



# **St Margaret's C OF E Primary**

## **School Fire and Emergency**

### **Policy**

**Ratified by:** LGB **Ratified:**  
Autumn 2025 **To be**  
**reviewed:** Annually  
**Next Review:** Autumn 2026

## **St. Margaret's C of E Primary School Fire and Emergency Procedures**

Reviewed: September 2025

Next Review: September

2026

### **Fire Marshall's St Margaret's:**

Sophie Bannon (HT)

Amir Lemouchi

Chris Benedetti

Azalea

Cheddesingh

Linda Hassan

Chloe Pritchard

Lorna Walsh

Jackie Rayner

Toyin Dairo

Gary Callus

Kadeine Lawrence

Georgina Foster

### **Building Checks**

Teachers/Staff should check the rooms they are in as they leave. Office staff should check visitor toilets and staff toilets. The Site Manager will check that the school building is empty. Office staff will complete this in their absence.

### **Action on discovering a fire**

In the event of a fire, the first duty of all concerned is to evacuate the building to prevent injury or loss of life. Immediately, when a fire is discovered the fire alarm should be activated.

### **On hearing the alarm**

When the fire alarm sounds, teachers should lead their classes in an orderly fashion following the fire escape routes displayed in their classrooms and line up in the position outlined in the 'evacuation routes' section. Support staff who are teaching or supervising should help ensure that children are taken straight to the relevant class line and into the playground single file. They should assist the teacher to check that the classroom is empty. Adults should remain with the class that they were working in for the duration of the alarm.

Classes or groups in the playground should go straight to their evacuation line in the playground. Staff or pupils with disabilities will have a pre-arranged buddy who will assist and guide them to the exit route.

The teachers should call the register to check that all of the children are out of the building. On successful completion of the register, teachers will hold up their register until the HT (or SLT in their absence) gives the signal that all of the children are accounted for. The HT will be responsible for the behaviour and organisation in the playground. Teachers should immediately report any missing children to the Office Manager.

Staff must not silence the alarm panel, this must continue to sound until the Fire Brigade arrives.

### **On arrival of the Fire Brigade**

The HT (or DHT in their absence) will await the arrival of the fire brigade together with the Site Manager during duty hours, and liaise with the Fire Officer in charge. A laminated copy of the plan of the school, which also includes the location of utility cut off points, will be given to the Fire Officer. Copies are kept on display in the main school office.

The fire brigade will be left to take responsibility for:

- Ensuring the fire is fully out and has not spread
- That all harmful smoke has been cleared
- That the fire alarm is properly reset
- That it is safe for staff and pupils to go back into the building

### **Kitchen staff**

On hearing a fire alarm or being informed of a fire, staff should switch off all equipment and evacuate via the rear fire exit and assemble on the paved area in front of the school. Fire shutters should close automatically, but this should be checked before exiting.

### **Firefighting equipment**

For health and safety reasons of all concerned, fire fighting is best left to the professionals. The fire brigade has an attendance time of approximately five minutes and does not charge.

Breathing in smoke will almost certainly affect health and possibly for a long time. It is advised that only trained fire marshals should use fire extinguishers.

### **BOMB ALERTS/Site Evacuation**

#### **See Emergency Evacuation Policy**

- Evacuate the school as if there is a fire.
- If instructed to evacuate the site, staff should lead their class out of school via the nearest exit to Northbury School using the shortest route
- Bomb alerts may be made by word of mouth, telephone, receipt of a suspicious parcel, or discovery of an unattended bag
- The HT (or DHT in case of absence) must be informed at once. A decision will be made, as to the seriousness of the threat or risk.
- In the event of a telephone alert, the receiver of the call should obtain as much information as possible from the caller, especially as to the location of the device and its appearance, as this information will be required by management and the Police.
- If a management decision is made to evacuate the building, the fire alarm will only be used if it is clear that staff can be directed away from the suspected location of the device. If this cannot be achieved, then the alarm will be raised by a message sent around to all locations of the school.

**CALL THE POLICE AND NOT THE FIRE BRIGADE. TAKE DIRECTION FROM THE POLICE**

### Evacuation routes

Room	Door	Evacuation space
Reception area	External Door to Front Playground	Front Playground
Year 1 Gary	Exit to Back Playground	Back Playground
Year 1 Kadeine	Exit to Back Playground	Back Playground
Year 2 Georgina	Exit to Back Playground	Back Playground
Year 2 Sean	Exit to Back Playground	Back Playground
Year 3 Yolanda	Exit by Annexe Stairs to Front playground	Front Playground
Year 3 Arber	Exit by Back Stairs to Back Playground	Back Playground
Year 4 Jessica K	Exit by Annexe Stairs to Front playground	Front Playground
Year 4 Toyin	Exit by Annexe Stairs to Front playground	Front Playground
Year 5 Lorna	Exit by Front Stairs to Front Playground	Front Playground
Year 5 Alan	Exit by Front Stairs to Front Playground	Front Playground
Year 6 Lannahn	Exit by Front Stairs to Front Playground	Front Playground
Year 6 Tom	Exit to Front Playground	Front Playground
Library	Exit by Annexe stairs	Front Playground
Kitchen Staff	Exit by Delivery doors	Front Playground
Office Staff	Exit by Front doors/Office Fire Exit	Front Playground
Computing Suite	Exit by Back Stairs	Back Playground
Upstairs PPA office	Exit by Annexe stairs	Front Playground
SLT offices (situated at the back of the main offices)	Exit via DHT office (larger office)	Front playground
Head's Office	Exit via back playground doors	Front playground
Hall (any use apart from assembly time)	Exit by main entrance doors	Front Playground

**Fire-Marshalls 2025-2026**

Name	Sweep area
<b>Ground Floor</b>	
<b>Sophie Bannon Front of School Lead</b>	
<b>Akram Haque Back of School Lead</b>	
Jackie Rayner	Downstairs Toilets
Chloe Pritchard/Val Thomas	Office staff toilets
Jackie Rayner	Lunchtime only – KS1 Toilets
<b>First floor</b>	
Lorna Walsh	Y4 and 5 Toilets
Tom O'Driscoll	Y3 and 6 Toilets

**Further notes:**

In case Sophie is not in school, Lorna will lead the front playground.

In case Akram is not in school, Georgina will lead the back playground.

In the absence of Sophie and Akram, Tom leads the front and Kadeine leads the back.

### Office staff

Name	Duty
Chris Benedetti	Make the call if on site and it's a test 01752204911
Linda Hassan	<ul style="list-style-type: none"><li>• Make the call (if it's a test- 01752204911 Alarm Receiving Centre) in absence of Chris Benedetti</li><li>• Take out medical box</li></ul>
Chloe Pritchard	<ul style="list-style-type: none"><li>• Take the Registers/ InVentry Evac and Grab Bag</li><li>• Hand out registers Back Playground</li></ul>
Valerie Thomas until 1:30pm Linda Hassan 13:30 onwards only	<ul style="list-style-type: none"><li>• Registers to the Front of the school</li></ul>

#### **Fire alarm goes off during after school club or breakfast club**

When children are already in the playground, they stay there with the adults and line up. If they are in the hall, they will all leave through the main entrance doors and line up in the front playground. Groups of children in classes follow the escape procedures for that particular room as displayed.

Children line up in groups in front of their key person.

The register is taken for the whole club. Therefore, staff need to be aware which children have already been collected for after school club and which children have not yet been dropped off for breakfast club.

Charisse Folkes is responsible for ensuring all staff are present for their role. Charrise will check if all children are present in the front playground.

Adults who lead an after school club, take the children outside in line with the evacuation route for their particular room. They **must always have their own register present** which they can take as soon as they are outside.