



SINCLAIR HOUSE SCHOOL

MONTESSORI NURSERY

LOWER NURSERY

UPPER NURSERY

196 Munster Road, Fulham, London SW6 6AU

159 Munster Road, Fulham, London SW6 6DA

PREPARATORY SCHOOL

59 Fulham High Street, Fulham, London SW6 3JJ

Fire Emergency Plan

ACTION ON DISCOVERING A FIRE

Any member of staff who discovers a fire should activate the fire alarm by pressing the dot on the manual call point.

CALLING THE FIRE BRIGADE

The Sites Manager or Office Staff are to phone the Fire Brigade on **999**.

EVACUATION

When evacuating the children, all staff must check the doors are shut when leaving their class/office and make their way to the Assembly Point on New Kings Road.

At the Evacuation Point, staff will immediately check the register against their own class (Lisa will check the visitor's book) and immediately report to the Miss Jo.

Once the Fire Warden/Sites Manager has confirmed that it is safe to return to the Building, all children need to be escorted back to the school building and into their respective classroom.



Fire Emergency Plan Staff

(All classroom staff to sweep classroom in use only)

Office: Jo

Reception Class: Ms Joanna/Alice/Mellisa

Sports Hall: Mr Simon

Basement: Mr Gary/Lisa

Basement Staff Room: Mr Gary/Lisa

Year 1: Ms Kat

Year 2: Ms Francesca

Year 3: Miss Sarah

Year 4: Miss Laura

Year 5: Miss Molly

Year 6: Miss Francesca p

Art Room: Miss Alice/Ms Julia

Science Room: Ms Julia/Ms Alice

All staff named above must report CLEAR to Ms Lisa at meet point.

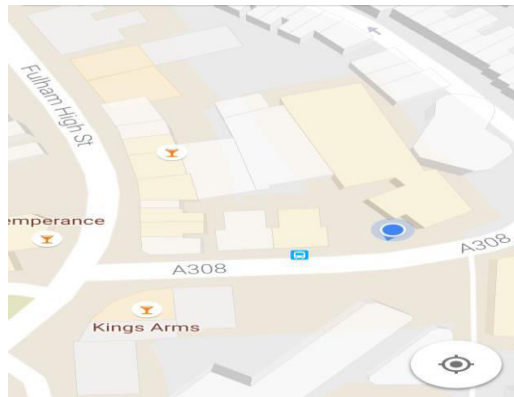
Fire Wardens at 59 Fulham High Street – ALL STAFF



PROCEDURE IN CASE OF FIRE

When the fire alarm sounds

- 1) Line up your children as quickly as possible, ready to leave the classroom
- 2) Shut doors as you exit the room
- 3) The meeting points will be the grassed area to the far-right hand corner of the sports hall (New Kings Roadside), exiting from front or rear



- 4) At the Evacuation Point, staff will immediately check the register against their own class (Lisa will check the visitor's book) and report to Miss Jo.
- 5) The Sites Manager will notify you of the result and wait to receive further instructions.

Principal
7th September 2020



Fire Emergency Plan

ACTION ON DISCOVERING A FIRE

Any member of staff who discovers a fire should activate the fire alarm by pressing the dot on the manual call point.

In the event of power failure, raise the alarm by using the whistle attached to the fire extinguisher equipment.

CALLING THE FIRE BRIGADE

The Fire Warden at either building is to phone the Fire Brigade on **999**.

EVACUATION 159

When evacuating the children, all staff must check the doors are shut when leaving their class/office, take class register to the Assembly Point on the corner of **WARDO AVENUE**.



At the Evacuation Point, staff will immediately check the register against their own class and immediately report to the Fire Warden.

Once the Fire Warden has confirmed that it is safe to return to the Building, all children need to be escorted back to the nursery into their respective class room.

Fire Warden – ARA MILLER DELTORO/TAMARA CONVEY



Procedure in case of Fire

When the fire alarm/whistle sounds;

- 1) Line up your children as quickly as possible, ready to leave the classroom
- 2) Take your register, close all windows and shut doors as you exit the room
- 3) Lead children to the respective Evacuation Point, **159 WARDO AVENUE.**
- 4) At the Evacuation Point, staff will immediately check the register against their own class and immediately report to the Fire Warden.
- 5) Notify the Fire Wardens of the result and wait to receive further instructions.

Mrs. Carlotta T.M. O'Sullivan
Principal
September 2020



Fire Emergency Plan

ACTION ON DISCOVERING A FIRE

Any member of staff who discovers a fire should activate the fire alarm by pressing the dot on the manual call point.

In the event of power failure, raise the alarm by using the whistle attached to the fire extinguisher equipment.

CALLING THE FIRE BRIGADE

The Fire Warden at either building is to phone the Fire Brigade on **999**.

EVACUATION 196

When evacuating the children, all staff must check the doors are shut when leaving their class/office, take class register to the Assembly Point on the corner of **REPORTON ROAD**.



At the Evacuation Point, staff will immediately check the register against their own class and immediately report to the Fire Warden.

Once the Fire Warden has confirmed that it is safe to return to the Building, all children need to be escorted back to the nursery into their respective class room.

Fire Warden – Morag Macpherson and Hayley McCarthy 196



Procedure in case of Fire

When the fire alarm/whistle sounds;

- 1) Line up your children as quickly as possible, ready to leave the classroom
- 2) Take your register, close all windows and shut doors as you exit the room
- 3) Lead children to the respective Evacuation Point, **196 REPORTON ROAD.**
- 4) At the Evacuation Point, staff will immediately check the register against their own class and immediately report to the Fire Warden.
- 5) Notify the Fire Wardens of the result and wait to receive further instructions.

Mrs. Carlotta T.M. O'Sullivan
Principal
September 2020