



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

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

Year 1 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/Wellbeing Room Exit into corridor, through KS1 toilets and through fire doors into large playground.

Year 2 Exit through Fire Doors in classroom following footpath round past the offices straight into the large playground. Staff must check the Yr 2 & Yr 3 toilets on the way out.

Year 3 Exit through Fire Doors in the Meeting Room, down steps into small playground past Nursery into the large playground. Staff must check the Yr 2 & Yr 3 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.

Bickley Suite Turn left out of room, climb small staircase towards Year 2 & 3 and then exit building down new staircase. Follow building past Nursery and into the large playground.

Year 4 Exit down main stairs and then down new stairs. Children should then walk round the outside of the building past the Nursery and into large playground. Staff must check the Yr 4, 5 & Yr 6 toilets on the way out. See * for alternative route.



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Year 5 Exit down main stairs and then down new stairs. Children should then walk round the outside of the building past the Nursery and into large playground. Staff must check the Yr 4, 5 & Yr 6 toilets on the way out. See * for alternative route.

Year 6 Exit down main stairs and then down new stairs. Children should then walk round the outside of the building past the Nursery and into large playground. Staff must check the Yr 4, 5 & Yr 6 toilets on the way out. See * for alternative route.

* If smoke is visible or can be smelled in the Upper KS2 stairwell classes should exit through Fire Doors in Helping Hands room. Children should then walk down steps into small playground, past Nursery into the 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.

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 nearest Fire Doors and then leave building through nearest exit. Take the shortest route around the building and congregate in large playground.

Staff Room Exit through the fire door and turn right, walking alongside the offices and into the large playground.

Main Office, Head Teacher's Office and Deputy Head Teacher's Office
Exit through the front doors and make way into large playground.

* Head teacher/Deputy should double check the Hall, Music room, KS1 Library, Staff toilets and Staff room on the way out.

Site Managers Office Exit through the front doors and make way into large playground.

Kitchen Exit through kitchen door and assemble in large playground.

CHILDREN AND STAFF 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).

T Boddell
Deputy Head Teacher

Reviewed and updated: March 2018