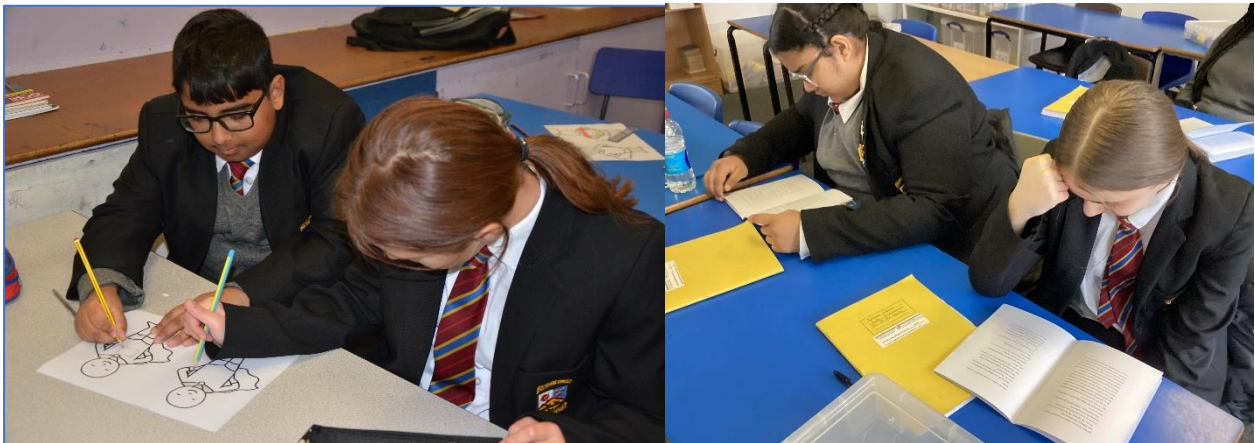




**Saint John Wall Catholic School**  
*A Catholic School For All*

### **Mission Statement**

**'To educate each and every unique child in our care to hear and respond to what God calls them to be'**



# **Fire Evacuation Procedure**

**".. pay attention to what I say; turn your ear to my words, ....keep them within your heart; for they are life to those who find them and health to one's whole body."**

**Proverbs 4:20-22 20**

## WHAT TO DO IN CASE OF FIRE

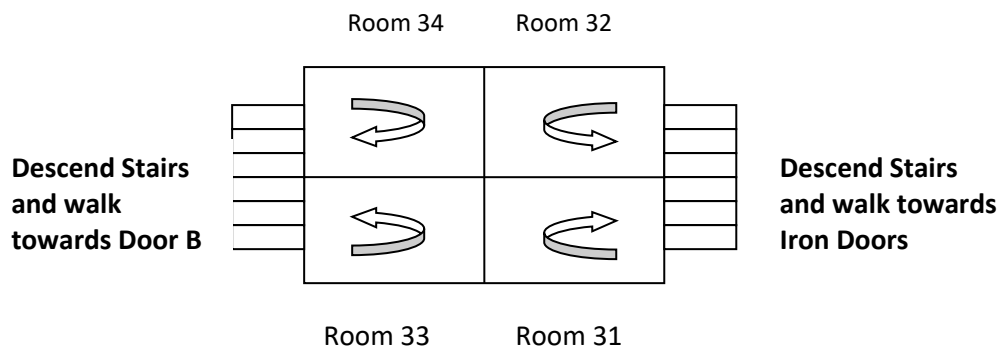
**Note:** In case of fire (even if it is a false alarm or a practice) the safety of pupils, staff and visitors is always paramount.

- A Fire Practice will be held at least once each term in order to practice the procedures to follow in case of fire.
- The signal for a fire alarm is a continuous siren.

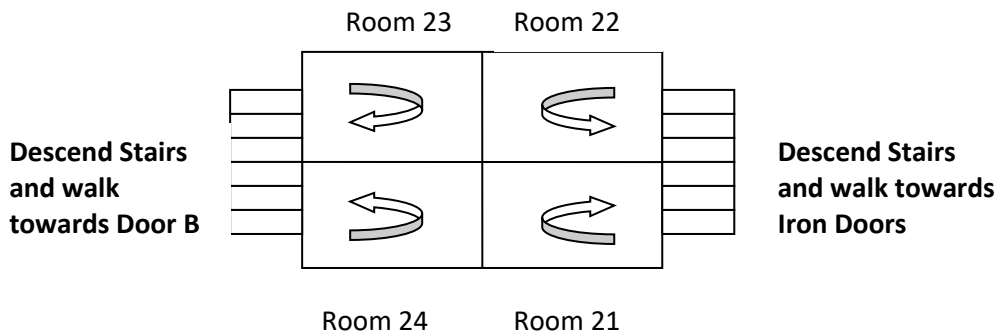
### The role of class teachers

- When the fire alarm sounds the class teacher should ask the class to stop what they are doing and stand. Pupils should leave their bags and coats where they are (putting on coats can waste valuable time and carrying bags can help create congestion on the stairs).
  - The class should form a line and lead out of the room in an orderly and quiet manner under the supervision of the teacher.
  - A sign in each room will indicate the nearest exit to use. An arrow on the sign will show the direction the class should follow to their exit.
  - Classroom doors should be shut once everyone has left the room, but not locked.
  - The ideal exits to use are shown below. If these are blocked find the nearest safe route out of the building. **The one way system does not apply in the case of a fire evacuation as everyone is exiting the building.**
- a) Classes in the tower block – see diagram below

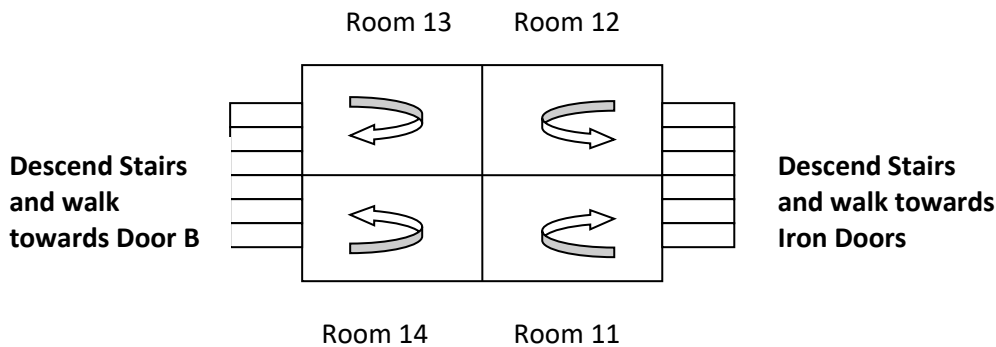
### Top Floor



## Middle Floor



## First Floor



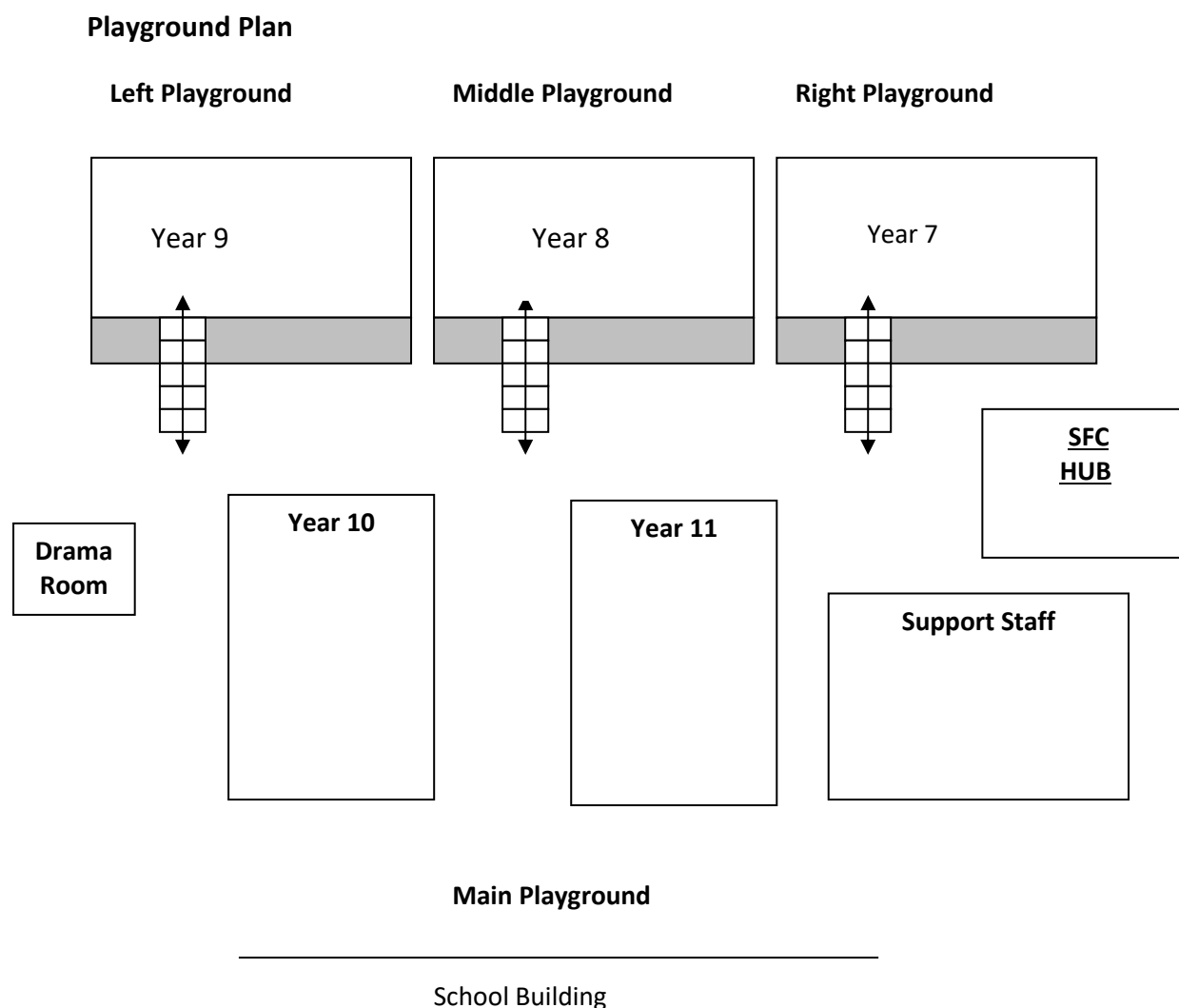
- b) Rooms **113, 112, 111, 110** – pupils and staff should exit via the **external staircase situated by Room 113** leading out to the front of the building. They should then be led by staff around the side of the building and in through the back gate to the assembly area (see below).
  - c) All other pupils on the **Science corridor** should use the stairs opposite to Room 18 and then exit via **Door C**.
  - d) Pupils in Rooms on the **English corridor** should exit via **Door C**.
  - e) Pupils in Rooms **01, 02 and the Library** should exit via **Door A**.
  - f) Pupils in the **PE area, the Dining Hall and the Main Hall** should exit via the **Iron Door**.
  - g) Pupils in Rooms 9 and 10 to exit perimeter gate and then down school lane.
- Teachers **must** remain in control of their classes all the way out of the building. They should ensure that there is no running, pushing or shouting.
  - On exiting the building pupils should be led to their designated assembly area (see below).
  - Pupils should walk in a line up the steps to their assembly area.

- Pupils should line up **in register order** facing the school in form groups, ensuring they are a safe distance away from the building.

- **ASSEMBLY AREA**

**Plan – Showing how each Year Group should line up**

**All pupils to line up one metre from the edge.**



**The role of Form Teachers**

- Form teachers should go straight to their allocated playground and their register will be brought to them. The register should then be taken as quickly as possible.

**Note:** This **must** include whoever took the register in the morning if the regular form teacher is absent.

- Pupil absentees **must be reported as quickly as possible** to the relevant Head of Year or SLT assigned to their playground.
- HOY's must report any absences as soon as possible to the Attendance Officer who will take the appropriate action

### **St Francis Centre/EAL Pupils/HUB pupils**

- These pupils will usually line up with their forms. However, if for any reason they need to remain with a member of staff from SFC/EAL/HUB then their name(s) must be reported to the relevant Head of Year so that they can be accounted for.

### **The role of non-Form Teachers**

- Teachers who are not Form Teachers should report to the Office Manager to confirm they have exited the building. They may then be asked to assist with any other procedures to check registers/absentees by the Office Manager, Support Staff Senior Leader or the Head Teacher.
- Non-teaching staff should assemble on the bottom playground away from the building and at a safe distance from Years 10 and 11.
- All non-teaching staff must report their presence to Office Manager who will have a list of present staff from the InVentry system.  
Kitchen staff must report to the Kitchen Manager (or the Assistant in case of absence)  
Site Staff to communicate with Support Staff Senior Leader via Telephone on sweep of building
- Any staff unaccounted for must be reported as quickly as possible to the Senior Fire Marshall.

**Note: All staff** (teaching and non-teaching) **must let Human Resources know if they need to go offsite for any reason during the school day and sign out using the InVentry system** so that they can be accounted for in case of fire.

- Site Staff are responsible for clearing the building. -Support Staff Senior Leader will confirm the clearance of the building with the Senior Member of Staff.
- UDD and/or site team will try to locate the source of the fire alarm if it is safe to do so.
- DT Technician will unlock the back gate- site staff to check this. Attendance Officer will organise getting the registers out onto the playground. Head Teacher's PA to deputise in case of absence.

### **The role of the Senior Member of Staff**

- The Senior Member of Staff will usually be the Headteacher or in their absence the Deputy Headteacher.
- The Senior Member of Staff will decide when it is safe to return to the building in case of a fire practice or false alarm.
- Pupils will be dismissed in year order from Year 11 down to Year 7, unless otherwise directed by the senior member of staff. The relevant Head of Year or Assistant Headteacher covering in their absence, will be responsible for dismissing their Year Group in turn. **Pupils should be reminded of the need to return to their classrooms in an orderly fashion and that they walk down the steps from their assembly areas.**
- The Senior Member of Staff may wish to use the megaphone to speak to the whole school, either to praise something or to draw attention to any particular problem(s) that may have arisen.



## **Fire Alarm Evacuation Procedures**

**Pupils should silently exit classrooms in an orderly line with their teacher.  
Do not stop to collect your coats and bags.  
Shut the classroom door once everyone has left.  
Everybody should walk in silence to exit the building.  
Use the nearest exit, you don't need to follow the one-way system.**

- Classrooms in the tower on the Door A side use the stairs to Door A (alternative exit Door B stairs). **The one way system does not apply.**
- Classes in the tower on the Door B side use the stairs to Door B (alternative exit Door A stairs).
- Science rooms 15, 16, 17, 18, 19 use the stairs to Door C (alternative exit Door B stairs or end of RE corridor).
- Science room 110 and RE rooms 111, 112 and 113 should exit at the end of the RE corridor and walk around the car park to the lane, and re-enter the site via the pupil gate (alternative exit Door B stairs).
- Rooms 9 and 10 exit the site onto Oxhill Road and walk round to the lane to re-enter via the pupil gate (alternative exit via the door by room 3 and Door C).
- Gym, exit onto car park and walk down the lane to re-enter via the pupil gate.
- Hall and Canteen, exit under the canopy (alternative exit onto the car park and re-enter via the pupil gate).
- Technology Block use the nearest fire exit, for SFC, T6 and T4 that is the doors to the rear.

**Walk in silence to your year group playground.  
Line up in silence in form groups.  
Line up in alphabetical order.**

Heads of Year and SLT will hand out and collect in registers.  
Form tutors should alert the Head of Year or SLT member if there is anybody missing.  
All visitors and other staff register with CHO and wait in silence by the food room side of the playground.

Fire marshals report information to HOL

Ratified by Governors: 09/10/2024

Due for renewal: 09/10/2025

*(This policy will remain in force beyond the review date if no updates are required)*