

## **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.

**CALLING THE FIRE BRIGADE** - The Office team will phone the Fire Brigade on **999** and direct them to **65 Worship Street, London. EC2A 2DU**.

## **EVACUATION PROCEDURES FOR WORSHIP STREET AND CLIFTON STREET**

- When the fire alarm sounds, all children should 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 Astroturf. The Fire Marshal will direct events as they unfold using the walkie talkies on channel 4.
- When evacuating, all staff must close the doors behind them and take their completed class list with them to the Assembly Point. Appointed 'sweepers' are to check areas.
- 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. A list of staff and visitor sign-ins are available on fire marshal devices.
- The Receptionist will remain at the front of the building on the pavement to wait for the Fire Brigade to arrive. In her absence, the Registrar will do so.
- If a child appears to be missing when the headcount is done, then this must be reported to the Fire Marshal. 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 into the school.

## **STAFF PLAN (WORSHIP STREET)**

Teaching Staff to check their own area and shut doors as they exit along with:

- Basement/Dining Room: Chef, Head of Music & Ground Floor WC: Reception TA
- 1st Floor WC: Admin team, Hall/Staff Room – Registrar. 2nd Floor: TA
- 3rd Floor WC: TA Yoga and Art Room: Teachers using room & admin staff.
- In case of staff absence, staff will be extra vigilant and will cover for them.

**RESPONSIBILITIES** - The Fire Marshal is the Bursar, and the Deputy Fire Marshal is the **Headmaster**. In their absence, the Assistant Heads will take charge of the situation. The Bursar is responsible for overseeing fire drills and recording the drills in the fire log.

## **WORSHIP SQUARE ON CLIFTON STREET (ALTERNATIVE FIRE LOCATION)**

If the Astroturf is not safe, the children will be taken by their teachers to the **second Assembly Point on Clifton Street. (Left and left again).**