



## **12b. Fire Procedures Policy**

**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.**

### **Covid 19 amendments**

**Each class needs to socially distance when waiting at the Muster Point and make use of the nearest Fire Exit but avoiding contact with other groups. Common sense will be used to decide which exit to use.**

### **ACTION ON DISCOVERING A FIRE**

Any member of staff who discovers a fire should activate the nearest 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 in their bubble, keeping a safe distance from the other classes. 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. If the Astroturf is not safe, the children will be taken by their teachers to the second Assembly Point on Clifton St. Turn Left out of the building and Clifton Street is the next road on the left.
- The Fire Marshal will direct events as they unfold.
- When evacuating the building, all staff must close the doors behind them, if safe to do so, and take their completed class register with them to the Assembly Point. Teachers should don their high viz jacket. Appointed 'sweepers' are to check the relevant areas.
- One member of the office team will take the Staff Sign-in Board and the Visitors' Book.
- 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.

- 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.**

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



Turn left out of the building and turn left again onto Clifton Street. Pupils will line up in socially distanced classes with their year group teaching team. All other staff and/or visitors will gather at the front of the square. A role call will be taken.