

announced and some unannounced.

Action on discovering a fire:

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately. In the case of a fire, the alarm can be sounded by pressing the fire call boxes located throughout the school.

Action on hearing the fire alarm:

The school evacuation in case of fire is by means of everyone reacting to the warning signal (loud alarm) given when a fire is discovered, then making their way silently, by the means of escape, to a place of safety away from the premises. This is known as a simultaneous evacuation and will normally be initiated by the sounding of the general alarm over the fire warning system.

Everyone, upon hearing the fire alarm to act in accordance with the agreed FEEP strategy. Fire wardens on hearing the alarm, should proceed to pre-determined positions to assist members of the public and staff to leave the building by the nearest safe route.

The identified place of safety is on the school MUGA located to the right of the playground looking away from the school.

Mars, Pluto and Earth classes are located on the lower ground floor. These classes should line up silently and leave via their classroom door onto the playground.

Neptune and Mercury classes are located on the top floor of the building. These classes should line up silently and exit via the classroom door and then head down the first stairwell before leaving the building by the main ground floor exit at the base of the stairwell.

Saturn and Jupiter classes are located on the top floor of the building. These classes should line up silently before leaving the building by the main school entrance on the top floor. These classes will then make their way to the MUGA via the front of the school and then down the MUGA steps. The MUGA is locked at this point by a pin number which is known to fire marshals, who will open the gate for the children to enter.

Fire warden's include:

Mrs Langton (Headteacher) who will stand in the main corridor to ensure everyone leaves the building safely and will then check the upstairs offices and toilets. Mrs Langton will have the walkie talkie, mobile phone and FEEPs (Fire Emergency evacuation Plan).

Mrs Page (PA to headteacher) who will ensure that children walk safely along the front of the school and will open the MUGA gate. Mrs Page will also take a copy of the pupils, staff

87% See 39 Editor suggestions