

Greenfields School

Fire Drill and Evacuation

Policy



**Reviewed by Adam Ford, Assistant Head Teacher:
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Fire Drill

On the discovery of a fire, raise the warning by operating the nearest fire alarm. Locations of fire alarms and fire extinguishers are shown on the school plan located by the front entrance.

When the fire alarm is sounded, each teacher is required to quickly and calmly alert their class, and then walk to the assembly point; Lower School - in the playground by the far fence and at Upper School - by the climbing frame, behind the car parking spaces.

Teachers should carry out a head count once assembled by the assembly points. The Head Teacher/School Secretary & the Assistant Head – Upper School will bring out the register and Fire Log and check that all children are present. The Head Teacher/School Secretary & the Assistant Head – Upper School will ring for the Fire Brigade, check staff/children's toilets and then go to the assembly point.

There will be regular fire drills each term to familiarise staff and children and there will be a weekly check and log of the fire bell by the Site Manager. On occasion the normal exit point (front entrance) will be 'blocked' so that adults and children are able to respond appropriately and use a different exit (back door – Lower School & side fire exit – Upper School).

Evacuation Procedure

On hearing the alarm (continuous bell) all persons must leave the building in an orderly way as quickly as possible and assemble for checking in the playground. The Head Teacher/Assistant Head-(Lower School) and the Assistant Head – (Upper school) are responsible for checking personnel and are responsible for liaising with the emergency services.

Copies of the fire drill must be displayed in each classroom and by the front entrance.

NB in the absence of an assistant head teacher on site, the designated person responsible will be the school secretary or the school CESA.

Fire Drill

In the event of a fire, the fire alarm will be sounded.

On hearing the fire alarm:

- Children will line up sensibly and in silence in their classroom.
- Teachers will lead their class into the playground to assemble at the assembly point; Lower School (by the bottom fence to the playground) & Upper School (by the climbing frame, behind the car parking spaces) in silence.
- The Head Teacher/Assistant Head- Upper School/School Secretary will make sure that all children and staff are present.
- The Head Teacher/Assistant Head- Upper School/School Secretary will be responsible for phoning the emergency services.