



Junior School Fire Evacuation Procedure

Fire Evacuation Procedure – applicable to all areas of the Chapman House Site Admin, Support & Caretaking Staff

As soon as fire klaxon sounds, Admin, Support Staff and Caretakers to vacate the building immediately by their designated fire route to their location point on the astro-turf netball court with the staff car park adjacent

Main School Reception Personnel:

- **Collect** 1,2 and 3 (below) and make their way out of the building to the front entrance and round the building to the far Astroturf adjacent to the Staff Car Park.
 1. All school registers
 2. Collect the Fire Evacuation Box stored in Main Reception, (to include School Phone Extension List, Checklists, Emergency Phone Numbers, Site Plans), medical grab bag and Mobile Phone.
 3. Inventory list of people on site.
- While walking to the Astroturf, TELEPHONE Caretakers on their mobile if necessary. then
- Hand Registers to teaching staff and check lists to named checkers (who will come for their own checklists) – see **Appendix A** below for specific duties.

Fire Evacuation Procedure 2021-2022

Emergency evacuation to be followed when the fire alarm sounds.

- Leave the building by the nearest fire exit but be ready to adapt your route if you find your pathway blocked.
- The member of staff teaching the children when the klaxon sounds will stay with the children until they reach the Astroturf.
- Consult the plan which accompanies this notice which shows where Forms and Year Groups assemble. Line up in your form with the Staff Car Park to your left.
- The Form Teacher or another member of staff will check the form.
- Wait in silence so you can respond to instructions quickly.

Any girl leaving school for an appointment before 15.50 or arriving after morning registration should sign out or in at Reception.

All visitors to the School and all staff follow the Inventory signing in and out procedure too.

Appendix A – Fire Evacuation Duties

Staff	Duties	Report To	Location
Ashma Qureshi	Register Nursery	Amanda Hardie or if not on site Claire Williams (AH/CW)	Astroturf adjacent to staff car park.
Kate Gingles	Register RG	(AH)	
Conrad Franks	Register RF	(AH)	
Laura Ridley/Louise Riley	Register 1R	(AH)	
Rachel Smith	Register 1S	(AH)	
Adam Bosworth	Register 2AB	(AH)	
Emma Barnett	Register 2EB	(AH)	
Abi Watson	Register 3W	(AH)	
Kate Dunn	Register 3D	(AH)	
Sam Donaldson	Register 4D	(AH)	
Sarah Topley	Register 4T	(AH)	
Kirisha Aarvold	Register 5A	(AH)	
Verity Young	Register 5Y	(AH)	
Rachel Abbott	Register 6A	(AH)	
Kirsten Johnson	Register 6J	(AH)	
Claire Williams	Check Inventory Register of Visitors and Peri Staff. Act in Amanda Hardie's absence.	(AH)	
Amanda Hardie	Check Registers are completed.		
Moira Perrin	Support evacuation	(AH)	
Andrea Spraggon	Support evacuation	(AH)	
Louise Douglas	Support evacuation	(AH)	
Joanne Wilde	Support evacuation	(AH)	
Jackie Goodwill	Support evacuation	(AH)	
Wendy Wilson	Support evacuation	(AH)	
Margaret Hill	Support evacuation	(AH)	
Abbi Hays	Support evacuation	(AH)	
Rebecca Stein	Support evacuation	(AH)	
Lesley Freeman	Support evacuation	(AH)	
Emma McElhinney		(AH)	

Val Bowman	Collect Inventory Register if CW acting as AH.	(AH)	
Kathryn Cooper/ Natasha Croce	Collect Registers, Fire Evacuation Box File, Medical Grab Bag and Signing-out books. Proceed to Astroturf. Give Registers and checklists to checkers who will collect them. Proceed to your checking point.	(AH)	
Receptionist	Collect Registers, Fire Evacuation Box File, Medical Grab Bag and Signing-out books. Give Checklists to checkers who will collect them. Proceed to your checking point.	(AH)	
On-site caretakers	Attend fire panel and liaise with Fire Service Personnel	(AH) – by telephone	
Geoff Mason-Carr (or appointed deputy in his absence)	Register Catering Staff	(AH)	
Cleaning supervisor	Register Cleaning Staff (if in attendance)	(AH)	