**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 though Y1/2 exit

Year 3: KS2 yard near the fence, exit through Y3exit

Year 4/5: KS2 yard near the fence, exit though 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.**