



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.

September 2021
Review September 2022

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) | |

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|---|---|---------------------|--|
| 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) | |