



## **EDWALTON PRIMARY SCHOOL**

### **EMERGENCY ACTION AND FIRE DRILL PROCEDURES**

A fire drill is held at least once a term. The Head Teacher/Site Manager will sound the alarm. Please ensure your children are aware of the procedures.

#### **ACTION ON DISCOVERING A FIRE**

- Sound the alarm using the nearest Fire Alarm Control Point.
- If there is another member of staff in the room instruct them to begin the evacuation process.
- Notify the office of the location of the fire (Tel ext 201) in order that the fire brigade can be called and the Head Teacher/Site Manager is informed.
- Leave the building by the nearest exit (see evacuation procedures below).
- Only attempt to tackle small fires if confident to do so.
- Do not put yourself or others at risk.

#### **ACTION UPON HEARING THE ALARM**

- When the alarm rings everyone should stop what they are doing immediately.
- Teachers/TAs and other responsible adults in charge of children should evacuate themselves and those in their charge calmly but quickly through the nearest Fire Exit to the Assembly Point. DO NOT stop to collect belongings or re enter the building.
- If you have children under your supervision who belong to another class you must evacuate them with you and they can re join their own class at the assembly point.
- Close all doors behind you on leaving the building.
- Class Registers must be taken to the Assembly Point if not already sent to the office.
- Once the children are assembled at the assembly point a role call should be carried out. Any children or adults missing should be reported to the Head Teacher/Site Manager immediately.
- All staff, pupils and visitors will only be allowed back into the premises when the all clear has been given by the Head Teacher/Site Manager or designated adult.

#### **ASSEMBLY POINT FOR ALL STAFF, PUPILS AND VISTORS IS THE BOTTOM OF THE SCHOOL FIELD**

#### **ACTIONS FOR OFFICE AND MANAGEMENT IN THE EVENT OF AN ACTIVATION OR DRILL**

- Site Manager/Head Teacher activates alarm for a drill.
- Office staff ring fire brigade in the event of a real fire and not a drill.
- Office staff open automated gates to front of school for emergency vehicles.
- Office staff collate class registers and proceed to assembly point.
- Site Manager/Head Teacher or nominated persons do a building check to make sure it is clear.
- When checked and cleared Site Manager/Head Teacher/nominated person gives the okay to re enter the building.
- Alarm silenced and re-set.