



Fire Emergency Procedure During Covid-19 Wider Reopening of School Effective from 15th June 2020

1.1 Aim and objective of the School Fire Emergency Plan

- To provide arrangements for an effective Fire Emergency response that will ensure the safety and wellbeing of pupils, staff and visitors in the school during Covid-19;
- Maintain the duty of care standard for pupils, staff and visitors.

Goodmayes Primary School has a “Responsible Person” who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. The Responsible Person for this School is the **Headteacher**. The competent people for fire safety are the **Deputy Headteacher, Assistant Headteachers and Caretakers**.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers. Fire doors must not be wedged open.

1.2 Fire Alarm Activation

- If the fire alarm activates, commence emergency evacuation procedures;
- If a fire is discovered or there is a smell of burning or smoke that cannot be accounted for, dial 999 and ask for the Fire Service stating that an evacuation is in progress;
- Printing the staff/visitor/pupil evacuation reports from the electronic sign-in system and Integrus G2 is the responsibility of the **Admin Staff**;
- Designated areas for staff and pupils to work in during school closure are:
Zone A – The Lighthouse, Intervention Room 1, West Hall, packed lunch area, Classroom 5J (Purple Bubble 1), Classroom 5Q (Purple Bubble 2), Classroom 6D (Yellow Submarine Bubble) and Classroom 6R (Red Ribbon Bubble), SENCO’s office, Data Manager’s office, Caretaker’s office and The Lodge
Zone B – Staffroom, Admin office, Deputy Headteacher’s office, School Business Manager’s office, Headteacher’s PA office, Headteacher’s office and the Conference room
Zone C - Reception classes, Year 1 and 2 classes
- All staff, pupils and visitors in Zone A **must** exit the premises into the KS2 playground using the doors by stairwells leading to Year 5 and 6 classes (exception of Lodge and West Hall) to the Assembly Point A Key Stage 2 playground;
- All staff, pupils and visitors in Zone B **must** exit the premises via the main Reception exit and make their way around to the KS2 playground;
- All staff, pupils and visitors in Zone C **must** exit the premises into the KS1 playground. Class RB (Yellow Buttercup Bubble) and Class RC (Red Rose Bubble) exit via door leading into KS1. Class 1K (Blueberry Bubble) and Class 2B (Green Dragon Bubble) exit into KS1 playground using external exit doors from classroom;

- Pupils in Purple Bubbles 1 and 2 (Class 5J and 5Q) will exit via year 5 stairwell to the KS2 playground;
- A head count must be carried out to ensure everyone is accounted for, then await further instructions. Assembly Point B will only be used if it is considered unsafe to use Assembly Point A.

• Evacuation Assembly Points	
• Assembly Point A (on premises)	<i>Key Stage 2 Playground</i>
• Assembly Point B (off premises)	<i>Field at the end of Castleton Road</i>

Social distancing is not required during the evacuation; the priority remains for the evacuation to take place as quickly and safely as possible. Staff and Year 6 pupils will observe social distancing measures when they reach the Assembly Points.

Fire Wardens will be available to assist during the evacuation of the premises. The Fire wardens are the **Caretakers, Headteacher, Deputy Headteacher and Assistant Heads**.

Liaising with the Fire Brigade is the responsibility of the **Headteacher/ Deputy/ Assistant Heads/ Caretakers**.

Clear instructions will be given when it is safe to re-enter the building.

1.3 Fire Alarm Systems

The fire alarm system should be reset by a competent member of staff and the fire alarm log book updated with a record of the event.

Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders should continue and are to be carried out by the Caretakers.

Any fire that occurs within these premises during school closures due to COVID-19, however minor, must be reported and recorded in line with normal practice.

Agreed by Governors: 11th June 2020