

**HOLY SOULS RC PRIMARY SCHOOL**

**FIRE SAFETY POLICY**

**REVISED FOR SOCIAL DISTANCING**

**from 23<sup>RD</sup> MARCH 2020**



**Part of The Saint Teresa of Calcutta MAC**

**Emergency Fire Plan**

Any person discovering a fire will immediately operate a Fire call Point by pressing the break glass and call the emergency services(9) 999.

### **Fire at Holy Souls Catholic Primary School, Mallard Close, Acocks Green Birmingham B276BN**

**Person in charge:** The Head teacher (or deputy head teacher / member of Senior Leadership Team) will take charge and check the fire panel and will liaise with the emergency services.

The Person in charge will take roll call at the muster point located on the top playground.

The Person in charge will send a member of staff to open the gates and meet the Fire services.

The Person in charge will inform you if you need to evacuate to the major event zone (Holy Souls Church Carpark).

The Person in charge will inform you when you can return to the building.

The Site Manager will assist the person in charge.

### **Fire evacuation routes**

From the Reception Classrooms leave via the reception cloakroom.

From year 1 classroom, leave via the rear door next to the year one toilets.

From year 2 classroom, leave via the front door leading to the playground.

From year 3 Classroom, leave via front stairs to garden or fire escape avoiding the carpark.

From year 4, classrooms, leave via the rear stairs to the exit by the disabled toilet.

From year 5 classrooms, leave via the front stars using the front door leading to the playground.

From year 6, classrooms, leave via the front door by the offices.

From St Teresa's leave via fire exit, take the route to the disabled toilet exit.

From the offices leave via the front door codes for the padlocks 1968.

From the kitchen leave via the Garden exit.

From the hall (PE, Assembly) leave via the garden door.

***Be aware that in the event of a fire any route may be blocked have an alternative route planned.***

On hearing the fire alarm it is the responsibility of the office staff (Fire Marshals) to print off registers collect the fire evacuation pack located in the office, leave the building by the nearest exit and proceed to the fire assembly point on the top playground for roll call.

On discovering a fire operate a call point to raise the alarm call the emergency services immediately then organise everyone ***maintaining social distancing*** and leave the building by the nearest exit and proceed to the fire assembly point on the top playground for roll call. You will not return to the Building or leave site until the all clear is given. Should it be necessary, you will assist in moving the children to the major event zone (Holy Soul's Church car park).

When the fire alarm activates the fire, doors will release automatically. If the fire doors do not release press the green call point located next to the door to release the door.

The Office Staff will open the gates padlock code 1968, on instruction from the person in charge the office staff will inform parents through the Group Call System of any relevant information.

### ***Fire Instruction for Staff***

On hearing, the fire alarm the person in charge of the class will take control of the situation. The person in charge will send someone to check the toilets. The person in charge will lead everyone to the nearest exit ***while maintaining social distancing*** and proceed to the fire assembly point on the top playground for roll call.

On discovering a fire operate a call point to raise the alarm call the emergency services immediately then organise everyone and leave the building by the nearest exit ***while maintaining social distancing*** and proceed to the fire assembly point on the top playground for roll call where all pupils will line up ***maintaining social distancing***. You will not return to the Building or leave site until the all clear is given. Should it be necessary, you will assist in moving the children to the major event zone (Holy Soul's Church car park). When the fire alarm activates the fire, doors will release automatically. If the fire doors do not release press the green call point located next to the door to release the door.

I understand what to do in the event of a fire.

I am aware of the fire exit routes and understand the fire signs and that.

I am aware that social distancing will be maintained.

I am aware of what the fire alarm sounds like.

I will sign in when I arrive on site and sign out when I leave.

I will report any concerns to the Head Teacher immediately.