



Sandbrook Community Primary School

Hartley Lane, Rochdale, OL11 2LR Tel: 01706 647 743

Head Teacher: Mrs K Charlton

Deputy Head: Miss F Hadfield Deputy Head: Mrs S Armitage

Fire Plan



Updated/Written: September 2016
Adopted by Governors: October 2016
Presented to staff: September 2016
Review Date: November 2017

ACTION FOR DESIGNATED FIRE WARDENS IN CASE OF FIRE

When the alarm sounds:

SCHOOL

All teachers ensure that all the children in their classrooms leave by the nearest exit routes to the external playgrounds. **Please note:** children in intervention groups should leave the building by the nearest exit and assemble with their class.

Nursery and reception will assemble on the KS1 playground near the kick pitches.

Year 1 and 2 will assemble on Kick pitch (near petal bench)

Year 3 and 4 will assemble on Astroturf (near petal bench)

Year 5 and 6 will assemble on Year 6 Kick pitch

School office will ring 9-999. Office manager and one admin staff will print off, visitors' registers and take the gate from the key cupboard in the main office and make their way to KS2 playground. Registers will be given to the appropriate staff. Admin staff will open gates on the KS2 playground.

Angie Taylor (Admin Staff) will deputise for Becky Meehan (Office Manager) in case of absence.

Karen Musgrave (or duty Caretaker) will check the fire alarm and zone of where the fire may be.

Karen Musgrave (or duty Caretaker) will check the building from the children's centre up to the KS1 library/photocopying area, including class 4 and 5, exiting the building between class 4 and 7, and make her way to the front of the building to check with staff at assembly points, liaising with Katie Charlton (Headteacher) via the radio.

Katie Charlton (Headteacher) will check from Office area up the corridor to class 19 and exit the building by Class 18. Fiona Hadfield (Deputy Head) will deputise Katie Charlton (Headteacher) in case of absence.

Susan Armitage (Deputy Head) will check the building from Class 7 to Class 14, including the Sensory Garden and Class 6, exiting the building through Class 14. Steven Holden to deputise for Susan Armitage in case of absence.

Nicola Carroll (DSL) will check porta cabins Zone 11 and 12. Emma Crayton to deputise for Nicola Carroll in case of absence.

The Children's Centre will check their own building.

Nicola Carroll (DSL) will liaise with staff on the Year 6 kick pitch and oversee the head counting. Emma Crayton to deputise for Nicola Carroll in case of absence.

Kathleen Gordon (Assistant Head Teacher) will oversee the head count of Nursery and Reception on the KS1 playground. Sandy Northey (Unit 2 Leader) will deputise Kathleen Gordon (Assistant Head Teacher) in case of absence.

Katie Charlton will oversee the head count of Year 1 and 2 on kick pitch. Fiona Hadfield (Deputy Head) will deputise Katie Charlton (Headteacher) in case of absence.

Susan Armitage will oversee the head count of Year 3 and 4 on Astroturf. Steven Holden to deputise for Susan Armitage in case of absence.

Admin Staff will check visitors and the signing in system.

Staff and children in the courtyard and music pod will exit the courtyard area by the doors marked fire exit making their way through Reception and exit the building by going through Reception exit doors to the external playgrounds. A second route will be to turn right down the corridor and exit the building via the main entrance, making your way to your assembly point.

A third route will be through the fire door in the courtyard behind the music pod and exit through Class 13.

Staff and children in the hall and dance studio are to exit the hall by Year 5 exit (first door of new build).

CHILDRENS CENTRE AND CRECHE & CO

Sure Start admin staff will be responsible for using their own registers at the assembly point. Sure start Centre Leader or Centre teacher, will ensure the registers are at the assembly point should the admin staff be absent etc.

Crèche & Co will be responsible for their children's register and day care staff.

THE COMMUNITY ROOMS

If the fire alarm sounds in the community room, exit via the main entrance.

KITCHEN

Kitchen staff should be aware that the shutters in the kitchen will automatically drop slowly down in the event of a fire.

Group supervisor will be responsible for checking the kitchen area and the head count of staff. The assembly point is KS2 playground.

Please be aware that all doors on the key fob should automatically de-magnetise in the event of a fire.

The automatic doors at the main entrance should stay open in the event of a fire.

All designated fire wardens have been provided with high visibility vests.

Fire Wardens: -

Katie Charlton, Headteacher

Nicola Carroll, DSL

Karen Musgrave, Caretaker.

Kirstie Musgrave, Assistant Caretaker

Re-entering the building

Karen Musgrave (or duty care taker) will inform everyone, including Children's Centre, Creche and Co., that it is safe to re-enter the building by a tannoy, communicating through radios and face to face.