



## **Fire Policy Addendum Due to Covid-19**

**This is the procedure due to COVID -19 - To be printed and available in the office -  
Procedure to be emailed all relevant staff.**

**The principles as set out in Lote Tree Primary's Fire Policy remain and should continue to be followed.**

**This addendum should not be used as a stand- alone document and should be read in conjunction with the existing Fire Policy.**

**It describes the new systems in place and how pupils will be supported to adhere to them.**

**Whilst pupils understand the new procedures in place for not crossing over bubbles and movement around the school being restricted to their areas, evacuation of school will be carried out from the nearest exit for pupils. Assembly will then be separated into their appropriate bubbles.**

### **School area's in use for pupils:**

Room 1: Years 1 and 2

Room 2: Years 3/4

Room 3: Nursery

Room 4: Reception

Room 5: Years 5/6

### **Other Rooms (not in use for pupils):**

Kitchen and the Office

### Bubbles and Assembly Points:

Year Group/Age Phase	Bubble	Assembly Point
EYFS AND Reception	Purple	1
Years 1/2	Yellow	3
Years 3/4	Red	2
Years 5/6	Blue	4

### Fire Marshall

Designated Fire Marshalls	Designated Fire Wardens
Farida Farooq	All bubble leads
Maariya/ Aisha/Zubeda	Lunchtime supervisor

### Procedure:

Staff in charge of the Bubble will lead their bubble into the playground via the nearest/safest exit.

Bubble leads (fire wardens) will check all children are present and inform the Fire Marshall present that all children are accounted for.

They should line up against their Assembly Point

Wet play: Bubble leaders/Lunchtime supervisor to lead their bubble to the playground via the nearest/safest exit

Bubble Leads should have their walkie talkies with them and inform Fire Marshalls of any pupils using the toilets or not accounted for

Fire Marshalls will check all pupils and staff present against the register.

Fire Marshalls will contact the fire brigade on 999 using the following information:

**Names of premises:** Lote Tree Primary

**Address of premises:** 643 Foleshill Road, Foleshill, Coventry, CV6 5JQ

**Occupier of premises:** Pupils and staff

For lengthier evacuation, the secure area in Edgewick Park will be used

All usual safety measures and risk assessments in place for transporting pupils to Edgewick Park

During this time, 'trip procedures' will be implemented.

For purposes that require lengthy evacuation, we will look to send pupils home to ensure social distancing and not mixing with other isolated bubbles