



Stepney

PRIMARY SCHOOL

Fire Escape Procedures (including Wider Opening procedures)

Updated May 2020

Renewal Date September 2020

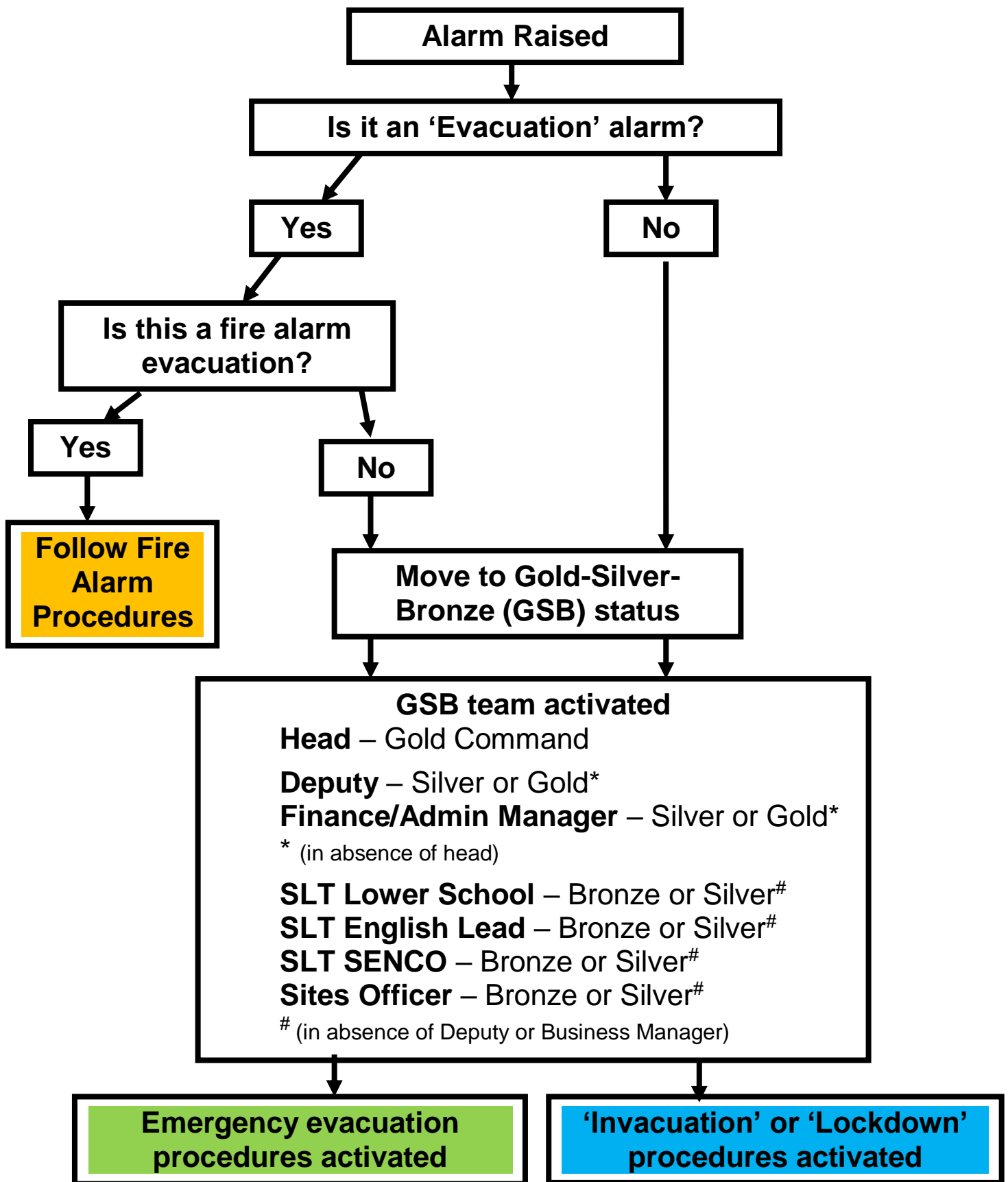
At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

PROCEDURES

The following pages describe our Fire Escape Procedures. These are taken from a much larger document entitled the Stepney Primary School Crisis Management Policy & Critical Incident Procedures, which all staff have access to. It may be that there may be other critical reasons for evacuating our building and the procedures that need to be taken as a result of these.

There is additional information in these procedures which are pertinent to the Wider Opening period following the COVID-19 period.

First Response Flow Chart



Fire Alarm Procedures WIDER OPENING Flow Chart

**This is a fire alarm evacuation
(Continuous Alarm Call)**

**All staff, pupil and visitors
evacuate the building**

**Follow exit directions shown
on fire evacuation plan posters**

**All move to the fire
assembly point on the
school netball court on
Stepney Lane**

**Admin staff
bring class
and staff
registers**

**Additional staff and visitors
congregate near the netball
court gate while maintaining
social distancing**

**All pupils to line up in
their classes with 2m
spacing between classes
children social distancing
from each other**

**Staff to line up
with their classes
and take
registers**

**Gold leader to check all registers completed –
all personnel accounted for**

**Gold leader and Sites & Premises Officer to
wait for Fire Service to arrive and to assist
where safe and possible**

All clear given by Fire Service Officers

Staff, pupils and visitors return into school