

SHANKLIN CE PRIMARY SCHOOL

FIRE EVACUATION PLAN



If the Fire Alarm rings [continuous ringing] immediately leave the building by the safest route to the designated assembly point. Our designated assembly point is the PLAYGROUND.

- If it is an unscheduled triggering of the alarm system those in the office will call the fire brigade.
- The school secretary/office team will collect the registers and take to assembly points on the recreation ground.
- Exit the building quickly but safely. Take nothing with you. The safety of the children and your safety is the paramount concern.
- Shut doors, partitions and windows behind you.
- Check for small fires and tackle with extinguishers ONLY if safe to do so.
- TA's /Fire Marshalls to check all toilets and cloakrooms as you exit the building.
- Only when everyone is accounted for will you be informed if it is a practise drill or a real event. If a drill you will be able to re-enter the classroom reversing the route you have just taken.

PLEASE DISCUSS THIS PLAN WITH YOUR CLASS AND THOSE THAT WORK IN YOUR AREA OF THE SCHOOL.

PLEASE DISPLAY THIS PLAN IN YOUR CLASSROOM.

CLASS 1,2 & 3

Exit the building via the fire doors - to the slope entrance.

The gate key is by the classroom door.

- Take the register
- Turn right until you reach the Children's Centre. Enter the playing field through the children's centre and onto the playground [if safe to do so]
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

CLASS 4

Exit building via Fire Door. Turn right to the steps; go up the steps and through the gate. The gate key is by the classroom door.

- Take the register
- Turn right until you reach the Children's Centre. Enter the playing field through the children's centre and onto the playground [if safe to do so]
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

OFFICE AND SMALL LIBRARY

Exit via the front door onto the car park.

- Take the register
- Turn right until you reach the Children's Centre. Enter the playing field through the children's centre and onto the playground [if safe to do so]
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

SCHOOL KITCHEN AND YELLOW ROOM

Exit via main door onto the car park.

- Take the register
- Turn right until you reach the Children's Centre. Enter the playing field through the children's centre and onto the playground [if safe to do so]
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

SCHOOL HALL

Exit building by door to corridor then onto the playground. Cross the playground.

- Take the register
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

BOOSTER GROUP ROOM, ICT SUITE, STAFFROOM, CORRIDOR NEAR STAFFROOM

Exit building via the fire doors onto the playground.

- Take the register
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

MOBILE CLASSROOM

Exit the building onto the playground via the main door or Fire Exit. Cross the playground.

- Take the register
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

ST GEORGES HALL

Exit building onto the playground via main door or fire exits. Cross the playground.

- Take the register
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

PLAYGROUND

Remain on the playground

- Take the register
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

PLAYING FIELD

Remain on the playground

- Take the register
- Remain where you are until the Head Teacher or teacher in charge gives the all clear.

