



## **FIRE PROCEDURE POLICY**

Last reviewed: Autumn 2020 To be reviewed: Autumn 2021
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### **Staff**

All staff are issued with a copy of fire procedures and are aware of their role within these procedures.

Weekly alarm tests are carried out by the Caretaker and a log kept. The Headteacher and School Business Manager carry out a termly fire drill at differing points of the day and any faults are reported through these individuals for immediate repair. The School Business Manager keeps an accurate recording of the Fire Log Safety record ensuring annual inspections are carried out on all apparatus.

### **Visitors**

Fire Procedures are placed in the main reception area and visitors are asked to read these before entering the building and to sign when they have done so.

### **Lettings**

All lettings receive a copy of our Fire Procedures Policy in advance of a letting.

### **Pupils**

Pupils are reminded termly of the procedures that are required in the event of a fire. On entering the school Reception/Nursery pupils are briefed as soon as is appropriately possible and no later than their first month of Autumn term".

Fire Procedures Attached.

## Fire Procedure

When the fire bell sounds, evacuate the building from the nearest exit point as soon as possible.

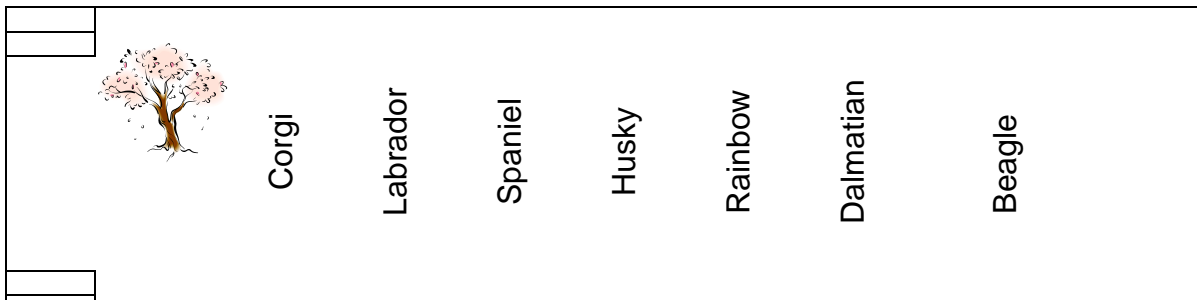
### Assembly Points

All classes assemble in the playground (in front of the modular building).

Nursery to assemble at the front of the school.

When Parent helpers' are out of the classroom, use the closest emergency exit and assemble with the class that they are helping in. Class teacher to ensure that they are present and accounted for.

Visitors please follow emergency exit signs to the fire meeting point in the playground.



### Area

Labrador Class  
Spaniel Class  
Husky Class  
Rainbow  
Dalmatian Class  
Sheltie  
Library  
Hall  
Toilets  
Baking area  
Servery  
Staff room/admin block

### Exit point

Classroom Back Door  
Classroom Back Door  
Classroom back door  
Classroom back door  
Classroom back door  
Front door of nursery  
Back exit doors  
Fire exit doors at the Back of the hall  
Back exit doors  
Leave the building via the nearest available exit.  
Back exit doors  
Leave the building via the main front door.

## **Procedure**

1. When the fire alarm sounds, everyone must vacate the building immediately, in a calm way.
2. On leaving the classroom through the classroom back door, please ensure that the last person leaving the room closes the outside door behind them and brings the headcount 'cloud' with them.
3. Classes line up at their designated area and the teacher makes a head count.
4. Inside, each classroom will be checked by the Headteacher, Deputy Headteacher or admin staff dependant on who is available at the time in question and she will close the internal class door.
5. The staff registers, visitors book, 'children sick', 'late' books, mobile phone and Critical Incident Procedure are to be brought out by the School Secretary. If the School Secretary is not present, this duty will be carried out by the member of staff covering her duties at that time.
6. Teachers to ensure all children are present. If a child is not identified as being present a member of the SEMT must be notified immediately. Staff must not re-enter the school.
7. School Secretary to call fire department. School Secretary to check staff register and check off Parent Helpers. School Secretary to await Fire Staff and open main gate.
8. Office Staff to check the library, all toilets and back door area
9. Children wait in their line until the 'all clear' is given by a senior member of staff to return into the building. This member of staff to go to the front of the school and advise the nursery that they too can return to the school.
10. All possessions must be left behind including those belonging to parents.

*In the absence of the Headteacher, Deputy Headteacher to carry out this duty. In the absence of all three, a senior member of staff to fill the role. A TA will assume responsibility of this staff member's class.*

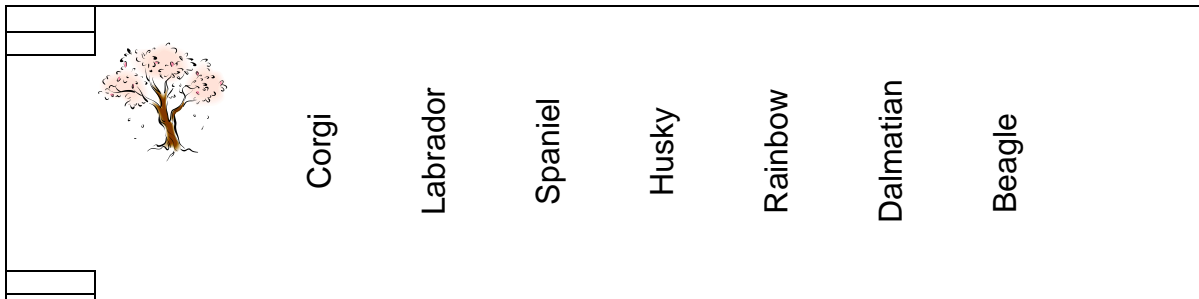
**ALL** staff and visitors must **sign in and out** when leaving the building at any time.  
Visitors book kept at the office.  
Staff register kept in the staffroom.

## **Office Fire Procedure**

In the event of a fire the following must be taken out by the School Secretary (or the person covering her)

1. Staff register
2. Signing Out Book
3. Late Pupil register
4. Visitors register
5. Critical Incident Procedure folder
6. Mobile phone

### **Assembly Points**



### **Procedure**

8. When the fire alarm sounds, everyone must vacate the building immediately, in a calm way.
9. The fire brigade should be called as soon as possible.
10. School Secretary to then await Fire Staff and open main gate (key in Critical Incidents Folder).
11. Another member of Office Staff to check the library, all toilets and back door area on leaving the building.

Displayed in all Classrooms

## Classroom Fire Procedure

When the fire bell sounds, evacuate the building from the nearest exit point as soon as possible.

### Area

Labrador Class  
Spaniel Class  
Husky Class  
Rainbow  
Dalmatian Class  
Sheltie  
Library  
Hall  
Toilets  
Baking area  
Servery  
Staff room/admin block

### Exit point

Classroom Back Door  
Classroom Back Door  
Classroom back door  
Classroom back door  
Classroom back door  
Front door of nursery  
Back exit doors  
Fire exit doors at the Back of the hall  
Back exit doors  
Leave the building via the nearest available exit.  
Back exit doors  
Leave the building via the main front door.

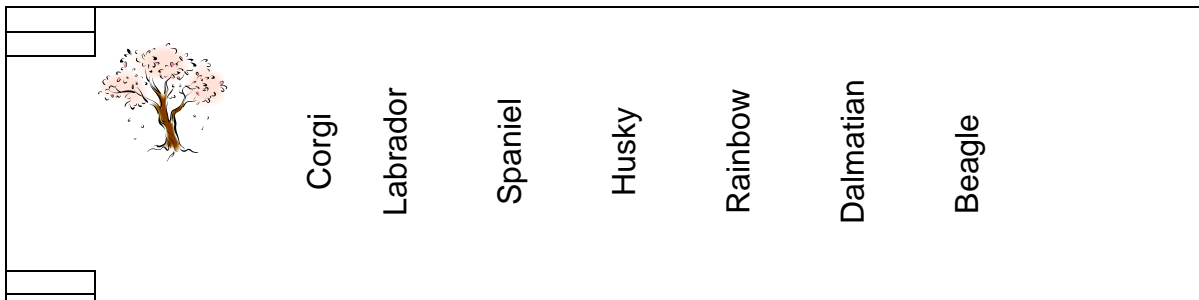
### Assembly Points

All classes assemble in the playground (in front of the demountable classrooms).

Nursery to assemble at the front of the school.

When Parent helpers' are out of the classroom, use the closest emergency exit and assemble with the class that they are helping in. Class teacher to ensure that they are present and accounted for.

Visitors please follow emergency exit signs to the fire meeting point in the playground.



## **1. Procedure**

2. When the fire alarm sounds, everyone must vacate the building immediately, in a calm way.
3. On leaving the classroom through the classroom back door, please ensure that the last person leaving the room closes the outside door behind them.
4. Classes line up at their designated area and the teacher makes a head count.
5. Inside, each classroom will be checked by the Headteacher, Deputy Headteacher or admin staff dependant on who is available at the time in question and she will close the internal class door.
6. Teachers to ensure all children are present. If a child is not identified as being present a member of the SEMT must be notified immediately. Staff must not re-enter the school
7. Children wait in their line until the 'all clear' is given by a senior member of staff to return into the building. This member of staff to go to the front of the school and advise the nursery that they too can return to the school.
8. All possessions must be left behind including those belonging to parents.

*In the absence of the Headteacher, Deputy Headteacher to carry out this duty. In the absence of all three, a senior member of staff to fill the role. A TA will assume responsibility of this staff member's class.*

## **Nursery Fire Procedure**

When the fire bell sounds, evacuate the Nursery from the Nursery front door as soon as possible.

### **Assembly Points**

Nursery to assemble at the front of the school.

Parent helpers' assemble with the class that they are helping in. Class teacher to ensure that they are present and accounted for.

Visitors please follow emergency exit signs to the fire meeting point in the playground.

### **Procedure**

1. When the fire alarm sounds, everyone must vacate the building immediately, in a calm way.
2. On leaving the Nursery through the front door, please ensure that the last person leaving the room closes the outside door behind them.
3. Classes line up at their designated area and the teacher makes a head count.
4. Inside, each classroom will be checked by the Headteacher, Deputy Headteacher or admin staff dependant on who is available at the time in question and she will close the internal class door.
5. Teachers to ensure all children are present. If a child is not identified as being present a member of the SEMT must be notified immediately. Staff must not re-enter the school.
6. Children wait in their line until the 'all clear' is given by a senior member of staff to return into the building. This member of staff to go to the front of the school and advise the nursery that they too can return to the school.
7. All possessions must be left behind including those belonging to parents.

*In the absence of the Headteacher, Deputy Headteacher to carry out this duty. In the absence of all three, a senior member of staff to fill the role. A TA will assume responsibility of this staff member's class.*

## **Visitors Fire Procedure**

When the fire bell sounds, evacuate the building from the nearest exit point as soon as possible.

### **Assembly Points**

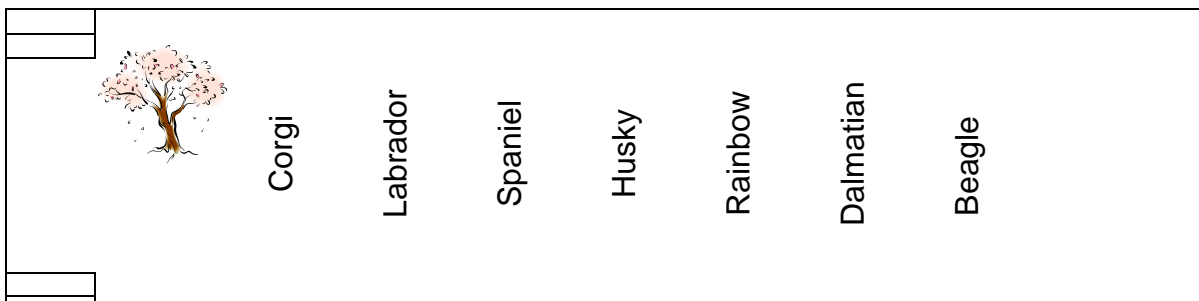
All classes assemble in the playground (in front of the demountable classrooms).

Nursery to assemble at the front of the school.

When Parent helpers' are out of the classroom, use the closest emergency exit and assemble with the class that they are helping in. Class teacher to ensure that they are present and accounted for.

Visitors please follow emergency exit signs to the fire meeting point in the playground.

All possessions must be left behind including those belonging to parents.





**I HAVE READ AND UNDERSTAND THE PROCEDURES AS OUTLINED IN THE SCHOOL FIRE PROCEDURE POLICY.**

**Signed: .....**

**Date:.....**

**Please return this sheet to Kellie Nolan**