**Procedure in the event of fire**

(amended for use during Covid-19 Pandemic for Reception, Year 1 & Year 6 plus children of key workers present in school from 08/06/2020 onwards)

**Fire Wardens: Nicki Willis**

**Richard Brand**

**Cheryl Miller**

**Janine Dunn**

**Joanne Tappenden**

**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

Year 6: Year 3/4 playground near the fence

Key Worker Pupils: Year 3/4 playground near the fence

In Reception, JD & LH will wear the fluorescent jackets and accompany the children outside, whilst DS & SG perform a sweep of the toilets/cloakroom to make sure both are empty, before evacuating themselves.

In Y1, BC will wear the fluorescent jacket and accompany the children outside, whilst JW performs a sweep of the boys’ toilets & cloakroom, and AS performs a sweep of the girls’ toilet to make sure all are empty.

In Y6, GR will wear the fluorescent jacket and accompany the children outside.

Key worker children will be led outside by the teaching members of staff via the far end of KS2 corridor exit, and the Key Stage 2 toilets will be checked by that day’s support staff member who will then exit via the closest door to the toilets, and rejoin the key worker group outside.

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 distribute registers and 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.**