



St Gregory's Catholic Primary School

Procedure in the Event of Fire



The first warning is the continuous ringing of the Fire Bell.

The Staff's first priority is to get all the children out of the building as safely and as quickly as possible. There must be no running or pushing.

Staff should normally observe the following procedure when the Fire Bell rings. In the event of a fire affecting the normal evacuation route in a particular part of the building then Staff will have to work out the safest exit for the children in their care at that particular time. Do not stop to pick up belongings.

Year N Exit through the Nursery entrance doors and go to the large playground. Teacher must check the toilets and the cloakroom.

Year R Exit through the Reception entrance doors and go to the large playground. Teacher must check the toilet and cloakroom on the way out.

Year 1 Exit through fire door in classroom straight into the large playground. Members of staff must check toilet and cloakroom on the way out.

Year 2 Exit through fire door in classroom straight into large playground. Members of staff must check toilet and KS1 Library on the way out.

KS1. Library. Exit into corridor, through KS1 toilets and through fire doors into large playground.

KS1. Toilets. Exit KS1 toilets and through fire doors into large playground.

Music Room/PPA Room Exit into corridor, through KS1 toilets and through fire doors into large playground.

Year 3 Exit through Fire Doors in classroom following footpath round past the offices straight into the large playground. Staff must check the Yr 3 & Yr 4 toilets on the way out.

Year 4 Exit through Fire Doors in the Meeting Room, down steps into small playground past Nursery into the large playground. Staff must check the Yr 3 & Yr 4 toilets on the way out.

Meeting Room Exit through Fire Doors in the Meeting Room, down steps into small playground past Nursery into the large playground.

Year 5 Exit down main stairs and through double door. Children should then walk round the outside of the building past the Nursery and into large playground.

Helping Hands Room Exit through fire doors and down Fire escape. Children should then walk down steps into small playground past Nursery into the large playground.

Year 6 Exit through Fire Doors in S.E.N. room. Children should then walk down steps into small playground past Nursery into the large playground. Staff must check the Yr 5 & Yr 6 toilets on the way out.

I.C.T. Suite Exit down stairs and through Fire Doors into small playground, past Nursery and into the large playground.

Children in the Hall Exit through Fire Doors and walk round the building past the Nursery/KS1 and straight into the large playground. Head teacher/ Secretary should check the Hall, Music Studio, Resources Room, Staff toilets and Staff room on the way out.

CHILDREN SHOULD NOT STOP TO TAKE COATS, BAGS OR OTHER BELONGINGS OUT WITH THEM.

All class teachers should bring their Fire Register with them and perform a head count once safely outside. If any child is missing, this must be reported immediately to the Head teacher (or person in charge).

K. Bickley
Head teacher

Reviewed and updated: February 2016