



FIRE PROCEDURES

Fire Drills

Fire drills take place each term.

The teacher's sole responsibility is to ensure that children leave the classroom quickly and make their way to the assembly point.

- The children in the main school should leave the classroom by the terrace door. The last person must shut the terrace door.
- The SNSC leave by the main entrance.
- Year One - Squirrels use the main door, Rabbits and Foxes use their classroom doors which must be closed by the last person.
- Children should walk **silently** and line up at the assembly point.

All persons in the classroom at the time should go to the assembly point.

The assembly point is the playground in the following positions:

Year 1 Classrooms

Rabbits Foxes Squirrels

Childrens Centre staff and visitors
Kitchen staff
School visitors

Badgers

Hedgehogs

Owls Otters

Yellow Blue Red Ladybirds

slope

steps 1

steps 2

terrace

- Hedgehogs will use the slope.
- Owls will use steps 1 and Ladybirds will use steps 2.
- Rabbits, Foxes and Squirrels will line up facing their classrooms.
- Badgers will line up outside their classroom.

Mrs Keen, Office Manager will deliver the printed registers taken during the day from Sims to the class teacher to check that all children are present and none are left in the school building.

Mrs Angela Thacker, the School Business Manager (SBM) or Mrs Katherine Morrow, the Assistant School Business Manager will check the hall, corridors and toilets in the main building and then go to assembly point. The Premises Manager will check The SNSC and Year 1 block. All persons must make their way to the assembly point through the nearest door.

The kitchen supervisor will ensure all doors in the kitchen are closed before going to the assembly point with all other kitchen staff.

Ms Gardner, Office Assistant will check the Computer Room and staffroom and also collect the staff signing in register which should be handed to the SBM to check.

Children or staff working in the

- computer room or staff room should exit by the hall terrace door and walk to line up with their classes.
- Beehive exit through Yellow Ladybirds classroom.
- hall will exit by the hall terrace door.
- library go back to their classroom and exit through the terrace doors if they are in year 2. All other children exit on to the terrace through the door by Bookworms.

Children from Badgers who are in their mainstream class, will go out with that class. The SENCo or the teacher in charge of Badgers at the time will check Badgers children are all accounted for.

No-one should re-enter the premises until told to do so by the Headteacher.

In the Case of Fire

The person who notices the fire should sound the alarm immediately by operating the nearest fire alarm call point. It is every individual's responsibility to know where the fire alarm call point is situated which is nearest to his or her classroom or work base. They are situated in the following places:

- Outside Office 1
- Outside Fireflies
- Outside Squirrels Classroom in main corridor
- Next to the exit door in all classrooms
- Outside SENCo's office
- Hall door leading to playground
- Hall door leading to staffroom
- Staffroom opposite computer room
- Staffroom leading outside
- Kitchen
- Boiler house
- Special Needs Support Centre
- Entrance hall in year one block

In the case of fire, the same evacuation procedures will be followed for fire drill. The children will be assembled as far away from the school building as possible eg lower playground. The Headteacher, her deputy or a member of the office staff will telephone for the fire services. No-one will re-enter the premises until told by a Fire Officer that it is safe to do so.

Emergency Procedures

In the first instance, the same evacuation procedures will be following as for fire drill. The children will be assembled as far away from the building as possible. Once the building has been evacuated the Headteacher will give instructions. (See Emergency Plan in Health and Safety file)