

Temporary Fire Procedure COVID-19 Addendum 2021-22

Within a fire evacuation procedure, the need to exit safely and quickly must take priority over social distancing measures COVID-19 that are currently in place. However, where it is safe to do so, adaptations have been made to ensure that a balance of the two safety needs can be achieved. These are outlined below:

Exiting the Classroom

Pupils will be asked to line up in their class once again as there are fixed and practised line orders that should ensure this process is efficient.

In most classes, there should be sufficient adults to 'top' and 'tail' the line as it is walked around to their evacuation points. At this point, there is no concern regarding keeping 1m plus spacing with the line.

A class adult must be last to exit any class, ensuring the closing of doors behind them as some have been held open for ventilation purposes.

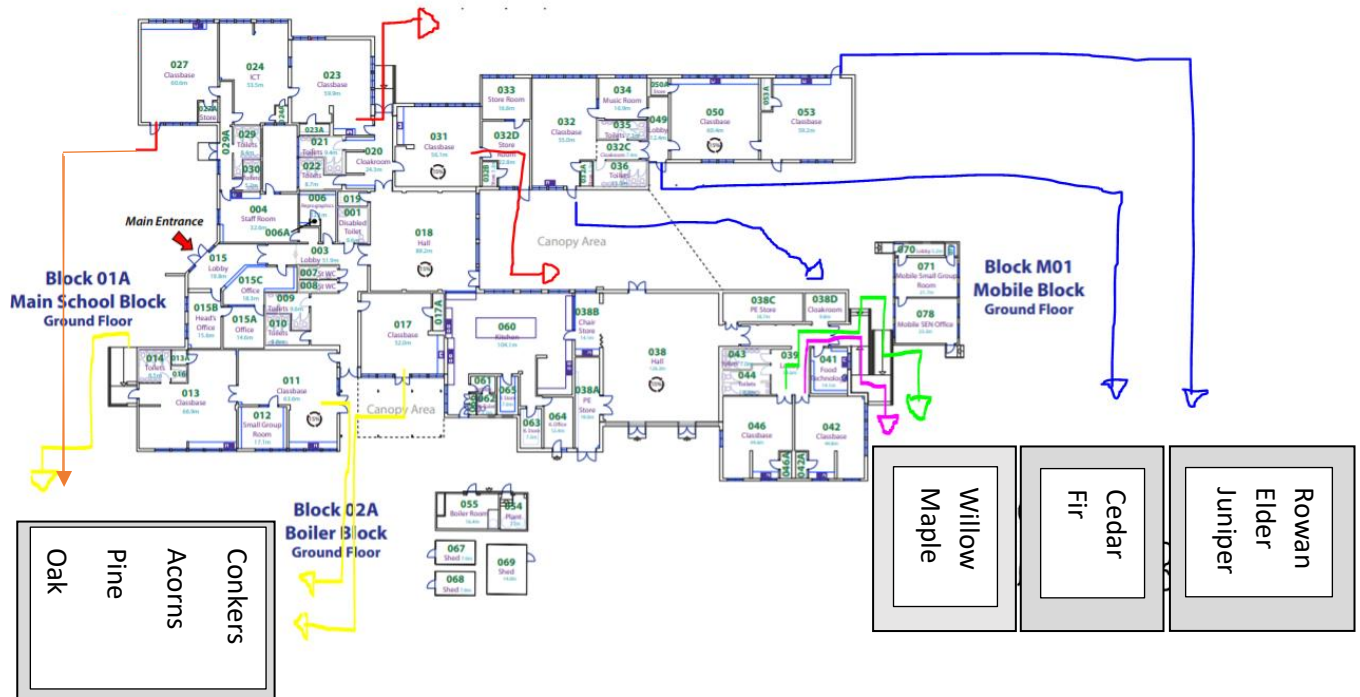
Alternative Exit Routes

Exit routes have been temporarily adjusted to enable distancing amongst classes; these adjustments are not seen to add any additional time or risk to those exiting.

Alternative Evacuation Points

In order to ensure sufficient spacing and isolation, the classes will be split between the playgrounds.

The map below indicates routes that should enable distancing on the playground and during evacuation. The classes should line up with a 2m spacing between each phase at least, ideally with spacing between classes.



Alternative Roles

The office will most likely only have two members of staff and therefore the roles will be split:

- Office Member A (Most likely SW & SS) to open carpark gates and take A registers (will need to include staff) and visitor register (there should be no visitors within school at the point).
- Office Member B (Most likely JG & NG) take B registers (will need to include staff). They will also complete a visual check of the alarm box and ascertain if the fire service needs to be called doing so once at the evacuation points.
- Office staff need to take mobile phones and walky talkies to communicate across the two playgrounds.
-

Kitchen staff will follow their normal evacuation procedure and meet on the Junior playground.

Review 22/9/21

Reviewed after each drill