



FIRE DRILL POLICY

Reviewed: October 2024

Next Review: October 2027



FIRE DRILL

FIREFIGHTING MUST ALWAYS BE SECONDARY TO LIFE AND SAFETY (FIRE CODE FOR SCHOOLS)

- Any member of staff discovering or suspecting fire should give the alarm immediately and evacuate children.
- The alarm – shout “fire” and or ring the fire bell using the nearest “break glass” point located outside each classroom.
- Bursar/Headteacher to contact the Guard Room 327451
- The Head, Bursar, Caretaker will call the Fire Brigade (dial 999)
- On hearing the alarm, the children will line up after tucking in their chairs and leave by the appointed exit. The Teaching Assistant goes last, shutting the door. The children line up on the playground near the vehicular access gate or school field depending on site of fire. Staff should bring out registers to check attendance. IPAD will be taken out by the Headteacher, Bursar to check any visitors or contractors or children and staff who have left the building.
- Staff should press the green emergency door release on the doors outside their classrooms or whichever they are near to on hearing the alarm. These will be reset by head after fire drill.
- Children and staff must walk.
- Teachers are responsible for the class or group they are taking.
- The Teaching Assistant must close classroom doors and exits.
- Windows to be closed where appropriate
- Teaching Assistants must check areas near their classrooms and toilets
- It is important that each teacher ensures that classroom exits are not obstructed at any time.

Lunchtime Drill

- Lunchtime Supervisors to get children out
- Children leave hall by 2 exits, quad area / environmental area – depending on site of fire
- Lunchtime supervisors to check toilets
- Teachers to check classrooms then go to hall to help evacuate children – fire permitting. If not possible, make their way to assembly point either on field or playground depending on site of fire.
- Bursar/Head to take out signing in IPAD
- Lunchtime Supervisors to bring out registers.

Note The prime responsibility is to evacuate personnel to safety, not to deal with the fire.

Teachers should ensure that a copy of this note is permanently displayed by their classroom exit. Notices are displayed by community used room exits.

Fire drills must take place once each term.



In the event of a fire alternative accommodation will be set up at the Sergeants Mess, RAF Digby where parents will be notified.

THESE INSTRUCTIONS APPLY TO ALL PERSONS IN CHARGE OF CHILDREN WHOLE SCHOOL, CLASSES OR GROUPS.