

St. Luke's C.E. Primary **School**

Fire Safety Plan

Please read and sign the back page upon arrival

St. Luke's Evacuation Plan

December 2016

In case of a Fire Evacuation

During teaching time:

- Nursery will exit through classroom fire doors and congregate on the Junior field.
- Reception will exit through classroom fire doors and congregate on Junior field.
- Year 1 will exit through classroom fire door and congregate at the bottom of the KS1 playground.
- Year 2 will exit through classroom fire doors and congregate on Junior field.
- Year 3 will exit through classroom fire doors and congregate on Junior field.
- Year 4 will exit through classroom fire doors and congregate on Junior field.
- Year 5 will exit through classroom fire doors and congregate on Junior field.
- Year 6 will exit through classroom fire doors and congregate on Junior field.
- Bungalow users will exit through the front door and congregate in KS1 playground.
- Hall - If in hall, exit through hall fire doors (2 Sets) and congregate in KS1 playground.
- ICT Suite KS1 - Users will exit via Year 1 classroom and congregate on KS1 playground.
- ICT Suite KS2 - Users will exit via fire door and congregate on KS2 playground. Where appropriate pupils and staff will return to own classes.

Shared Areas

- KS2 Building - All working in resource rooms, shared areas and hall in new building are to exit by the nearest fire door and congregate on KS2 playground.
- KS1 Building - All working in intervention rooms and shared areas are to exit through the nearest fire door and congregate on KS1 playground.

Senior Management Team

- CN to manage KS1 playground.
- Deputy Head to manage the KS2 playground.
- Head Teacher and Fire Marshall to move around all areas to ensure everybody is out.

Office Staff

- Office staff to evacuate through main entrance doors with registers.
- NMc to take registers to KS1 playground
- TT to take registers to KS2 playground.

Kitchen staff

- Kitchen staff to exit via back door and congregate in the car park.

Car park

- IS to stand in car park to prevent visitors entering the building.

Main Entrance

- NM to stand near main entrance gate to prevent visitors/parents entering the building.

Fire plan during lunchtime

- Children in main hall, Lunchtime organisers (LO's) to line up pupils and evacuate via the rear hall doors and congregate on KS2 playground. Alternate route to exit via the main entrance doors and make way to KS2 playground.

- Children in KS2 hall to exit via the fire doors and line up in class lines in KS2 playground. Alternative route, children to exit via KS2 building, main entrance and to side path to KS2 playground.
- Children on KS1 playground, LO's to blow whistle and line children up in their class lines and await further instruction.
- Children in KS2 playground, LO's to line children up in class lines and await further instruction.
- Lunchtime organisers to check toilets and exit via nearest exit.
- All staff in building to exit via nearest exit and join classes for supervision.
- Office staff to bring out class registers.

TT - KS2 playground.

NMc - KS1 playground.

- Staff to inform office if they are leaving the building during lunchtime.
- Kitchen staff to exit kitchen and congregate in the car park outside the bungalow.
- CN to manage KS1 playground.
- JS to manage KS2 playground
- Head Teacher and Fire Marshall to move around all areas to ensure everybody is out.

After School Clubs and Lates

- All staff and children to follow the 'during teaching time' fire plan procedures for each area.

Visitors

- All visitors to read and sign a copy of the fire plan.
- In the event of an evacuation, visitors must leave building via the nearest exit and adhere to the fire plan procedures.

Key Staff

Name	Role
Saeeda Ishaq	Head Teacher/SLT
Jayne Stoba	Deputy Head Teacher/SLT
Catherine Nickeas	Assessment Coordinator/SLT
Catherine Williams	EYFS Coordinator
Joan Holt	Chair of Governors
Bernard Spedding	Site Manager
Joanne Selby-Shore	Fire Marshall
Thamina Tanvir	Administrator
Nicola McLoughlin	Secretary
Karen Kelly	Senior Lunchtime Organiser

ADT - Manage and check fire alarm

To de-activate fire alarm, access box in reception, in front of main office.

Practise Fire Drill each month.

Monthly Practise Fire Drill - See diary - Fire Marshall/SMT

Weekly Alarm Test - Friday 7:30am by Site Manager - See log

