12c. 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, this must be reported to the Fire Marshal.
- 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)

- Basement/Dining Room: Chef, Head of Music & Ground Floor WC: Rec & Y6 TA's
- 1st Floor WC: Admin team, Hall/Staff Room: Registrar. 2nd Floor: TA's
- 3rd Floor WC: Admin team & TA's. Office and Art Room: Admin team.
- 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).

Updated: September 2026 by NW

Next review: August 2027