



Penllergaer Primary School



Fire Procedures Addendum

(Return to School and Emergency Childcare Setting)

Penllergaer Primary School and Childcare Provision have developed a procedure to follow in the event of a fire within the premises or within proximity of the premises, which is designed to ensure the safe evacuation of all the children, staff, families and visitors.

The Fire Evacuation Procedure is displayed in the office, central area noticeboards, kitchen, staff room, staff toilets and in each of the classrooms. The site has the required regulation extinguishers and fire blankets installed throughout the premises. Staff are regularly provided with fire training. The fire evacuation procedure is practiced regularly and at least once per term.

Procedure:

UPON DISCOVERY or NOTIFICATION OF FIRE – SOUND FIRE ALARM USING BREAK GLASS POINTS.

Qualified staff in each room with help from assistants shall:

- Immediately move all children from the building of the emergency to the
- external evacuation assembly point (Y1/2 YARD)
- Take Fire Registers and collect any emergency medication e.g. Epi Pens, asthma medication, etc for children in attendance.
- DO NOT collect children's belongings or put shoes on etc, our priority is to
- exit the building with the children safely.
- Staff check all areas of the room are empty before leaving. Ensure visitors within your room follow your direction to evacuate with your group to the designated assembly point.
- Once assembled at the external evacuation assembly point, mark off each child in your care once you have accounted for them, on the Fire Register.
- Ensure all staff are accounted for.
- Report numbers of children to Person in Charge.

The Cook Shall:

- Instruct all kitchen staff to leave the kitchen by nearest clear exit
- Turn off stove/oven and appliances
- Close door when leaving area
- Head straight for assembly point

The Person in Charge or Office staff shall:

- Call the fire brigade "999"
- Collect staff and visitor sign in/out sheets
- Take mobile phone to assembly point.
- Take gate key
- Check numbers of children and staff in attendance
- Inform parents of the emergency if appropriate

- Take further instructions as recommended by the Fire Brigade. Remember to remain calm and do not give sense of panic, reassure the children and alert the fire brigade if any children or staff are missing.

This Fire procedure was passed for use in Penllergaer Primary School during our phased return to school 29th June 2020.