

Fire Drill Procedure.

Main school building

THE FIRE ALARM IS A CONTINUOUS BELL

On hearing the fire alarm staff proceed as follows:

- Calmly, stop the children's activities.
- Line up in an orderly manner and leave the building by the nearest exit.
- If there is a second adult in the classroom, ask them to close the classroom and external doors behind them and leave last.
- Assemble on the nursery playground (side closest to Stanton Road)
- Count the children and check against register

IN THE EVENT YOUR CLOSEST EXIT IS BLOCKED TURN YOUR CLASS AROUND AND PROCEED TO THE NEXT EXIT.

IN THE EVENT YOUR CLASSROOM DOOR EXIT IS BLOCKED, USE A FIRE EXIT DOOR.

IF A CHILD IS MISSING FROM YOUR REGISTER INFORM THE HEADTEACHER IMMEDIATELY. DO NOT RE-ENTER THE BUILDING OR LEAVE YOUR CLASS UNATTEND.

**FIRE PROCEDURES
GUIDELINES FOR STAFF, PUPILS AND VISITORS**

FIRE BELL – This is a long ring, which does not stop.

If the fire bell rings the teachers will tell you what to do. Look at the list to see how you leave the building.

LOCATION	LEAVE BY.....
Nursery (bluebell /foxglove/snowdrops)	Fire exit in the room onto nursery playground.
Medical Room	Rear exit door leading onto Nursery playground.
Office staff	Rear exit door leading onto playground.
Hall	Fire Exit in P.E. store leading to main playground.
Kitchen	Fire Exit in Kitchen onto front school car park.
Dining Room	Door to front of school onto school car park
Library/Computer Suite/Art room	Rear exit door leading to playground
Class 4 Foxes	Fire exit in classroom
Class 5 Squirrels	Fire exit in classroom
Class 6 Badgers	Door leading onto main playground
Class 7 Ladybirds	Main rear exit door
Class 8 Busy Bees	Main rear exit door
Class 9 Dragonflies	Main rear exit door
Class 10 Kestrels	Fire exit in classroom
Class 11 Woodpeckers (mobile)	Fire exit in classroom
Class 12 Owls(mobile)	Fire exit in classroom
Sports Court	Stay in court and move to far end by car park
Woodland	Meet in outdoor classroom

Classes 11, 12, Art Room, ICT and Library will hear a hand bell if there is a fire in the main school.

BOMB ALERT THE SIGNAL FOR A BOMB ALERT IS THE SAME AS FOR FIRE. LEAVE THE BUILDING AS FOR A FIRE ALARM. YOU WILL BE INFORMED IF THE ALARM IS A BOMB ALERT BY:

Mr R Burns
or
Mrs J Harrison
or
Mrs E Johnson

CLASSES SHOULD BE ESCORTED AWAY FROM THE SCHOOL BUILDING TO STANTON ROAD IN ORDER THAT EMERGENCY SERVICES CAN ACCESS THE SCHOOL.

CLASSES ASSEMBLED ON THE PLAYGROUND SHOULD LEAVE VIA REAR FOOTPATH, ONTO PAULET DRIVE AND SO TO STANTON ROAD.

NURSERY AND ANY PERSONS ON THE FRONT CAR PARK SHOULD LEAVE VIA THE PATHWAY TO THE FRONT OF THE SCHOOL AND SO TO STANTON ROAD.

STAFFORDSHIRE FIRE BRIGADE FIRE INSTRUCTIONS FOR DAY SCHOOLS

INSTRUCTIONS TO STAFF

The first duty in the event of fire is to prevent injury or loss of life.

Make certain you are familiar with all means of escape and know what to do in the event of a fire.

If you discover a fire or one is reported to you, sound alarm by operating the nearest fire alarm point.

The senior person in charge will ensure that the Fire Brigade is called immediately by dialling '999' and will then go to the place of assembly.

The place of assembly is Play Ground.

On hearing the fire alarm

- A See that any doors surrounding the fire situation are closed.
- B Ensure that persons in your charge leave the building by the nearest available escape route and go to the assembly point. Shut doors behind you.
- C On arrival at the assembly point check to see whether all persons in your charge are accounted for. Notify the senior person in charge immediately of the result.
- D If anyone is missing, give the name(s) and likely location(s).
- E The senior person in charge will notify the Fire brigade Officer, on his arrival, whether all persons are accounted for.

On no account should anyone re-enter the building until informed by a Fire Brigade Officer, that it is safe to do so. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS. ACT QUIETLY.**

If, before leaving the building, it is safe to tackle the fire you should do so, using the nearest appropriate fire extinguisher or hose reel. You should therefore be familiar with their use, but remember that fire-fighting must always be secondary to life safety.

2. INSTRUCTIONS TO PUPILS

Pupils should receive instruction on the procedure in case of fire, based on the following guidance:

On discovering a fire

The children should be encouraged to operate the fire alarm if they should discover a fire or suspect that one has started. Appropriate instructions should be given and appropriate action included occasionally in fire drills where practicable. (It is appreciated that in certain primary or special schools it may not be practicable for children to operate the fire alarm).

On hearing the fire alarm

All occupants should leave the building and go to the place of assembly.

When in class – the order to leave is given by the teacher who will indicate route to be followed.

When not in class – form single file, move by the most direct route to the place of assembly.

In either case:

ACT QUIETLY

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT TRY TO PASS OTHERS ON YOUR WAY TO THE PLACE
OF ASSEMBLY

DO NOT RE-ENTER THE BUILDING

N.B. On the first day of a school term all new entrants should be conducted over all escape routes.