



St Saviours

Fire and Emergency Procedures

Ratified: Autumn 2025

Next Review: Autumn 2026

Action on discovering a fire

In the event of fire, the first duty of all concerned is to evacuate the building to prevent injury or loss of life. Immediately a fire is discovered or one is reported, the alarm should be raised by activating the alarm via the nearest red alarm call point

On Hearing the alarm

When the fire alarm sounds, teachers should lead their classes in an orderly fashion following the fire escape route displayed in their classrooms and line up in the position outlined in the 'Evacuation Routes' section. Teaching Assistants or other members of staff who are teaching or supervising should help to ensure children are taken straight to the relevant class line into the playground or field in double lines. They should assist the teacher to check the classroom is empty. Other adults working with a class should remain with that class for the duration of the alarm.

Classes or groups in the playground should go straight to their evacuation line in the playground. Staff or pupils with disabilities will have a pre-arranged buddy who will assist and guide them. Should they be upstairs they should not use the lift - see procedure below.

The teachers should call the register to check that all the children are out of the building. **On successful completion of the register, teachers should hold up their register until the Headteacher (or Deputy Head in their absence) gives the signal that all children are accounted for.** The HT/AHT will be responsible for the behaviour and organisation in the playground. Teachers should immediately report any missing children to the Office Manager and HT/AHT.

Evacuation Routes

All classes have fire escape routes displayed which all members of staff should familiarise themselves with and which are practised during termly fire drills. Staff and children should use the fire exit door indicated on this plan to exit and walk into the playground, **led all the way by the teacher without waiting to go in turn.** Classroom doors should be shut as should final exit doors and on exiting the room, the teacher should check no children remain in the classroom.

Teachers Discretion

In the event of fire, or panic blocking an exit, the teacher should decide on the best route to take to the playground. **For this reason it is particularly important that the teacher leads the way.** Fire drills will be planned where an exit route is blocked and adults will lead children in an alternative route to safety. If, for any reason, one of the assembly areas is not deemed safe, staff will lead children to the other assembly area via the playground or street, dependent on which route is safe.

BOMB ALERTS/Site Evacuation

- Evacuate the school as for a fire.
- If instructed to evacuate the site, staff should lead their class out of school via the main gate around to the car park at St Saviour's Church where the children will be assembled in class groups
- If a suspected bomb is at the north end of the school, teachers will be instructed to escort their class to the car park at St Saviour's Church via Verulam Avenue and Markhouse Road. - Bomb alerts may be made by word of mouth, telephone, receipt of a suspicious parcel, or discovery of an unattended bag.
- The HT (or AHT in case of absence) must be informed at once. A decision will be made as to the seriousness of the threat or risk.
- In the event of a telephoned alert, the receiver of the call should obtain as much information as possible from the caller, especially as to the location of the device, and its appearance, as this information will be required by management and the Police.
- If a management decision is made to evacuate the building, the fire alarm will only be used if it is clear that staff can be directed away from the suspected location of the device. If this cannot be achieved then the alarm will be raised by a message sent around to all locations of the school.

Call the Police, not the Fire Brigade. Act on instruction of the Police.

Site Services Officer

The SSO will go to the fire alarm control panel and note the location of the fire and investigate if safe to do so. They will report findings to the HT/DHT. They will await the arrival of the fire brigade at the main gate in order that their specialist knowledge of the premise can be put to use. They will have all keys to hand and a plan of the school showing utility shut off points. In their absence a trained fire marshal will carry this out.

NB: In the absence of a SSO, actions will be completed by the headteacher.

On arrival of the Fire Brigade

The HT (or AHT in their absence) will await the arrival of the fire brigade by entrance on Verulam Avenue and liaise with the fire officer in charge. The HT will provide the fire officer with a laminated copy of the plan of the school, which also includes the location of utility cut off points. Copies are kept on display in the HT office and on the notice board outside the school office. The fire brigade will be left to take responsibility for:

- Ensuring the fire is fully out and has not spread
- That all harmful smoke has been cleared
- That the fire alarm is properly reset
- That it is safe for staff and pupils to go back into the building

Lunchtime

The MDAs will line up those children who are outside in the playground in their allocated space on the field or playground. Office staff will bring out registers to the playground and field. Where teachers do not appear to register their class, an MDA will register the class and follow usual procedures.

If children are inside, one MDA will lead children outside via the hall fire exit and onto the field.

Disabled evacuation-upper floors

In the event of a fire, the lift will shut down and should not be used. Stairwells are designed to be fire safe for half an hour. Disabled persons should be supported by a TA to exit the building. The mobile first floor is not accessible by disabled persons.

Kitchen Staff

On hearing the alarm or being informed of a fire, staff should switch off all equipment. Fire shutters should close automatically, but this should be checked before exiting. They should evacuate via the rear fire exit and assemble on the paved area in front of the school.

Actions by staff

Office manager -telephone the Fire Brigade (do not rely on automatic calling system linked to the fire alarm).

Baby unit deputy manager-take registers to assembly point.

Admin team (Kerry Kinsella)- take all registers for classes assembling on the field (Y1x2, Y2x2, Y4x2, Y5x2) plus the visitors and staff signing in book.

Admin Team (Tracey Hoare)-take all registers for classes assembling on the playground (PreSchool, YR2, Y3x2, Y6x2).

Teachers-complete a roll call and put their hand in the air once done. Office manager, office administrator, apprentice-each person put one arm in the air when all the teachers in their assembly point have one of their arms in the air. Then, ensure that staff and known visitors to the school are accounted for.

Fire Marshals

Fire Marshal training will be maintained so that the Head of School (James Pawley), Assistant Headteachers (Sheldon Philips, Samuel Cooke and Harriet Hadley) are trained. Additional fire marshals are trained in order to deputise as appropriate in case of the absence of members of staff: Elisma Morris, Kerry Bullock, Tracey Hoare and Kerry Kinsella.

FIRE FIGHTING EQUIPMENT-

For health and safety reasons, firefighting is best left to the professionals. -The fire brigade has an attendance time of approximately five minutes and do not charge.

-Breathing in smoke will almost certainly affect health – possibly for a long time. It is advised that only trained fire marshals should use fire extinguishers

Room	Door	Evacuation Space
Reception Martin Luther King	Classroom fire exit	Playground
Reception Helen Keller	Classroom fire exit	Playground
Year 1 Jane Goodhall	Classroom fire exit	Field
Year 1 Amelia Earhart	Classroom fire exit	Field
Year 2 David Attenborough	Classroom fire exit	Field
Year 2 Emmeline Pankhurst	Classroom fire exit	Field
Year 3 Albert Einstein	Classroom fire exit	Playground
Year 3 Rosa Parks	West fire exit door	Playground
Year 4 Maya Angelou	West fire exit door	Playground
Year 4 Nicholas Copernicus	West fire exit door	Playground
Year 5 Stephen Hawking	East Fire exit door	Field
Year 5 Marie Curie	East fire exit door	Field
Year 6 Stevie Wonder	Classroom fire exit	Playground
Year 6 Anne Frank	Classroom fire exit	Playground
The Cube downstairs	Classroom fire exit	Playground

Computing Suite	East Fire exit door	Field
Library	East Fire exit door	Field
Hall	Hall fire exit	Playground
Preschool	Classroom fire exit	Playground
Babies	Main entrance	By the buggy park at front of school
Toddlers	Main entrance	By the buggy park at front of school
Forest School	Classroom fire exit	Field

Fire Marshalls 2024

Name	Sweep area
James Pawley	Whole school
Upstairs	
Sheldon Phillips	Year 5 Stephen Hawking, Year 5 Marie Curie, Year 4 Maya Angelou, Year 4 Nicholas Copernicus, Year 3 Rosa Parks
Downstairs	
Kerry Bullock	Year 1 Jane Goodhall, Y1 Amelia Earhart, Year 2 David Attenborough, Year 2 Emmeline Pankhurst, Year 3 Albert Einstein
Early Years	
Kerry Kinsella	Reception Martin Luther King, Reception Helen Keller
Portakabin	
Sam Cooke	Year 6 Anne Frank, Year 6 Stevie Wonder,
Nursery	
Dawn Hodge	Preschool, Toddlers, Babies
Additional Fire Marshalls	
Elisma Morris	Tracey Hoare
	Harriet Hadley

St. Saviour's biblical vision is Romans 12 vs 2: 'Let God transform you into a new person by changing the way you think.'

We are committed to inspirational Learning for the children of the 21st century embedded with Christian Values