

**Fire Procedures**

**Fire Bell** - intermittent, continuing

The safety of the pupils should be the concern at all times. On discovering a fire which is not extinguished immediately –

1. Operate the neatest fire alarm
2. Carry out fire drill as practiced.

**When you hear the fire alarm:**

1. Do not panic. Proceed quickly to assembly point. Do not run. Check pupil numbers at assembly point.
2. Do not delay departure by collecting personal belongings.
3. Do not re-enter building until it is safe to do so.

It is not possible to give fire routes to cover every possible situation/location of fire. Staff should familiarise themselves with all possible routes and exits and use common sense if the usual route is not possible. The school assembly point is in the junior playground. The Nursery class exit the Nursery using the fire door. Staff are responsible for taking the register with them, Miss Brown is responsible for ensuring that the nursery cloakroom and toilets are clear.

**Full details can be found in the Fire Policy which is updated annually and is available on the shelf outside of the school office. All staff are provided with a copy of the school and nursery fire policy on the first in-service day in August and undertake annual training.**

**Updated August 2018 by N. Ferguson**

**Woodlands Nursery Class – FIRE PROCEDURES** 

