



Fire Evacuation Plan

Reviewed 04/09/2025

If the fire alarm sounds:

1. Actions of FIRE NOTICE to be carried out. (near all classroom / area exits)
2. Take class lists off doors as you exit. – Including Red / Green sign. **Take class list in an envelope behind red/green cards.**
3. If usual escape route / assembly point is not accessible, (Pendarren Street outside of school yard), then staff and pupils are to evacuate the front of the building and congregate on Clifton Street. – Towards the bottom end, away from the school.
4. If both escape routes and / or assembly point are not accessible, staff and pupils are to evacuate the building using the nearest fire exit and congregate as far away from the building as possible for a roll call. The group should stay in that place until contacted by a member of staff in charge.
5. Designated member of staff to alarm control panel. Check location of alarm then evacuate to assembly point. – Caretaker / Headteacher.
6. Fire Service to be contacted: Joy Barnes, or a Senior Leader (KO / FJ).

Members of staff in charge of classes / groups of children:

Headteacher: Mrs Rhian Derrick

Deputy Headteacher:

Miss Jones (Year 6; Lions)

Mrs Katie Owen: (Year 5; Tigers)

Miss Rhiannon Fear : (Year 3; Iguanas)

Miss Molly Williams: (Nursery, Pandas)

Miss Rhian Evans; (Reception/Yr1; Pandas)

Miss Nia Griffiths (YearYr1/ 2; Zebras)

Mrs Kelly Strong: (Year 4; Giraffes)

Members of staff to alarm control panel:

Caretaker: Mr David Mear

Headteacher: Mrs Rhian Derrick

In their absence;

Deputy Headteacher: Ffion Jones

Assembly Points: Pendarren Street – Outside school yard. (children should assemble as far away from the school as possible)

Staff to use their red / green card to indicate their situation, at the back of the school yard, if it is safe to do so.

RED card visible to school = Need help! IE: NOT all children are present.

Green card visible school = Do not need help. IE: ALL children and adults are present.

Staff to take number cards off door for head count.

Joy Barnes to bring dinner registers for roll call.

Communal area checks:

Nursery / Reception toilets: JB

Soft Play Room: JB

Year R/1 toilets: JB

Year 2/3 toilets / Cloakroom: JB

Upper School girls' toilets/Staffroom/Staff Toilets: Kelly Strong RD

Upper School toilets: Ffion Jones (as passing)

Outdoor Classroom- Digital Den Room : RD

Zen Den: SB- when in there working. DM

Sensory Room- OR, when working in there

Follow advice from Fire Service after exiting the building.