



## 12b - Port Regis Pre-Prep and Nursery FIRE ACTION FOR STAFF AND PUPILS

### STAFF ACTION

Between the hours of 7am and 3.30pm – Monday – Friday

1. Evacuate the building immediately to the Fire Assembly Point – PR Cottages lawn area
2. Year 1 classroom assistant to check the Year 1 and 2 toilets and cloakroom, then join class group.
3. School secretary (or Year 1 classroom assistant if HC not in school) to check the fire board and collect two walkie talkies and tabards and go to the fire assembly point, giving one walkie talkie and tabard to RRE.
4. Nursery member of staff to check the Nursery and Reception loos and cloakroom area and go to the fire assembly point, checking the fire board, if appropriate.
5. Headteacher to act as Fire Marshal. Liaises with the fire service and maintenance team as required using fire walkie-talkie.
6. Do not return to the building until given an all clear by the Fire Brigade or Maintenance.
7. The Fire Marshal should complete the fire activation log held by Pre-Prep Office.

Between the hours of 3.30pm and 6pm – Monday – Friday

1. Staff member A to act as Fire Marshal, have Pre-Prep walkie-talkie and fire walkie talkie in hand. Collect tabard and check fireboard.
2. Evacuate the building immediately to Fire Assembly Point – the PR cottage, staff member B with ASC children, Pre-Prep walkie talkie and ASC file.
3. A check of the EYFS loos, Nursery classroom and Yr 1 & 2 should be made if attendance lists do not match the children in ASC.
4. The ASC lead assumes responsibility as the Fire Marshal and liaise with the fire service as required. The priority is to evacuate the children.
5. Do not return to the building until given an all clear by the Fire Brigade or Maintenance.
6. The Fire Marshal should complete the fire activation log held by Pre-Prep Office

### Procedure:

- Children & staff evacuate to PR Cottages lawn area assembly point
- Cloakrooms and classrooms checked
- Walkie talkies and class lists distributed
- Always maintain radio contact (staff to carry Pre-Prep walkie-talkies)
- Ensure the iCom radio channels are set at 4 to contact maintenance.
- Fire Marshal liaises with fire service/maintenance
- Do not return to the building until given an all clear by the Fire Brigade or Maintenance.

The panel will be reset by a member of the maintenance, grounds, or security staff. Call them if they have not arrived at Pre-Prep.

## **CONTACT NUMBERS:**

### Maintenance

From PR phone extension 2973

From iCom radios channel 4

### Grounds

From PR phone extension 2976

From iCom radios channel 5

### Security

07739 632186

HBJ and REL  
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Reviewed by Elizabeth Dawson, Governor, October 2021