



FIRE PROCEDURE

Safety Officer: Mr Dell – Headteacher (in his absence a member of the SLT will take over)

In the event of a fire, however small, the alarm is sounded by the person finding it. If the Fire Alarm sounds: – (i.e., possible fire or fire practise) proceed immediately to the assembly point. The alarm sounds like a pulsating siren.

ASSEMBLY POINT:- ALLOCATED AREAS ON THE MAIN PLAYGROUND

There will be a Fire Drill once every term. (This is noted in a book kept in the Office).

1. In the event of a fire, however small, an alarm is sounded by the person who discovers the fire.
2. 999 will be dialled by the office staff, in their absence the Headteacher or SLT, or whoever is in the office.
3. All adults responsible for pupils, be it in a group or class situation, are responsible for making sure the pupils vacate the building immediately in an orderly manner and by the nearest exit.
4. When the alarm sounds all personnel will proceed by the appropriate doorways to the assembly point, which is the playground. Adults working with a group are responsible for them. Teachers are responsible for checking that no one is left in the toilets or classroom.
5. Class teachers will assemble their classes and check all pupils are present on their registers which are laminated class sheets kept in each classroom. They will then report to the Headteacher.
6. All other personnel, not in charge of any pupils, will proceed to the playground via the nearest exit, and report to the Headteacher. Visitors to the school will do the same. Office staff will bring the Visitors book to the playground with the registers. The Headteacher checks all areas other than the classrooms have been evacuated and all personnel are present.
7. The office staff will inform the safety officer that the fire brigade has been summoned.
8. The Safety Officer will meet the Fire Brigade at the school gate and inform the Duty Officer if any persons are missing, what the fire involves, the quickest route to the scene of the fire.

In the event of a fire:-

1. Do not panic.
2. Raise the alarm.
3. Evacuate all personnel. Closing doors as you leave. Report to the assembly point.
4. Report to the assembly point
5. Check registers.
6. **DO NOT** return to the building until told to do so by the Fire Service.

BOMB SCARE

Follow procedures as for fire but LEAVE ALL DOORS AND WINDOWS OPEN.

NB PLEASE MAKE SURE YOU KNOW WHERE ALL THE FIRE ALARMS ARE SITUATED INSIDE THE SCHOOL.



LUNCH TIME FIRE DRILL

PUPILS QUEUING

Put down plate or cutlery. Turn and file back through Hall and out of the double doors by the covered walkway. Go immediately to their appropriate assembly point. A dinner supervisor from the hall will accompany them.

PUPILS EATING IN THE HALL

The pupils are stopped. They stand and move out of their seats at the table. One supervisor opens the library door and one the hall door. Two rows of pupils go out of each door and WALK QUIETLY to their assembly point.

Once evacuated the supervisors go straight to their own class checking toilets as they go.

IN THE PLAYGROUND

An outside supervisor rings the bell. The pupils stand still. On the second whistle they walk to their assembly point. Two supervisors go and check the toilets in the classrooms. The runner with the cards distributes them as quickly as possible to the supervisors. All supervisors get to their class as soon as possible and get one child to hold up their name card. MSA make an initial headcount. Check the pupils off as soon as possible (you should have been given the dinner register by now).

THE SENIOR MIDDAY SUPERVISOR OR OFFICE STAFF BRINGS THE REGISTERS AND OVERSEES THE LARGE PLAYGROUND.

All Staff join the pupils in the playground, leaving the building by the nearest door. The Head/Deputy will return to the building only if safe to do so to look for missing pupils. Otherwise, the fire chief will be informed of any missing persons on arrival. OFFICE STAFF (probably only one) make phone call, bring attendance registers, visitors book and check Library. Senior Supervisor distributes dinner registers. ANY MEMBER OF STAFF NEAR HELPS WITH THIS DUTY.

TEACHING STAFF

Evacuate by nearest exit. Help where needed.

KITCHEN STAFF

Switch off all equipment.
Close hatch.
Evacuate by nearest exit.

If you discover a fire

Raise the alarm by breaking the glass of the nearest fire alarm point. Make sure you know where they are situated.

Dial 999

When the exchange operator answers say FIRE and give your number.

Await connection to the Fire Brigade and say "FIRE at Northfields Infant School, on Burley, Grange estate, Letchworth".