

At St. Vincent's Primary School, the safety and wellbeing of your child is our highest priority. We have clear fire safety procedures in place and we practise evacuation drills regularly so that pupils and staff know exactly what to do in the event of an emergency. Fire drills take place at least once a term to ensure that pupils and staff are familiar with procedures. These are carried out in a calm and supportive manner.

### If the Fire Alarm Sounds:

All pupils and staff immediately stop what they are doing and leave the building calmly using the nearest designated fire exit. Children are supervised at all times by school staff. Designated Fire Controllers check the building and liaise directly with the Fire Marshall. Pupils gather at the agreed assembly point, where registers are checked to ensure that every child and adult is accounted for. No one re-enters the building until the Fire Marshall confirms that it is safe to do so. Where required, individual Personal Emergency Evacuation Plans (PEEPs) are in place to ensure that any child or adult who requires additional support can evacuate safely.

### If We Cannot Return to the Building:

In the unlikely event that the building cannot be re-occupied, pupils will remain under staff supervision. If it is safe to do so, we will exit the school grounds as directed. Should the main gate not be suitable, we will use the emergency gate onto Greenhills Road. Pupils will then be escorted to Crosshouse Primary School, where they will remain supervised and cared for until they can be collected by a parent or carer.

### Communication with Parents/Carers:

If relocation to Crosshouse Primary School is necessary, we will send a Parentsportal message as soon as possible with clear instructions about collection arrangements. We will continue to provide updates as required. We kindly ask that parents and carers do not come directly to St. Vincent's during an active emergency, as access routes must remain clear for emergency services. If you have any questions about our fire safety arrangements, please contact the school office.



**St. Vincent's Primary School**  
**Fire Procedure & First Aid**

**If you discover a fire:**

1. Remain calm.
2. Operate nearest fire alarm.
3. Leave via nearest exit - below.
4. Go to assembly point.
5. Line up with your class.

**If you hear the alarm:**

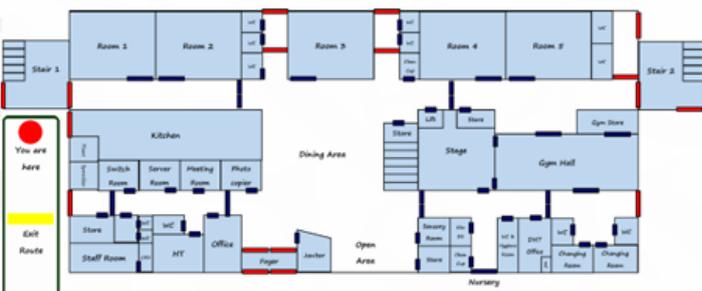
1. Remain calm.
2. Leave via nearest exit - below.
3. Do not queue.
4. Go to assembly point.
5. Line up with your class.

**Assembly Point: Playground**

If unable to return to building:  
Crosshouse PS

For First Aid, see:  
**Main Office**

First Aid Kit Location: Main Office



**You are here** (Red dot)  
**Exit Route** (Yellow line)  
**Alternative Route** (Blue line)

Kindness Resilience Respect Commitment Excellence