

## **FIRE EMERGENCY PLAN**

**ACTION ON DISCOVERING A FIRE** - Any member of staff who discovers a fire should activate the fire alarm by lifting the plastic flap and pressing the dot on the manual Call Point.

**CALLING THE FIRE BRIGADE** -The Office team will phone the Fire Brigade on **999** and direct them to **65 Worship Street, London. EC2A 2DU**.

### **EVACUATION PROCEDURES FOR WORSHIP STREET**

- When the fire alarm sounds, all children should line up with their teachers. Teachers perform a headcount before walking the children in silence (using the nearest Fire Exit) to the Assembly Point. **The main Assembly Point (AP) is on the Astro turf.** If the Astro turf is not safe, the children will be taken by their teachers to the **second Assembly Point next door left on Clifton Street.** The Fire Marshal will direct events as they unfold using the walkie talkies on channel 4.
- When evacuating the building, all staff must close the doors behind them and take their completed class list with them to the AP. Appointed 'sweepers' are to check areas.
- The Fire Marshal (FM) is to don the FM jacket, collect the Emergency Bag (situated in the First Aid Room) and head to the Assembly Point. In their absence, the Deputy Fire Marshal will do so. A list of staff and visitor sign-ins are available on the fire marshals' devices.
- The Caretaker will remain at the front of the building on the pavement to wait for the Fire Brigade to arrive. In his absence, the Registrar will do so.
- If a child appears to be missing when the headcount is done, then this must be reported to the Fire Marshal as a matter of urgency. The Fire Marshal will inform staff via the walkie talkies and a search will be carried out by the available staff if it is deemed safe.
- Once the Fire Brigade/Fire Marshal has confirmed that it is safe to return to the building, all children need to be escorted safely back into the school.

### **STAFF PLAN (WORSHIP STREET)**

Teaching Staff to check their own area and shut doors as they exit along with:

- Basement/Dining Room/WC: Kitchen & Music staff & Ground Floor: Receptionist/Head/Year 1 TA
- 1<sup>st</sup> Floor WC: Reception TA's & 2<sup>nd</sup> Floor WC: Caretaker & Y3 TA
- Hall and Staff Room – Caretaker & 3<sup>rd</sup> Floor WC: Y5/6 TA
- Yoga and Art Room: Teachers using and admin staff
- In case of staff absence, staff will be extra vigilant and will cover for them.

**RESPONSIBILITIES** - The Fire Marshal at The Lyceum is the **Bursar**, and the Deputy Fire Marshal is the **Headmaster**. In the absence of the Bursar and Head, the Assistant Heads will take charge of the situation. The Head and Bursar are responsible for overseeing fire drills and record keeping.

**CLIFTON STREET (ALTERNATIVE FIRE LOCATION)**

Turn left out of the school and left again onto Clifton Street Square. Next to our left side neighbour.