

FIRE DRILL

On discovering a fire, break glass on nearest Firepoint and press button.
Fire Warning Bell is a series of intermittent rings.

ALWAYS WALK

On hearing alarm, classes should leave the room, teachers should only take the Register from behind the door with them and close the room door. They should take a "roll call" at the assembly point.

All hands should be raised when the class teacher is satisfied that all children are accounted for.

Any children who are out of class when the alarm is sounded should leave the building by the nearest door and report to their teacher at the assembly point.

Office Staff will check that the front foyer and visitor toilets are clear.

Support Staff will check that the Infant toilets are clear and will check the ground floor P4-7 cloakroom toilets.

SMT will check the hall and behind the stage area are clear.

First Floor: Exit via front stairwell and exit doors at front foyer. Appointed Teacher will check disabled toilet on the 1st floor and walk to Infant yard assembly point.

Second Floor: Exit via main stairwell and exit doors at ground floor cloakroom. Appointed Teacher will check 2nd floor toilets and walk to Infant yard assembly point.

Third Floor: Exit via back stairwell and exit doors at cold store. Appointed Teacher will check the 3rd floor toilets and walk to Infant yard assembly point.

Ground Floor P1 and P2/1 classrooms: Exit by the Infant doors and walk to Infant yard Assembly point


Hall: Leave by the Hall Fire Doors and make way to Infant yard Assembly point

Kitchen: Cook Supervisor to report to head teacher when all kitchen staff have safely vacated the building.

Nursery & 2-3 Year Room: Leave by the Main Nursery door and make way to Infant Yard assembly point.

ASSEMBLY POINT = INFANT YARD

GROUND FLOOR

 FIRE EXIT DOORS

