

Fire Drill Procedure

In the event of a fire:

Respond to School Fire Alarm or Staff whistle

Call emergency services

On hearing the alarm:

Children to:

- 1) Make way to the nearest fire exit (sign posted) away from the fire, calmly and quietly.
- 2) **DO NOT** collect belongings.
- 3) Leave the building with the designated adult and assemble in the staff car park (top playground).

Leader to:

- Collect register, check toilets and all other areas.
- Ensure all areas are vacant and evacuate any remaining staff/children.
- Take register outside of building away from hazard.

Deputy to:

- Telephone emergency services.
- Assist with the evacuation of the children.

Assistant to:

- Collect children together at entrance and evacuate as above.

A practice Fire Drill will be held once during every half-term, and on each occasion on a different day of the week.

A record will be kept detailing when each fire drill took place and highlighting any incidents that occurred during the drill.

Agreed by Committee

William Allen – Chairperson MASC

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