



Fire Drill Procedure

IN THE EVENT OF A FIRE

When the alarm sounds, staff should lead the children to the assembly point by the shortest safest route.

THE INITIAL ASSEMBLY POINT IS TOP OF THE PLAYGROUND. IF FURTHER EVACUATION IS REQUIRED, STAFF WILL BE INSTRUCTED BY EITHER THE HEADTEACHER/ A SENIOR MEMBER OF STAFF OR THE FIRE OFFICER.

The children will line up and walk smartly to the assembly point, lead by the staff member. The children are expected to follow any instructions given to them by the staff.

Staff will check that all rooms within their area are clear, shutting windows and doors as they go.

At the assembly point the nominated person will call names on the register and hold up their hand to signal to the Headteacher that the children and staff are ALL accounted for.

Staff and children will wait at the assembly point until told by the Headteacher/fire officer that it is safe to re-enter the building and the all clear is given.

THE SAFETY OF THE CHILDREN IS PARAMOUNT AND ANY INSTRUCTIONS GIVEN BY THE FIRE SERVICE SHOULD BE ACTED UPON IMMEDIATELY.

FIRE DRILL

Fire drill should be carried out once a term.

The premises officer will activate the fire alarm.

On completion, the Drill must be recorded and signed by the member of staff who activated the alarm.

All actions during the Fire Drill must conform to the above procedure.

ON DISCOVERING A FIRE

Raise the alarm.

Evacuate the building using the nearest safe exit, following the above procedure.

Telephone the emergency services: Dial 999 and ask for Fire Service, giving your name and address.

ONLY IF IT IS SAFE TO DO SO, an should attempt be made to put out the fire, using the available and appropriate Fire Fighting equipment.

REMEMBER: The aim of all staff is to prevent any harm to the children whilst maintaining their own safety, and also not to give any hint of undue anxiety, which could result in panic. TAKE THE EVACUATION IN A CALM ORDERLY MANNER, LEAVING PERSONAL BELONGINGS BEHIND.

ON NO ACCOUNT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN.