Date ratified at Full Governors' Meeting
July 2026

Updated 5th Nov 2026

Review
Resources
Committee

FIRE SAFETY PROCEDURE

NOTRE DAME HIGH SCHOOL

Part of St John the Baptist Catholic Multi Academy Trust

Company No: 7913261

Registered Office: Surrey Street, Norwich NR1 3PB

THE SCHOOL MISSION STATEMENT

I have come so that they may have life and have it to the full
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.

If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

Fire Safety Procedure - Notre Dame High School

This procedure will be reviewed annually by The Notre Dame High School Senior Leadership. This procedure should also be read in conjunction with the Health & Safety Policy and with reference to Fire Risk Assessments.

Overall Responsibility for Fire Safety Matters

The Headteacher is the responsible person for the school and will have overall responsibility for fire safety matters at the school. The Headteacher has delegated responsibility for Fire Procedure to the Business Support Manager. The Business Support Manager will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training take place, for example evacuation fire drills each term, and monitor the standard of fire precautions maintained. The Business Support Manager will also ensure that a fire evacuation drill is undertaken in each term, also ensuring that Emergency Evacuation Plan notices are kept up to date. Roles may be designated to the Trust Facilities Manager, Trust Deputy Facilities Manager, other Site staff and other Leadership Members to assist under the responsibility of the Business Support Manager.

The Fire Safety Procedure will be reviewed annually by the Business Support Manager in liaison with the Trust Facilities Manager and the Senior Leadership Team. This procedure should also be read in conjunction with Health & Safety Policy, Site Security Policy including Lockdown Procedure and with reference to the Fire Risk Assessments.

The School Fire Evacuation Plan

Notices displaying the school fire procedure will be displayed in each classroom, office and at key fire alarm call points and will be of the standard form. The Business Support Manager will ensure these notices remain up to date and that electronic copy is accessible in the Health and Safety folder on All Staff SharePoint (RM Unify Health & Safety tile).

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision glass panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that students for whom they are responsible are informed of the Emergency Evacuation Plan and Fire procedure.

Line Managers need to ensure the new staff have access to and understand Fire Procedure and Lockdown Procedure (Appendix C provides checklist) and give them walk-about.

Heads of Year with Form Tutors need to clarify line up of student groups at the Fire Assembly Point at beginning of the academic year. During the extended form time on the first day back a short amount of time needs to be spent meeting on the bottom playground and getting forms into position (line up alphabetically by teacher initials).

Personal Emergency Evacuation Plan (PEEP)

The Special Education Needs Coordinator (SENDCO) and Designated Safeguarding Lead and Student Support Manager, in liaison with Class Teachers, and Learning Support Assistants (LSAs) are responsible for devising, reviewing, and maintaining fire evacuation plans for students with SEND and medical needs in their care. This will be known as a Personal Emergency Evacuation Plan (PEEP). These will be reviewed annually, or if changes are needed to be implemented. Parents will agree the content of their child's PEEP. SENDCO will circulate PEEP for SEND students to relevant staff and a copy will be kept on **Staff Drive (T:) – Vulnerable Student Folder for Staff - Fire evacuation PEEP Folder.**

The Designated Safeguarding Lead and Student Support Manager, in liaison with the Student Receptionist is responsible for devising and maintaining Personal Emergency Evacuation Plan (PEEP) for students who temporarily or longer term require PEEP due to medical needs i.e., those with leg injuries or other injuries affecting their mobility. These will be reviewed fortnightly, or if changes are needed to be implemented. The Designated Safeguarding Lead and Student Support Manager will circulate the PEEP to relevant staff and a copy will be kept on Staff Drive (T:) - Vulnerable Student Folder for Staff - Fire evacuation Temporarily Vulnerable Students.

Staff with permanent or temporary medical needs that might impact on their ability to evacuate, should contact their Line Managers to enable them to discuss any additional emergency evacuation control measures requirements and log the evacuation plan in their Personal Risk Assessment. This may be done in liaison with Business Support Manager.

Portable Fire-Fighting Devices

Fire-fighting equipment should be positioned in corridors and in relevant rooms within easy reach. All devices must be easy to use, clearly displayed and available for use. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in school. All devices must be tested regularly to meet the required standard and it is the Trust Facilities Manager's responsibility to arrange for the Contractor to complete this. The Contractor will record and report to The Trust Facilities Manager results of any testing to enable this to be followed up. All fire extinguishers should be red in colour and give clear instructions on how to tackle certain types of fire.

A colour-coded reference guide should display which extinguishers are suitable.



No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished; and only then by trained staff, and only if they are confident with using the fire-fighting equipment and have assessed the risk carefully beforehand. Staff who are trained and confident in the use of the fire-fighting equipment can use available equipment but please do not tackle a fire if the size of the blaze is larger than a fire in a wastepaper bin.

Fire Extinguisher Training

Fire Extinguisher Training is completed by staff in the following departments:

Art - Head of Department, Teachers, Technician

Design and Technology - Head of Department/Subject, Teachers, Technicians

IT Services – MAT IT Services Manager, MAT IT Services Deputy Manager, Senior IT Technician, Technician

IT, Computer Science - Head of Department/Subject, Teachers

Reprographics – Reprographics Technician

Science - Head of Department/Subjects, Teachers, Technicians

Site Team – Trust Facilities Manager, Trust Facilities Deputy Manager, Trust Facilities Officers (Caretakers)

Head of Department need to contact Staff Training and Development Coordinator Annabel Farmer at afarmer@ndhs.org.uk to arrange training and refreshers.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract with monitoring and maintenance work carried out by professional contractors. However, the school's Facilities Team will carry out the following tests on the systems and precautions between maintenance visits as per their rota and checks systems:

System	Frequency	Method of Test
Fire Alarm Systems	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm Panels	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly	Visual checks.
Fire extinguishers, fire blankets etc.	Weekly	Check that seals are intact; equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating

Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Fire Marshalls

The Business Support Manager in liaison with Senior Leadership Team, identifies a number of teaching and support staff as Fire Marshalls. These staff will have responsibility for ensuring that all areas of the school have been evacuated by carrying out a sweep of their designated area. The Notre Dame High School Fire Marshalls are listed in Appendix A.

Raising the Fire Alarm and Fire Drills

If You Discover Fire

- Immediately activate the nearest manual fire alarm point.
- Call Fire Brigade on 999 (dial 8-999 if school phones)
  Give the operator your number and ask for the Fire Services. When the Fire Brigade replies distinctly say Fire At: Notre Dame High School, Surrey Street, Norwich, NR1 3PB.
- Call Reception – extension 2222 emergency number (internal school phone system) or 01603 611 431 to inform them of location of fire and enable them to alert the Leadership Team & Facilities Team for their assistance. In non-term time call the Facilities Team on duty.
- Do not take any personal risks. Attack fire only if trained and safe to do so with the appliances provided. The priority is always a safe evacuation.
- Evacuate - leave the building through the nearest escape route straight to fire assembly point and report to person in charge.

On Hearing the full Fire Alarm

- Evacuate - leave the building through the nearest escape route and report to person in charge at fire assembly point
- Do not re-enter buildings until instructed it is safe to do so by responsible staff in charge
- Close windows and doors where possible.

Do NOT use lifts if you hear the alarm. If required use EVAC Chairs for mobility needs.
Do NOT stop to collect personal belongings
Do NOT re-enter the building

• Facilities Team and Senior Leadership Team will use mobile phones and school radios.

• Fire drills will take place periodically and will be both of a planned, and unplanned, nature.

• ‘Emergency Evacuation Plans’ are displayed in each room and area of the school across the site. Electronic copy is accessible to staff under Health and Safety RM Unify tile and on the school website. Business Support Manager is responsible for organising termly fire drills. Trust Facilities Manager/Deputy Manager with their Team log all the fire alarm activations including the fire drills.

• Evacuation procedures apply in all instances where mass evacuation would be appropriate including bomb threat, gas leak etc. If the alarm sounds ALWAYS treat as if it is a real fire, until informed otherwise.

• Evacuation procedures should be drawn up by the Business Support Manager in liaison with The Trust Facilities Manager and agreed by the Headteacher in consultation with safety representatives and the local fire specialist or fire brigade.

• During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants.

• Visitors will need to be identified by use of a Visitors’ log list and accounted for during evacuation. Reception staff will bring the visitor log and staff ‘Signing out’ Log to the Fire Assembly point and enable this.

• Students will need to be identified by use of a Student Form Lists and accounted for during evacuation. Pastoral Team will bring the Fire Student Form Lists, the Late Logbook and Student Signing out Logbook to the Fire Assembly point to enable this.

• Assembly point/s should be determined in an area at a safe distance from the building and not in an area which would prevent access by the emergency services.

Fire Assembly Point

• The Main Fire Assembly point is on the **Lower Playground**.

• Alternative Fire Assembly points are the Multi-Use Games Area (MUGA) and Lady Julian Green. These would be used in special circumstance. They would be used if a specific emergency situation required i.e. there would be fire in St Mary’s or St John’s building and Headteacher in liaison with The Facilities Team would make dynamic risk assessment and instruct staff and students accordingly. The Multi Use Games Area (MUGA) is also used as a Fire Assembly Point, from the Sports Hall, during the examination seasons.

Break Time Procedure

• Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point as per Break Duty Rota

• Office staff are responsible for following normal procedures

• All other staff to evacuate the building using the nearest fire exit door

Lunchtime Procedures

• Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point

• Office staff are responsible for following normal procedures

• All persons to evacuate' the building using the nearest fire exit door (this supersedes an one way systems)

Before School

• Staff and pupils to evacuate the building using the nearest fire exit door

• Headteacher/Senior Staff Team (SLT) to contact the fire brigade, manage the evacuating, then if appropriate notifying parents

Calling the Fire Brigade

It is the school procedure that the fire brigade will be called on any confirmed outbreak of fire.

On hearing alarm, the Facilities Staff having checked the fire panel and assessed the situation will contact the Fire Brigade directly (mobile) should there be an outbreak of fire. The Facilities Staff will then notify the Headteacher, fire marshals and event's organiser as applicable (i.e. The Facilities Team will be responsible for overseeing and coordinating matters with the Headteacher once the evacuation has taken place.

If you discover fire, you need to immediately operate the nearest Fire Alarm Call-Point and call Fire Brigade on 999 (dial 8-999 if school phones). Then call reception – extension 2222 emergency number (internal school phone system) or 01603 611 431 to enable them to alert the Leadership Team & Facilities Team for their assistance. In non-term time call the Facilities Team on duty directly.

Meeting the Fire Brigade

The Trust Facilities Manager is responsible for meeting the fire brigade, or ensuring that the Trust Deputy Facilities Manager, or one member of Facilities staff is available to meet the fire brigade on arrival and in their absence, or there is a member of staff to deputise for them. This role includes liaising with Headteacher, Business Support Manager, Educations Visits Coordinator (EVC), Pastoral Team and Cover, Lettings and Events Manager to alert events/lettings organisers, staff and students who are returning from trips/events etc. not to enter the building in such an emergency.

Investigation on Hearing the Fire Alarm

On hearing the fire alarm, the Facilities Staff will check the fire panel, investigate, and contact the Fire Brigade directly should there be an outbreak of fire. The Facilities Staff will then notify the Headteacher, Fire Marshals and event's organiser if applicable (i.e. group leader if the school facilities are hired, a nominated member of school staff during school holiday). The Facilities Team will be responsible for overseeing and coordinating matters with the Headteacher once the evacuation has taken place.

The full alarm (continuous alarm sound) will immediately sound in the building where someone either activated the manual fire alarm point, or one of the heat or smoke detectors has triggered it and at the same time the intermittence alarm sound will start in the rest of the buildings on the site. The full alarm (continuous sound) means for the occupants that they have to immediately evacuate. The intermittent alarm means occupants to get ready for the potential evacuation as the fire alarm has been activated in another building on the site and is being investigated.

Facilities Staff have 7 minutes to investigate, before the fire panel system will automatically activate the full alarm (continues alarm sound) across the whole site. The Facilities staff who investigate are allowed to switch off the fire panel (alarm sounding) only if 100% sure that there is no fire/smoke. If the staff investigating not sure if false alarm, or if not enough time to investigate, the fire panel system will go automatically to the full alarm (continuous alarm) in each building across the site, indicating the full evacuation of all buildings.

There are 4 fire panels that are interlinked, and any panel will show the fire warning messages/codes for all the buildings on site:

- St Mary's Building – fire panel located on the ground floor, in lobby by the entrance gates
- St John's Building – fire panel located on 1st floor, near sliding doors outside the English corridor
- St Peter's Building – fire panel located on the ground floor, outside P10
- St Julies Building – fire panel located on the ground floor near J18B visitors/staff toilet (controls for resetting Lady Julian, Chapel, St Catherine's, St Paul's, St Julie's)

In case of unforeseeable emergency i.e. the Facilities Team was completely unavailable, the following Leadership Team members are nominated to act as a back-up, to investigate and follow up as applicable – call the Fire Brigade or switch off the fire panel if 100% sure false alarm (no fire/smoke)

- Business Support Manager
- Deputy Headteachers

Out of Hours and Non-Term Time Fire Evacuation

Events Taking Place Out of School Hours Such as After School Club or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Trust Facilities Manager, Cover, Lettings and Events Manager, Deputy Headteacher and Director of VI Form and Career Pathways, Business Support Manager, and Headteacher are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Managers may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating.

On Hearing the full Fire Alarm

- Evacuate - leave the building and report to person in charge of your group at fire assembly point. This person in charge could be the group leader if the school facilities are hired or a nominated member of school staff during school holiday time and a member of Facilities Team.
- Do not re-enter buildings until instructed it is safe to do so by the group leader who will have liaised with a member of school Facilities Staff following an investigation into the reasons for the alarm.
- Close windows and doors where possible.

If You Discover Fire

- Immediately activate the nearest manual fire alarm point.
- Call Fire Brigade on 999 using your mobile phone (dial 8-999 if school phone available)
  Give the operator your number and ask for the Fire Services. When the Fire Brigade replies distinctly say Fire At: Notre Dame High School, Surrey Street, Norwich, NR1 3PB.
  Do not hang up until the address has been repeated by the Fire Brigade.
- Contact the Facilities Staff to enable them to make any necessary arrangements, meet the Fire Brigade and inform the Headteacher.
- Do not take any personal risks. Attack fire only if trained and safe to do so with the appliances provided. The priority is always a safe evacuation.
- Evacuate - leave the building and report to person in charge at fire assembly point

Do NOT use lifts if you hear the alarm. If required use EVAC Chairs for mobility needs.
Do NOT stop to collect personal belongings
Do NOT re-enter the building
IGNORE 1-way systems, leave buildings through the nearest exit.

Fire Signage

- Escape route signs should be displayed along all exit routes, above doors and at all changes of directions in corridors
- A sign indicating the nearest fire escape route should be in CLEAR SIGHT FROM ANY LOCATION
- All signs for escape route directions must be primarily pictographic
- Emergency signs for doors should be above the door, not attached to the door
- The final exit door should have the sign with the running person image and word 'Exit' – It should NOT feature arrows

Signs require regular inspection and maintenance to ensure they are CLEAR, LEGIBLE AND FUNCTIONAL

They should have suitable illumination or be reflective WHERE APPROPRIATE

A 'FIRE ACTION' sign must be displayed next to ALL manual fire alarm call points

All fire doors must have a 'KEEP SHUT' notices

All fire escapes must have a 'KEEP CLEAR' notice

Fire Extinguishers

Do Not:

- Block fire extinguishers with anything
- Use fire extinguishers to prop open doors
- Interfere with any features of the extinguisher

Report:

- Any dents or signs of corrosion
- Leakages
- Faded labels
- Signs of vandalism
- Missing locking pins

Never attempt to correct issues on a fire extinguisher unless you are trained to do so.

Preventing Arson

Arson is the cause of around 40% of all fires in schools, so preventative measures are very important.

Help prevent arson:

- Restrict unauthorised entry by limiting site entrances/access
- Secure all entry points
- Ensure unauthorised persons can be identified – lanyards distinguish the supervision levels of all visitors/staff – challenge or report those who are not wearing ID
- Have sufficient lighting
- Have appropriate waste management procedures – ideally outside waste bins should be kept in a secure compound away from the building
- Report any suspicious behaviour or accidental fire

Fire - General Information and Guidance

Fire safety is Everybody's Responsibility.

Good Housekeeping

Good Housekeeping involves managing the accumulation, storage and removal of sources of fuel and ignition. It ensures that these sources are kept separate and to an absolute minimum.

To contribute to good housekeeping:

- Remove waste boxes, paper, card, aerosol cans, chemical containers, and other flammable waste materials from the premises
- Follow waste management procedures
- Remove faulty equipment or equipment with signs of damage from use immediately, such as frayed wiring or burn marks. Report to site staff.
- Never cover up equipment while it's switched on or overload plug sockets, as this could lead to overheating and create an ignition source.
- Never store flammable waste in hallways, near fire escape routes or against heaters and electrical equipment
- Clean up spills immediately e.g. cleaning chemicals, cooking oils and baking substances such as flour
- Consider the safety of hanging items such as classroom displays – make sure they are not put up near ignition sources or ventilation grilles.

Storage

- Minimise how much paper you use, store and dispose of
- Cleaning chemicals, gym equipment and art supplies should be kept in appropriate fire-resistant cupboards or storerooms.
- All cupboards/storerooms/containers which hold flammable materials must be locked
- Avoid storing large quantities of flammable materials against walls, such as gym mats, as this would enable fire to spread rapidly.

Smoking

Follow the school's Code of Conduct and MAT No Smoking Policy - there is no smoking allowed on the site.

Fire Detectors / Safety Measures

Schools are required by law to have appropriate fire detection and warning systems in place. Trust Facilities Manager is responsible to endure this is in place.
Staff are expected to:

- Know the location of manual alarm call points and understand how to operate them
- Be familiar with how the alarm sounds/looks when activated

Detection/warning systems must ensure that staff and students can hear the alarm (in some areas both hear and see e.g. in noisy dining room) and a fire can be automatically detected, from anywhere in the building.

Fire Alarm Testing

Manual fire alarm call points undergo testing once a week at the same time (Mondays 4:45pm).

Report any faults or concerns about fire alarm points to the Facilities staff IMMEDIATELY at SiteRepairs@ndhs.org.uk and escalate as necessary, to the Trust Facilities Manager mwhite@ndhs.org.uk Trust Facilities Deputy Manager at scoe@ndhs.org.uk.

Appendix A

Notre Dame High School (Norwich) Fire Marshals

Building	Marshal 1	Marshal 2	Marshal 3	Marshal 4
St Mary's	Anthony Fullam	Julian Faulkner	Alex Dyer	Paul Short
St John's	Janice Murphy	Tom Stevens	Kate Freezer	Faye Bunn
St Paul's	Andy Clitheroe	John Hodds	Joanna Bruce	Luke Tanner
Lady Julian's	Simon Everett	Matthew Rowe	Shane Amies	Katarina Blasko
St Catherine's	Joseph Savage	Anna Glynne		
St Peter's	Niki Kaiser	Kirstin Watkins	Jane Buck	Chris Moore
St Julie's	Sarah Cheshire	Beatrice Thorpe	Liz Ridley	Caroline Tungate / Tracey Collinson

The latest update: 5/11/2026

Role of the Fire Marshal

1. On hearing the full fire alarm instruct people to evacuate the building by the nearest available escape route.
2. Carry out a sweep of the building asking others to move away from the building to the assembly point.
3. Where possible close windows and doors to prevent fire spread. Do not lock the doors.
4. Report if anyone needs assistance.
5. Be vigilant, look out for any fire related issues and report any risks, fault or concerns, as they arise, to Trust Facilities Manager and Deputy Manager at mwhite@ndhs.org.uk and scoe@ndhs.org.uk (e.g., broken signage, propped open fire door, blocked fire exits, any concerns about fire alarm points, build-up of combustible items, broken / defective fire doors etc.)
6. Get to know the layout of the building you are sweeping; all the available fire exits and evacuation routes. Discuss with other Fire Marshals within the building, the areas you cover between you.
7. The silencing of the alarm is sometimes mistaken by people, as a sign that it is safe to re-enter the building. Do not permit anyone to re-enter the building until informed by the Headteacher / Site Team Member or the Fire Service that it is safe to do so.

Appendix B

Roles and Responsibilities	Role Person Responsible	In case of absence
Overall responsibility for site safety	Headteacher	SLT
Fire Procedure, Emergency Evacuation Plan, Co-ordinate the implementation of fire safety measures, fire drills	Business Support Manager	Director of Finance and Operations
Fire Co-ordinators – repairs and maintenance	Trust Facilities Manager	Deputy Trust Facilities Manager
Fire Marshalls	Teachers, Administration Staff and Teaching Assistants (Appendix A)	There are 27 Fire Marshalls spread over the buildings. Business Support Manager, in liaison with Senior LT will review the setup regularly.
Registering and ensuring all people are evacuated from building	Pastoral Teams, Attendance Manager and Reception staff will bring the Form Lists, signing out Book, Late Book, Visitors Log, signing out/in Staff Log to Fire Assembly Point to enable staff to identify if all people are evacuated from buildings. Staff in charge of students will identify students. Reception staff will instigate identification of visitors with support from LT or any available Support Staff Manager. Line Managers will assist with identification of staff in their teams. Staff will report their findings to the person in charge.	HR Manager (Office J14), LT
Calling the fire brigade	Facilities Staff and Person Who Discovered Fire	SLT, Reception Staff
Meeting the fire brigade	Facilities Staff	SLT

Appendix C

Line Manager's Checklist for First Day Fire Safety Instruction for New Staff

Ensure the new staff understand Fire Procedure and Lockdown Procedure. Take the new starter through the Emergency Evacuation Plan as displayed in rooms and at the fire alarm call points.

- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, leaving the building with any students for, which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers but emphasise they should only be used if the staff member has been previously trained if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Ensure that new staff have a copy of the NDHS Fire Safety Procedure and Lockdown Procedure in their induction pack and are aware where Emergency Evacuation Plans are displayed in each classroom.
- Ask the new staff to familiarise themselves with where the EVAC Chairs are stored in each building and watch the EVAC Chair training video (RM Unify Health & Safety tile/Evac Chair Video Training). New staff need to contact Staff Training and Development Coordinator Annabel Farmer at afarmer@ndhs.org.uk to arrange for practical in-house EVAC Chair training.

EMERGENCY EVACUATION PLAN

ON HEARING THE FULL FIRE ALARM



- Evacuate - leave the building through the nearest escape route and report to person in charge at fire assembly point
- Do not re-enter buildings until instructed it is safe to do so by responsible staff in charge
- Close windows and doors where possible.

IF YOU DISCOVER FIRE

- Immediately activate the nearest manual fire alarm point
- Call Fire Brigade on 999 (dial 8-999 if school phones)
  Give the operator your number and ask for the Fire Services. When the Fire Brigade replies distinctly say Fire At: Notre Dame High School, Surrey Street, Norwich, NR1 3PB.
- Call Reception – ext. 2222 emergency number (internal school phone system) or 01603 611 431 to inform them of location of fire and enable them to alert the Leadership Team & Facilities Team for their assistance. In non-term time call the Facilities Team on duty.
- Do not take any personal risks. Attack fire only if trained and safe to do so with the appliances provided. The priority is always a safe evacuation.
- Evacuate - leave the building through the nearest escape route straight to assembly point and report to person in charge.

Do NOT use lifts if you hear the alarm. If required use EVAC Chairs for mobility needs.
Do NOT stop to collect personal belongings.
IGNORE 1-way systems, leave buildings through the nearest exit.

ASSEMBLY POINT ON LOWER PLAYGROUND

Fire Assembly Point

The **Main Fire Assembly Point** is on the **Lower Playground**.
Students to assemble in form order (see diagram enclosed).

Alternative Fire Assembly Points are the Multi-Use Games Area (MUGA) and Lady Julian Green. These would be used in special circumstance. They would be used if a specific emergency situation required i.e. there would be fire in St Mary's or St John's building and Headteacher in liaison with the Facilities Team would make dynamic risk assessment and instructed staff and students accordingly. The Multi Use Games Area (MUGA) is also used as a Fire Assembly Point, from the Sports Hall, during examination seasons.

YOUR ROUTE TO THE LOWER PLAYGROUND

St Julie's and Chapel: via visitor's car park
St Catherine's: via front entrance or entrance near C10
Lady Julian's: via Sports Hall footpath
St Paul's: Sports Hall, S18, S19, S28, S29 via fire exit.
St Paul's: Gym, changing rooms, Drama Studio via Sports Hall footpath
St Johns: lift/ramp exit via St Johns footpath. Ground floor exits via steps to St Mary's
St Mary's: direct to lower playground
St Peter's: via Lady Julian/Sports Hall footpath

PLEASE REMEMBER

- If you are NOT in charge of a class – follow nearest escape route straight to assembly point. If you see pupils not evacuating, or staff require support, help.
- If you ARE in charge of a class – You are responsible for guiding them out of the building to a place of safety and keeping them organised while you evacuate. Remain calm and in charge of the class. Reassure all pupils and staff – no-one should stop and collect belongings.
- Follow PEEPs (Personal Emergency Evacuation Plans) and follow instructions from Fire Marshals.
- Once out of the building, at the fire assembly point collect the register from responsible person to ensure that all students and staff are present. Inform responsible person.
- ONLY RE-ENTER THE BUILDING ONCE THE ALL-CLEAR HAS BEEN GIVEN BY THE RESPONSIBLE PERSON

Following a fire drill/evacuation, it may be necessary to update Personal Emergency Evacuation Plans (PEEPs). Please do so as soon as possible – they will need to be re-signed and agreed by parents.

MOBILITY NEEDS

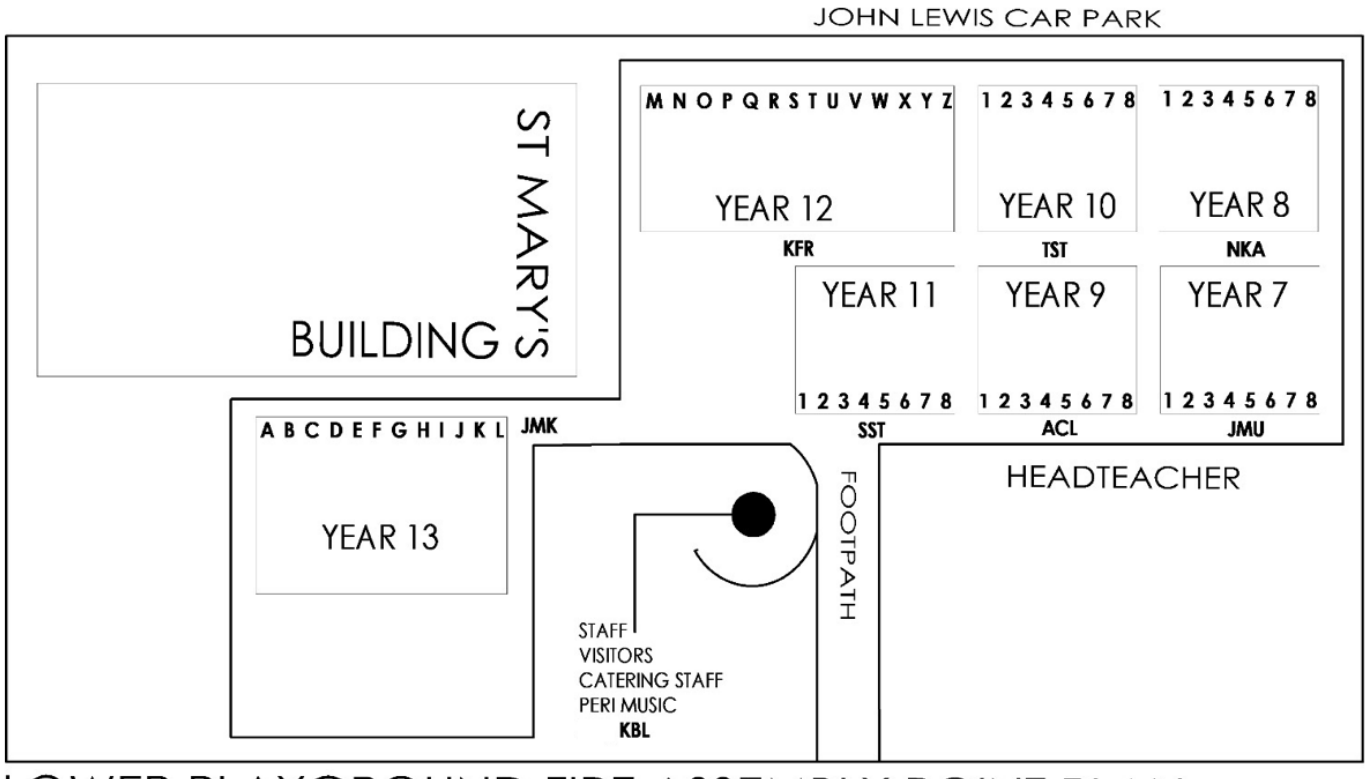
Familiarise yourself with where the EVAC Chairs are stored in each building, especially if you work with a student, or member of staff with a mobility need.

Watch the EVAC Chair training video (Health & Safety tile/Evac Chair Video Training).

Contact Staff Training & Development Coordinator to book practical in-house training.

Fire Assembly Point

The **Main Fire Assembly Point** is on the **Lower Playground**. Students to assemble in form order (see diagram below).



LOWER PLAYGROUND FIRE ASSEMBLY POINT PLAN