



# Fire & Emergency Evacuation Policy

## Coronavirus Addendum

### Document Control

<b>This policy has been approved for operation within</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	June 2020
<b>Review period</b>	N/A: Extra-ordinary
<b>Policy status</b>	Statutory
<b>Owner</b>	MMPS
<i>This policy addendum will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.</i>	

## **1. Actions when fire alarm sounds**

At the present time we are only making use of the following classrooms:

- Nursery
- Reception
- Year 1

Staff on duty should be familiar with the fire exit routes which are clearly displayed around the school.

If the fire Marshalls/sweepers are not on duty in school, SLT will act as Fire Marshals and Sweepers

Children should be reminded of what to do in the event of an emergency on a daily basis.

## **2. Fire assembly area**

In the event of children gathering at the fire assembly point, please ensure that they follow the social distancing rules enforced at the time.

Staff should be aware of any children visiting the toilets and this information should be passed on to the headteacher, deputy head or health and safety coordinator in the event of an emergency.

The staff member on duty in the office at the time of an emergency is responsible for bringing out the emergency box and registers.