

# IN CASE OF FIRE or FIRE ALARM

## Procedure to exit from School Building COVID-19 PARTIAL REOPENING JUNE 2020

Room/Pack	Staff	Exit route to muster point and other instructions
Dandelions – Blue Pack (FS1)	Libby and Joe	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Dandelions – Yellow Pack (FS1)	Sarah, Helen, Sharon	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Dandelions – Red Pack (FS1)	Jess, Amanda, Shelley	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Dandelions Office	Julie	Sweep Dandelions then use classroom fire exit to tennis courts. Liaise with Headteacher.
Reception – Purple Pack (FS2)	Jodi and Mel	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Elm – Orange Pack (FS2)	Becky and Lisa	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Fir – Silver Pack (Y1/2)	Wendy/Ian and Sam	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Oak – Blue Pack (Y1/2)	Marcelle and Steph	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Beech/Cedar – Bronze Pack (PCP)	Christine/Helen and Mel/Charlotte	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Willow – Yellow Pack (Y6)	Tiani and Lynda	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Sycamore – Red Pack (Y6)	Alice and Hanni	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
Big Cook, Little Cook – Any Pack	Any Pack Adults	Classroom fire exit to tennis courts. Account for pupil numbers to Headteacher.
KS2 cosy area - interventions	Possible: Avi, Karen, Kirsten, Polly, Jamie-Lea	KS2 corridor fire exit to tennis courts. Account for pupil numbers to Headteacher.
Hall – Interventions - Any	Possible: Avi, Karen, Kirsten, Polly	Hall Fire exit then proceed along path past a/s club to green space across college road (caution). Account for pupil numbers with office team member.
Before and After School - PCP	Jules	A/S fire exit then proceed along path to green space across college road (caution). Account for pupil numbers with office team member.
Kitchen	Lisa/Charlotte	Kitchen fire exit then proceed along path to green space across college road (caution). Liaise with office team member.
Office	Dawn E/Dawn R/ Cress	Sweep upper floor removing door jams, collecting two-way radio, visitors' book, mobile phone and exit via front entrance. Prevent visitors from entering building. Call emergency services as necessary. Liaise with HT regarding pupil/staff numbers and possible re-entry to building.
HT's office	James	Collect mobile phone, two-way radio then sweep KS2/KS1 corridor, classrooms and toilets, removing door jams. Liaise with pack teachers and office team member via two-way radio. Look for visible signs of fire before re-entry to building to ascertain location of possible fire at alarm box and additional sweep of all areas. If no fire is evident, consider disabling fire alarm and allowing for re-entry to building or phone emergency services as appropriate.

Various locations – lunchtime supervision	Charlotte/Lisa/Holly	Exit via nearest available fire exit and muster at tennis courts or green space across college road (caution). Liaise with headteacher.
Various locations – cleaning team	Lexie, Tabitha, Uma, Sangita, Mel	Exit via nearest available fire exit and muster at tennis courts or green space across college road (caution).
Various locations – site manager	Rich	If present, assume main sweeper role and site safety authority prior to re-entry/disabling alarm or notifying emergency services.

When exiting the building, all children and staff to do so quietly and purposefully, without the need for social distancing. When safely at muster points, all children and staff to observe social distancing of 2m where possible. Where adults are working with children, it is their responsibility to ensure that all children exit the building safely and purposefully via the route mentioned above, closing doors behind them to slow the spread of a possible fire.