

Fire Alarm Activates

Each keyworker bubble has two members of designated staff. If a staff member is not a trained fire marshal, they can sweep and check an area but MUST NOT attempt to put out a fire.

LB/KC & SLT member in charge go to fire panel to check location of activation

Investigate if safe to do so/ SLT Sweep office area

Call 999 dependent upon findings

Move to school playground, report to VB for advice on numbers/all accounted for.

Admin staff to collect class lists & Inventry log (iPad/Paper version)

Class lists taken to the playground and distributed efficiently

Collect class numbers to ensure all chn are accounted for and tick off present staff on Inventry

Report to LB/KC & SLT to confirm everyone is accounted for

Staff member 1

Check designated area to ensure that all doors and windows are shut.

Move to school playground/ report as present to VB

Staff member 2

Take children to the designated playground, collect register from admin staff and take a head count.

If headcount shows that a child is missing, call names to establish who missing child is.

Report to admin staff to confirm all accounted for or name of anyone

Please note: Never go back in the building!

Target time for evacuation: 3 minutes

Fire Evacuation points

COVID ADDENDUM: Due to the COVID19 restrictions we must attempt to make class lines with a metre distance between classes. In order to minimise contact we aim for any fire practice sessions to take less than 15 minutes in total. In the case of a real alarm, the safety of our children must take precedence over social distancing measures.

