



St Saviours

Fire and Emergency Procedures

Ratified: Autumn 2025

Next Review: Autumn

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, depending on which route is safe.

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 there is 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.
- If a suspected bomb is at the South end of the school (main gate), teachers will be instructed to escort their classes to the very back of the playing field (on the far side of the pond).
- ● 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.

Site Services Officer

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- 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

Actions by staff

Staff	Name	Actions
Office Manager	Tracey O'Connell	Telephone the Fire Brigade * Do not rely on automatic calling system linked to the fire alarm* Take all registers for classes that assemble on the playground. (PS, YR, Y3 & Y6)
Baby Unit Manager	Yasmin Ross	Take registers to the assembly point.
Admin Assistant	Kerry Kinsella	Take all registers for classes that assemble on the field. (Y1, Y2, Y4 & Y5) & Visitors/Staff Signing In Register
Teachers		Complete a roll call and put their hand in the air once done. Admin Assistant to put her hand in the air when all staff/visitors are accounted for.
Headteacher	Amir Lemouchi	Check that roll call from Teachers & Admin Assistant has been completed. Liaise with staff/ SSO and fire brigade.

Fire Marshals Fire marshal training will be maintained so that the Headteacher, SLT Team (Luma Abdulla, Julie Tolliday and Samuel Cooke) 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 & Kerry Kinsella.

Room Fire Evacuation Locations

Room	Exit Door	Assembly Point
Reception Luther King	Classroom Fire Exit	Playground
Reception Keller	Classroom Fire Exit	Playground
Year 1 Goodall	Classroom Fire Exit	Field
Year 1 Earhart	Classroom Fire Exit	Field
Year 2 Attenborough	Classroom Fire Exit	Field
Year 2 Pankhurst	Classroom Fire Exit	Field

Year 3 Einstein	Classroom Fire Exit	Front of School Gates
Year 3 Parks	East Stairwell Exit	Field
Year 4 Angelou	East Stairwell Exit	Playground
Year 4 Copernicus	East Stairwell Exit	Playground
Year 5 Hawking	East Stairwell Exit	Playground
Year 5 Curie	East Stairwell Exit	Playground
Year 6 Wonder	External Cube Stairwell	Playground
Year 6 Frank	External Cube Stairwell	Playground
ICT Room	West Stairwell Exit	Field
Library Stream	West Stairwell Exit	Field
Hall	Hall Fire Exit	Playground
Preschool	Classroom Fire Exit	Playground
Babies	Main Entrance	Buggy Park
Toddlers	Classroom Fire Exit	Buggy Park
Forest School	Classroom Fire Exit	Field
Staff Room	Main Entrance/Exit	Front of School Gates
Medical Room	Reception Exit	Playground
Kitchen	Kitchen Fire Exit	Front of School Gates
SEN Office	West Stairwell Exit	Field
SLT Office (1st Floor)	East Stairwell Exit	Playground

Fire Marshalls

Name	Sweep Area
Headteacher (Amir Lemouchi)	Whole School
Julie Tolliday	Upstairs • Y5 Stephen Hawking • Y5 Marie Curie • Y4 Maya Angelou • Y4 Nicholas Copernicus

	• Y3 Rosa Parks • Toilets
Jackie Alphonse /Andi Daly	Downstairs • Y1 Jane Goodall • Y1 Amelia Earhart • Y2 David Attenborough • Y2 Emmeline Pankhurst • Y3 Albert Einstein • Toilets
Cherry Boyce	Early Years • Reception MLK • Reception Helen Keller • Reception Toilets
Sam Cooke	The Cube • Y6 Anne Frank • Y6 Stevie Wonder • Toilets
Dawn Hodge	Nursery • Todds • Preschool • Toilets
Yasmin Ross	Baby Unit • Baby Room 1 • Baby Room 2 • Toilets • Kitchen
Additional Fire Marshalls	
Elisma Morris	
Tracey Hoare	
Kerry Kinsella	

