

12b - Port Regis Pre-Prep and Nursery FIRE ACTION FOR STAFF AND PUPILS

STAFF ACTION

Between the hours of 7am and 3.30pm – Monday – Friday

1. Evacuate the building immediately to the Fire Assembly Point - Timber Tops area, teachers with children
2. Year 1 classroom assistant to check the Year 1 and 2 loos and Year 1 cloakroom area, then join class group.
3. School secretary (or Year 1 classroom asst if HC not in school) to check the fire board and collect two walkie talkies and tabards and go to the fire assembly point, giving one walkie talkie and tabard to REL.
4. Nursery member of staff to check the Nursery and Reception loos and cloakroom area and go to the fire assembly point, checking the fire board, if appropriate.
5. Headteacher to check the control panel by the office or Early Years foyer, and assume responsibility as the **Fire Officer In Charge**. Assess the situation. Liaises with the fire service and maintenance team as required using fire walkie-talkie.

Between the hours of 3.30pm and 6pm – Monday – Friday

1. Staff member A to act as Fire Officer, have Pre-Prep walkie-talkie and fire walkie talkie in hand. Collect tabard and check fireboard.
2. Evacuate the building immediately to Fire Assembly Point – the Timber Tops area, staff member B with ASC children, Pre-Prep walkie talkie and ASC file.
3. A check of the EYFS loos, Nursery classroom and Yr 1 & 2 should be made if attendance lists do not match the children in ASC.
4. The ASC lead assumes responsibility as the **Fire Officer in Charge**. Assess the situation. Liaise with the fire service as required. The priority is to evacuate the children.

Procedure:

- a. Children & staff evacuate to Timer Tops area assembly point
- b. Cloakrooms and classrooms checked
- c. Walkie talkies and class lists distributed
- d. Identify area that caused the alarm by reading the panel.
- e. Fire officer checks the cause of the alarm

- f. Maintain radio contact at all times (staff to carry Pre-Prep walkie-talkies)
- g. Ensure the Kenwood radio channels are set at 16 in order to contact maintenance.
- h. Fire Officer liaises with fire service/maintenance and informs staff in Rose Garden as to necessary action.

If there is a fire, the **Fire Officer in Charge** telephones the fire brigade immediately on 999

If it quickly becomes clear that it is a false alarm (eg. toast), the Fire Officer in Charge calls 01305 252040 to cancel the call out.

If there is no evidence of a fire, the panel will be reset by a member of the maintenance, grounds or security staff. Call them if they have not arrived at Pre-Prep.

CONTACT NUMBERS:

Maintenance

From PR phone extension 2973

From 'fire' radios channel 16

HBJ and REL

October 2021

Reviewed by Elizabeth Dawson, Governor, October 2021