



FIRE DRILL PROCEDURES POLICY

Introduction

Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:

- The people who may be in danger act in a calm and orderly manner.
- Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedily and orderly manner.
- To promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.
- Each fire routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it has to operate.
- Consideration must be given to the age of the pupils attending the school and as to whether there are any children with special needs.

Fire Drills

Fire drills will be carried out once a term at different times of the day and involving different groups. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook situated in the Head Teacher's office.

Fire Marshalls

The appointed Fire Marshalls in the school are Sally Armstrong & Michelle Butterworth. They have responsibility for checking that the school is clear of people.

EVACUATION

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used, pick up their fire register and everyone must be directed to a Predetermined Assembly Point.
- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, OR, in the case of a fire evacuation drill the senior person in charge.
- Administration staff will be responsible for collecting the staff, children and visitor signing in book.

ASSEMBLY POINTS

- An area outside the school premises has been designated for classes:

Elm – Front Lawn against the green fence

Beech – Into the playground at point 1

Rowan – Front between the 2 lawns against the fence, or into the playground at point 2

Willow – into the playground at point 3

Birch – Into the playground at point 4

- All other persons present in school will leave by the nearest exit.
- Teachers will do a register check and then hold up the correct coloured cards to show the designated Fire Marshall that all are present and correct.
- All staff will be checked against the signing in sheet.
- Any visitors or contractors will also be checked against the visitor register
- Only when registers have been verified will the Fire Marshall allow people back into the building.

PLEASE NOTE: IN THE EVENT OF A REAL FIRE ONCE NUMBERS OF PUPILS ARE CHECKED, THE PUPILS AT THE FRONT OF THE SCHOOL WILL MOVE TO THE CHURCH GROUNDS AND PUPILS IN THE PLAYGROUND WILL MOVE SAFELY TO THE CAR PARK AND THEN TO THE CHURCH.

AFTER THE FIRE DRILL

- Ensure that the premises are in safe working order before re-occupying.

Policy Agreed by: Governing Body

Effective Date 2014

This policy was reviewed December 2016. Next review, December 2018.

