



Fire Procedure

If you discover a fire dial **999** and activate the nearest fire alarm.

Address: Mullen Road, Wallsend, NE28 9HA.

Fire Wardens:

Richard Brand
Cheryl Miller
Joanne Tappenden
David Harrison

Louise Carbado
Janine Dunn
Becky Hawkins

Fire assembly points and exits:

Admin / SLT / Staff Room:	Central outdoor area
Nursery:	Nursery gate at far end of path
Reception:	Reception playground (far end)
Year 1:	Yr 1/2 playground near the fence – Exit through year 1 door
Year 2:	Yr 1/2 playground near the fence – Exit through year 1 / 2 cloakroom exit
Year 3:	KS2 yard near the fence, exit through Y3 cloakroom exit
Year 4:	KS2 yard near the fence, exit through bottom door
Year 5:	KS2 yard near the fence, exit through main door or Y3 cloakroom exit
Year 6:	KS2 yard near the fence, exit through bottom door
Kitchen:	Assemble at rear of building near fence
Dining hall:	Exit through fire doors and assemble at back fence.
Main hall:	Exit through main entrance of school and assemble in class location.
Yards:	Rear of yard by fence

- Class teacher: Line children up and confirm all staff and children accounted for.
- Representative from Nursery and Reception to report to KS1 staff, who will report to Admin in central area.
- Any classes at rear of building to send representative to the front of the building to report to Admin in central area.
- Admin / SLT to take sign in lpad, visitors book, sign in / out sheet, register, pen and telephone outside.
- Admin / SLT to confirm all staff 'In' are present and correct.