



# **Fire Emergency Plan**

**All staff, children and visitors to the school should be made aware of what to do in the case of a Fire. The Front Desk will show visitors a copy of the plan when they sign in.**

## **ACTION ON DISCOVERING A FIRE**

**Any member of staff who discovers a fire should activate the fire alarm by lifting the plastic flap and pressing the dot on the manual Call Point. Staff should make themselves aware of where the Call Points are in the building.**

## **CALLING THE FIRE BRIGADE**

**The Office Staff will phone the Fire Brigade on 999 and direct them to 65 Worship Street, London EC2A 2DU.**

## **EVACUATION PROCEDURES**

- **When the fire alarm sounds, all children line up with their teachers. Teachers perform a headcount before walking the children in silence (using the nearest Fire Exit) to the Assembly Point. The main Assembly Point is on the Astro turf. If the Astro turf is not safe, the children will be taken by their teachers to the second Assembly Point in Mark Street Gardens. (See Map). The Fire Marshal will direct events as they unfold.**
- **When evacuating the building, all staff must close the doors behind them and take their completed class register with them to the Assembly Point. Appointed 'sweepers' are to check the relevant areas.**

- **The Office Staff don their high viz jackets, take the Staff Sign-in Board and the Visitors' Book and help with crossing the roads (See map for office staff road crossing points).**
- **The Fire Marshal is to don the Fire Marshal jacket, collect the Emergency Bag (situated in the First Aid Room) and head swiftly to the Assembly Point. In her absence, the Deputy Fire Marshal will do so.**
- **The Caretaker will remain at the front of the building on the pavement to wait for the Fire Brigade to arrive. In his absence, the Deputy Head, Academic will do so and Y5 will go to the Assembly Point with Year 6.**
- **If a child appears to be missing when the headcount is done, then this must be reported to the Fire Marshal as a matter of urgency. The Fire Marshal will inform staff via the walkie talkies and a search will be carried out by the available staff, if it is deemed safe to do so.**
- **Once the Fire Brigade/Fire Marshal has confirmed that it is safe to return to the Building, all children need to be escorted safely back to the school.**

## **Fire Emergency Plan Staff**

**Teaching Staff to check their own area and shut doors as they exit.**

**Basement/Dining Room: Chef, Ground Floor WC: Nursery TA. 1<sup>st</sup> Floor WC:**

**Y1 TA. 2<sup>nd</sup> Floor WC: Year 2 TA. Hall and Staff Room – Caretaker. 3<sup>rd</sup> Floor**

**WC: Y3 Teacher. Yoga and Art Room: Teachers using room. In case of staff absence, staff will be extra vigilant and will cover for them.**

**The Fire Marshal at The Lyceum School is the Headmistress and the Deputy Fire Marshal is the Deputy Head, Pastoral. Their responsibilities are to oversee the fire drills and record the drills in the fire log.**

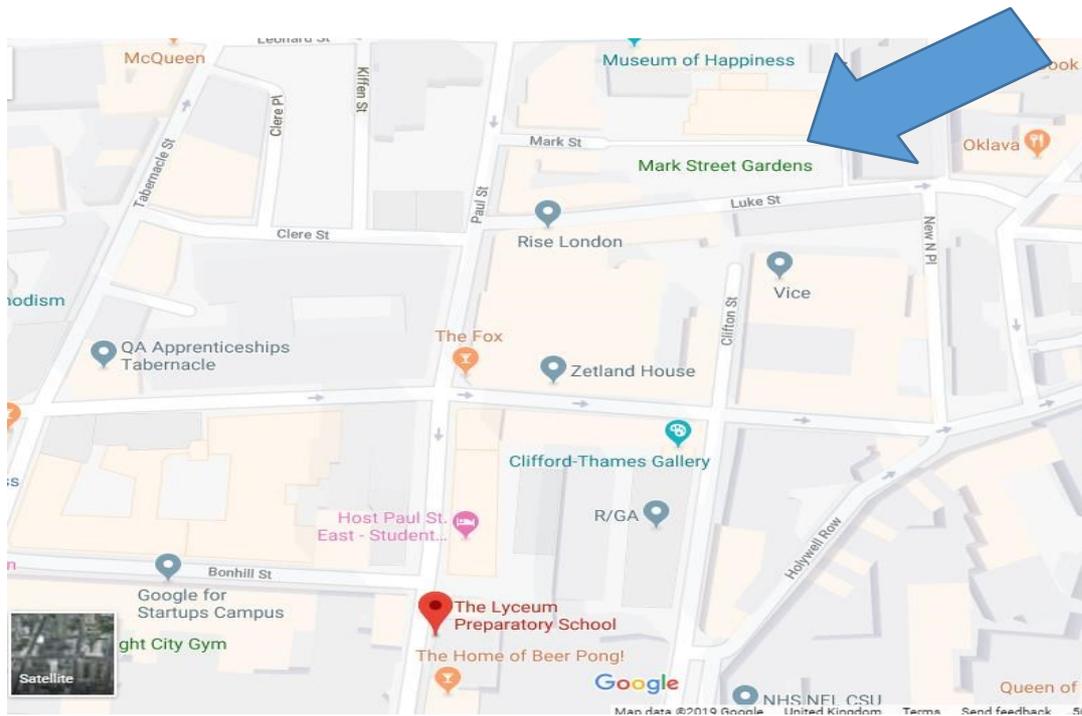


Figure 1

**Turn Right out of the building and turn right again onto Paul Street. Walk up Paul Street and turn right on to Mark Street. Walk down Mark Street until you reach the gardens.**