

Amendment to the substantive Fire and Emergency Plan for Keresley Newland Primary Academy and Keresley Grange Primary

Date: 1st June to the end of the Academic Year

This document is not intended to supersede the school's current Fire and Emergency Plan document and reflects only the changes to our usual arrangements and will be kept under review.

Any changes will be communicated to staff/ pupils accordingly. Social distancing will be adhered to wherever reasonably practicable and fire exits will be made available.

The fire alarm system is inspected and working as normal and there are no changes to our substantive local procedures, with the exception of:

1. SLT in charge will now check the alarm panel.
2. SLT in charge will call 999 (where required.)
3. The SLT member in charge will be the Evacuation Controller and in their absence another member of SLT will deputise.
4. The admin team member in that day will take register and grab bag all located together in the office.
5. Dawn Hickey will support the personal emergency evacuation plan for Ollie Burrows. (KN)
6. The Teacher with each respective bubble will evacuate with them to the assembly point with their evacuation packs which should include the register you have taken at the beginning of the day, so therefore once you have taken your register place it in the evacuation pack.
7. The Teacher will close the door of the classroom on leaving. (fire door)
8. Teachers will have medication for children in their bubble in the classroom and will take this with them when evacuation.
9. Admin will be the fire marshalls and sweep offices, staff toilets and staff room area.
10. SLT will be the fire marshall and sweep school areas.
11. Top playground will remain at the assembly point for bubbles and you will remain in your bubble at the assembly point, standing 2 metres apart from other bubbles. (KN)
12. Annexe area will remain the assembly point for KG, remaining in bubbles and standing 2m apart.
13. All fire exits will be unlocked and you are still to use the nearest exit. As the bubbles will be located in different areas around the school social distancing can still be achieved.
14. You will raise your green tick/card to demonstrate all children in that have been registered that day have been accounted for.
15. Visitors will only attend site where necessary and will be hosted whilst on site and admin team will account for visitors, who will feedback to the Evacuation Controller.

16. The school kitchen will evacuate in the normal way and assemble on the playground, admin will account for kitchen staff, who will feedback to the Evacuation Controller. **Kitchen staff not currently in school.**

17. Cleaning staff will evacuate in the normal way and assemble at the evacuation point, admin will account for cleaning staff, who will feedback to the Evacuation Controller.