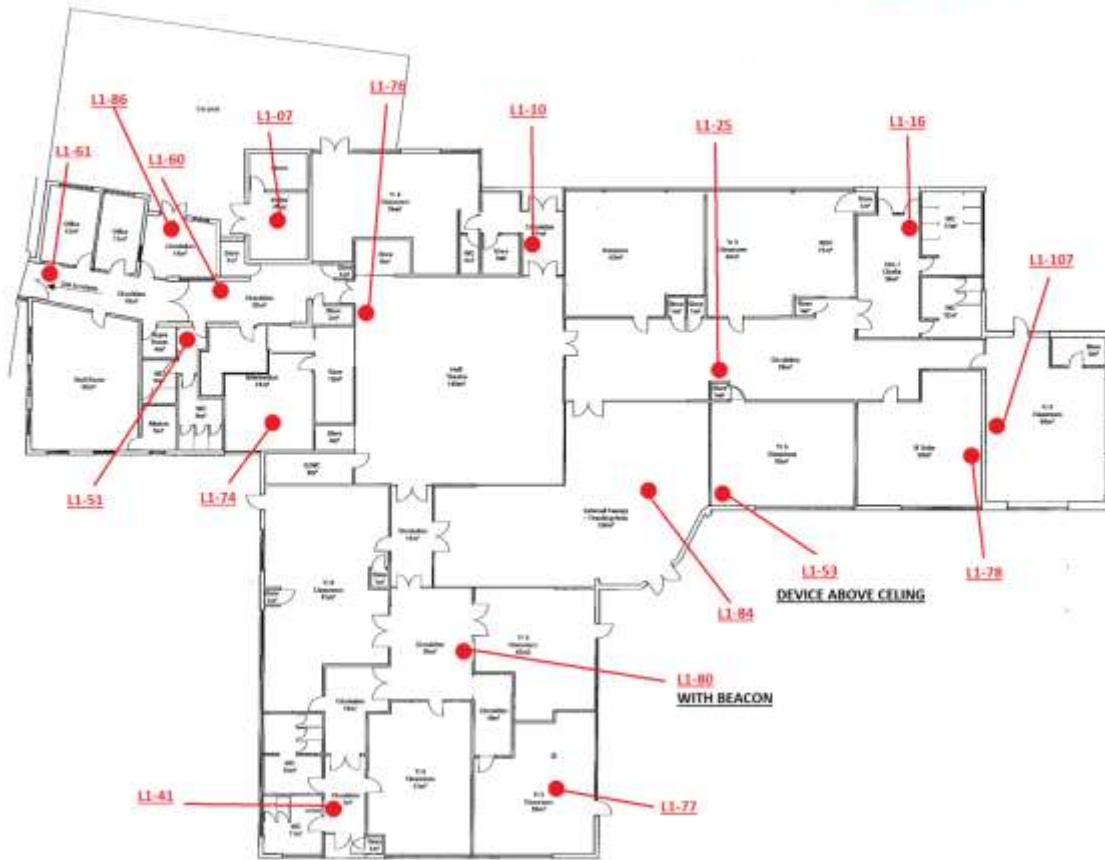
Fire alarm panel's



AS EXISTING FLOOR PLAN - JUNIOR BUILDING

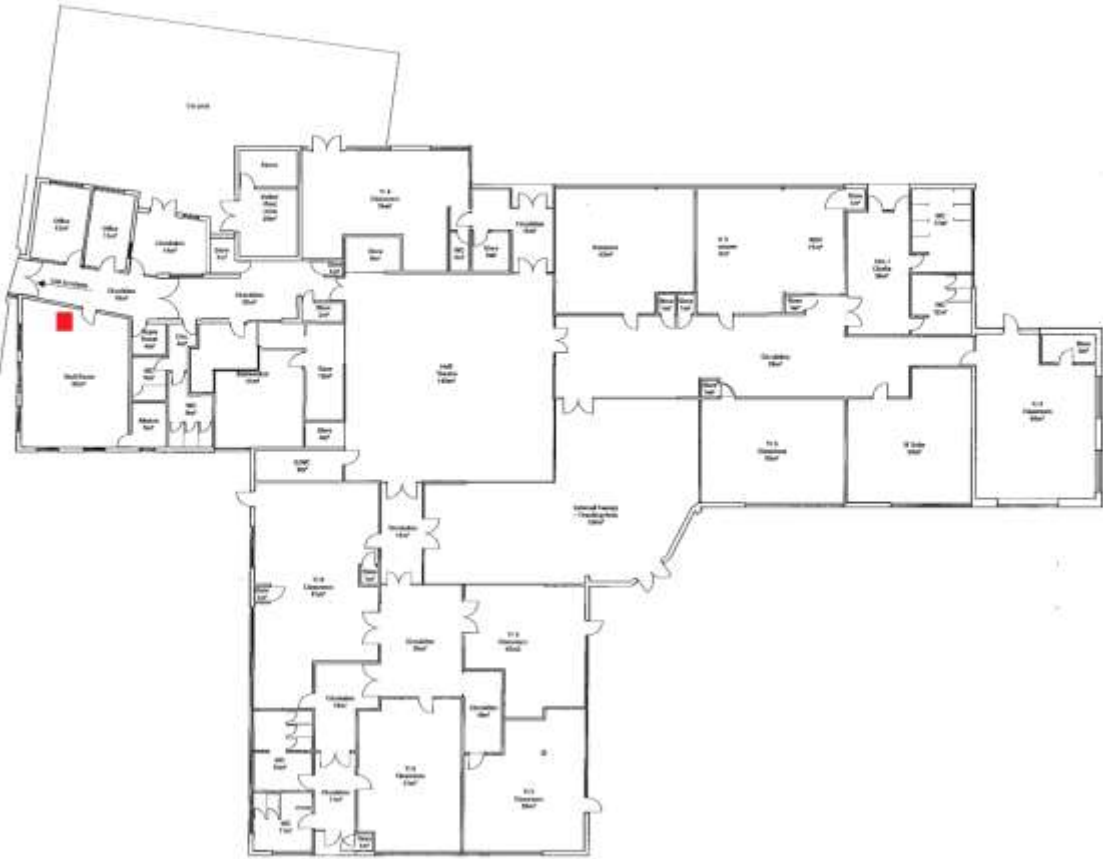
Fire alarm sounder locations

L1 = LOOP NUMBER
?? = DEVICE NUMBER



AS EXISTING FLOOR PLAN - JUNIOR BUILDING

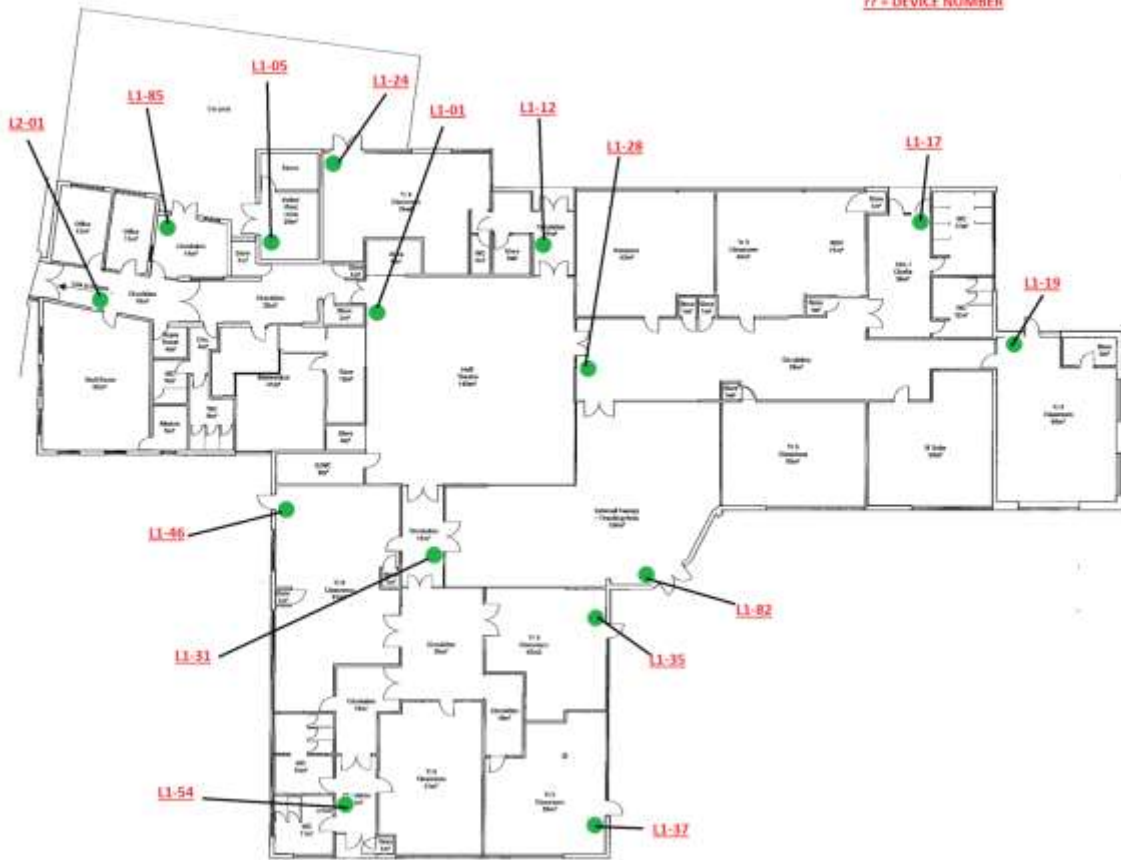
Fire blanket location



AS EXISTING FLOOR PLAN - JUNIOR BUILDING

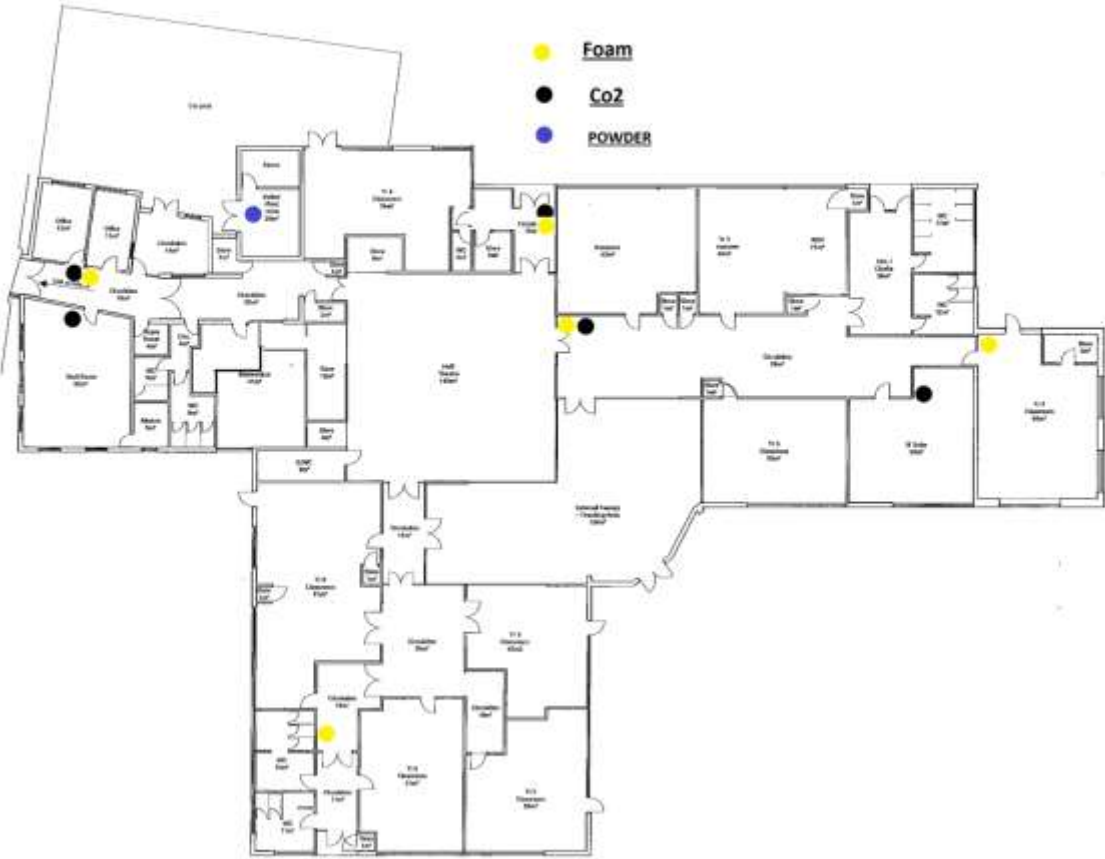
Fire call point locations

L1 = LOOP 1
L2 = LOOP 2
?? = DEVICE NUMBER



AS EXISTING FLOOR PLAN - JUNIOR BUILDING

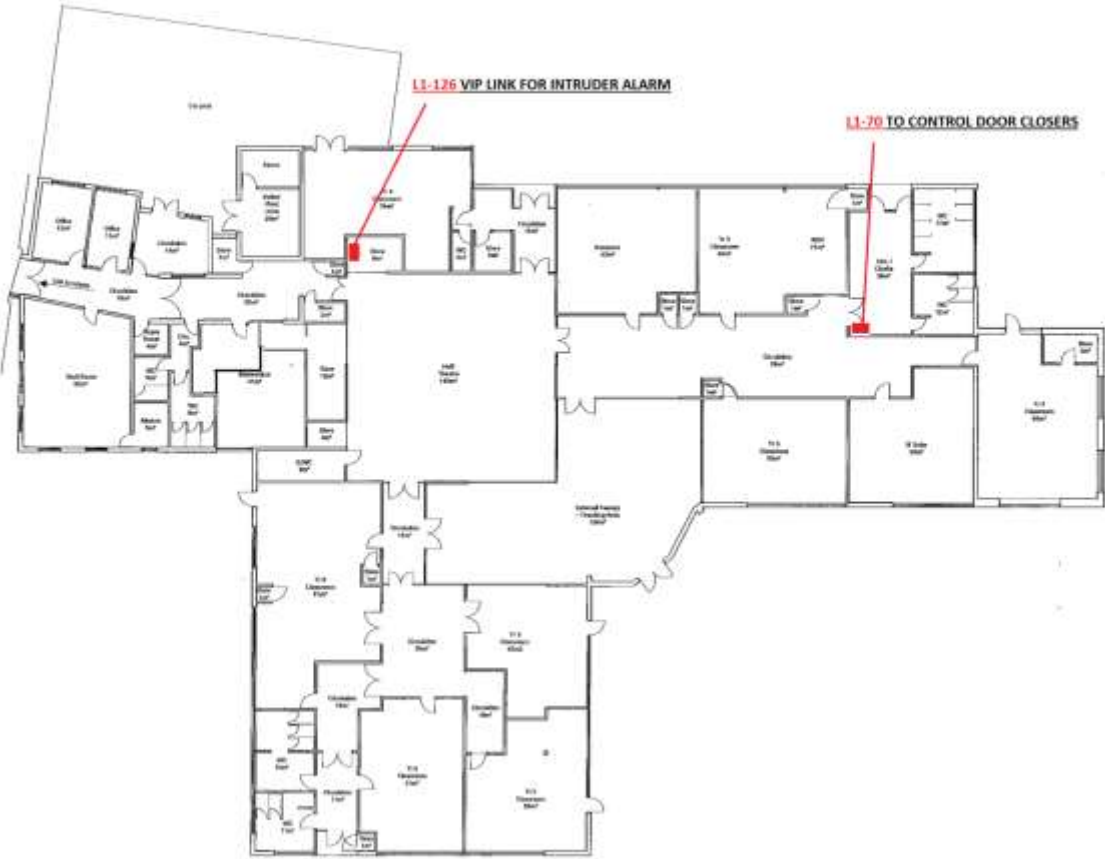
Fire extinguisher locations and type



FIRE OPERATED RELAYS

AS EXISTING FLOOR PLAN - JUNIOR BUILDING

L1 - LOOP NUMBER
77 - DEVICE NUMBER



AS EXISTING FLOOR PLAN - JUNIOR BUILDING

Smoke head locations

L1 = LOOP 1
L2 = LOOP 2
77 = DEVICE NUMBER
HEAT = HEAT DETECTOR

