

Evacuation Plan in the event of a fire:

Raising the alarm:

It is the duty of anyone discovering a fire to take immediate independent action.

- The fire alarm is a continuous ringing sound.
- On hearing the alarm you must proceed to the Library end of the field, following the emergency route plan displayed in your area.

Assembly Points:



Sweeping Areas:

Staff are to ensure that all areas are clear and that the fire doors and windows are shut.

Roll Call:

Each class teacher will leave the room, taking the **FIRE ROLL CALL CLIPBOARD** with them. This is to be used for the initial roll call. This clipboard will contain an up-to-date class list and laminated sheet for teachers to write down the class numbers throughout the day.

The Office will then supply each teacher or senior member of a group with the register. If anyone is missing this **MUST** be reported to the head teacher or one of the two deputy heads immediately.

The Office staff will also be responsible for taking out the signing in/out books, and checking that the adults are assembled. The deputy heads will assume this role in the absence of the Office staff.

Missing Persons

Under **NO** circumstances must any person or persons re-enter the building to search for missing persons until permission has been given by the Fire Officer.

Safety Signal

In the case of a Fire Drill, **NO** re-entry, will be permitted until the head teacher / deputy heads have given the ALL CLEAR.

In the case of a real fire **NO** re-entry will be permitted without the consent of the Fire Officer.

Please familiarise yourself with the emergency route plan in your area.