



**SZKOŁA PRZEDMIOTÓW OJCZYSTYCH  
IM. MIKOŁAJA REJA  
MIKOŁAJ REJ POLISH SCHOOL  
P.O. BOX 57919, LONDON W4 3RW  
[www.polskaszkolachiswick.org](http://www.polskaszkolachiswick.org)**

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## **Mikołaj Rej Polish School** **Fire & Emergency Evacuation Policy**

(Adopted 4 November 2006)

### **Aims**

The safety of children staff and visitors is of paramount importance to the Mikołaj Rej Polish School and will be given appropriate attention by the school authorities, to reflect this. It is the aim of the School that the work and education environment is as safe from fire as can be reasonably achieved and if a fire does occur, the School staff are well trained in procedures for safe evacuation and mitigation of damage.

The main aim in any fire is to remove all children and other adults from the school building quickly and safely, ensuring, as far as possible, that doors are closed behind, as each class exits. No one is permitted to re-enter the building without the express permission of the Fire Brigade or Headteacher, or nominated deputy, in the event of a drill.

Bags, coats, books, personal belongings etc. should be left in the classrooms, in order to ensure a quick and orderly evacuation.

### **Responsibilities**

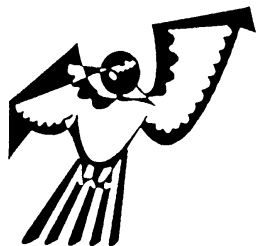
- Every member of staff is ultimately responsible for the children in his/her care and any decision to deviate from the normal exit route.
- All staff will acquaint themselves with the location of fire alarm points. The teacher in charge of the class at the time is responsible for parents or other helpers working with them.

### **Raising the Alarm**

On discovery of a fire, an adult will break the glass in the nearest fire alarm box to start the fire alarm. The administrative staff or nearest adult to the telephone will contact the emergency services (999).

### **Assembly Points**

- Teachers will supervise the evacuation of the children and any other adults to the emergency exits and to the assembly point, shown in Appendix I.
- The administrative staff will also leave by the nearest designated emergency exit and will bring with them the record of attendance.
- Class teachers will count children initially by headcount and then by name, reporting any missing children to the Headteacher. The teacher will raise a hand to indicate that all children are present and safe.



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## **Appendix I – Assembly Points**

After an emergency evacuation all children, staff and any parents or helpers present must make their way to the grass area abutting Alexandra Avenue, opposite the main entrance used by the School, using the south facing emergency exits.

The emergency exits and assembly point are circled in **red** in the picture below.

