

# Procedure in the event of fire

**Fire Wardens:**                Nicki Willis  
   Richard Brand  
   Cheryl Miller  
   Janine Dunn  
   Joanne Tappenden  
   Becky Hawkins

## **Fire Assembly Points:**

Admin/SLT:                    Central area  
RLH:                            Nursery gate at far end of path  
RJD:                            Reception playground at far end, away from RLH on the other side of the gate to maintain social distancing  
Year 1:                         Year 1/2 playground near the fence **exit through Y1 rear door**  
Year 2:                         Year ½ playground near the fence **exit through Y1/2 exit**  
Year 3:                         KS2 yard near the fence, **exit through Y3exit**  
Year 4/5:                      KS2 yard near the fence, **exit through bottom door**  
Year 6:                         Year 3/4 playground near the fence **exit through y3 and main school exit**

All children are to be lined up on playground markings which are 2 metres apart & staff must try to keep children positioned this way to maintain social distancing, as far as is possible.

Representative from Reception to report **as soon as all Nursery & Reception pupils and staff are present and correct** to KS1 staff, who will report to Admin in the central area.

Admin/SLT to take Ipad, visitor signing in book, late slips, signing out slips book, registers, pen & mobile telephone outside with them. Admin to mark staff/visitors off via the evacuation function on the ipad (press “swipedon” logo on top left corner of screen 3 times and mark each person off as you see them, or they are confirmed as present.

**DO NOT FORGET TO MARK THEM BACK ONTO THE IPAD WHEN YOU RE-ENTER THE BUILDING SO YOU HAVE A RECORD OF WHO IS ON SITE AGAIN**

Important telephone numbers: (Dial 9 for an outside line if dialling from the school phone – if area code included, this **MUST** be dialled too)

School Premises                Mullen Road, Wallsend, Tyne & Wear, NE28 9HA  
   Tel: 0191 8141601

**Fire/Police/Ambulance (9) + 999**

## **IF YOU DISCOVER A FIRE**

**OPERATE THE NEAREST FIRE ALARM POINT  
(familiarise yourself with where your nearest point  
is to the room where you are working)**

**CALL THE FIRE BRIGADE (9+ 999)**

**LEAVE THE BUILDING BY THE NEAREST  
EXIT FOLLOWING THE ABOVE GUIDELINES**

**REPORT TO YOUR ASSEMBLY POINT**

**DO NOT STOP TO COLLECT PERSONAL  
BELONGINGS**

**DO NOT ATTEMPT TO TACKLE THE FIRE  
UNLESS IT IS BLOCKING YOUR EXIT ROUTE  
AND THERE IS NO ALTERNATIVE  
MEANS OF EXIT.**