

Our Lady & St Edward Academy

Fire Drill Procedures

Anyone discovering an outbreak of fire should sound the fire alarm by breaking the glass at a fire alarm point. On hearing the fire alarm, the following procedures must be put into operation at once.

1. Instruct the children to be quiet and still and to listen carefully.
2. Instruct the children to leave the classroom quietly and sensibly and to walk in a line.

Scenario 1

General Fire Drill;

- Mrs Barfield to open both the front and Foundation gates. Mrs Barfield to exit via the front entrance taking a school phone and registers for Foundation, Y4, 5 & 6. Mrs Barfield to give out registers and then go to the front of church to support Foundation while waiting for a call to say it is safe to come back into school from SLT.
- Mrs Rogers to exit via the Hall door taking school phone and registers for Y1, 2 & 3. Mrs Rogers to wait with these classes until waiting for a phone call from SLT to indicate it is safe to return to school.
- Foundation to exit via the Foundation gate and congregate at the front of church.
- Y1, 2 & 3 to exit the building via the KS2 playground door and line up at fence near the kitchen.
- Y4, 5 & 6 to exit through the front doors to the grassed area at the front of the building and line up at the hedge near the road.

Scenario 2

Fire at KS1 end of the building;

- Mrs Barfield to open both the front and Foundation gates. Mrs Barfield to exit via the front entrance taking a school phone and registers for Foundation, Y4, 5 & 6. Mrs Barfield to give out registers and then go to the front of church to support Foundation while waiting for a call to say it is safe to come back into school from SLT.
- Mrs Rogers to exit via the Hall door taking school phone and registers for Y1, 2 & 3. Mrs Rogers to wait with these classes until waiting for a phone call from SLT to indicate it is safe to return to school.
- Foundation to exit via the Foundation gate and congregate at the front of church.
- Y1 & Y2 to evacuate through Y1 door onto the main playground and line up at fence near the kitchen (in extreme cases Y2 may have to exit through the KS1 toilets to Y1 door). Y3 to exit onto KS2 playground and line up at fence near kitchen. If necessary to exit the site, pupils to be escorted through the carpark at the rear of the school. Pupils will have to cross the road, however this is not generally a busy road, but school carpark may have fire vehicles in it so staff would need to ensure pupils safety around these.
- Y4, 5 & 6 to exit through the front doors to the grassed area at the front of the building and line up at the hedge near the road; if necessary to exit the

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building, pupils to be taken out of the front gate and onto the Grey Friars carpark.

Scenario 3

Fire in staffroom or Hall;

- Mrs Barfield to open both the front and Foundation gates. Mrs Barfield to exit via the front entrance taking a school phone and registers for Foundation, Y4, 5 & 6. Mrs Barfield to give out registers and then go to the front of church to support Foundation while waiting for a call to say it is safe to come back into school from SLT.
- Mrs Rogers to exit via the door to the carpark taking school phone and registers for Y1, 2 & 3 and take these into the KS2 playground and stay with the classes while waiting for a phone call from SLT to indicate it is safe to return to school.
- Foundation to exit via the Foundation gate and congregate at the front of church.
- Y1, 2 & 3 to go into KS2 playground via the rear entrance to school. If necessary to exit the site, pupils to be escorted through the carpark at the rear of the school, across the road. Pupils will have to cross the road, however this is not generally a busy road, but school carpark may have fire vehicles in it so staff would need to ensure pupils safety around these.
- Y4, 5 & 6 to exit through the front doors to the grassed area at the front of the building and line up at the hedge near the road; if necessary to exit the building, pupils to be taken out of the front gate and onto the Grey Friars carpark.

Scenario 4

Fire in KS2 corridor:

- Mrs Barfield to open both the front and Foundation gates. Mrs Barfield to exit via the front entrance taking a school phone and registers for Foundation, Y4, 5 & 6. Mrs Barfield to give out registers and then go to the front of church to support Foundation while waiting for a phone call to say it is safe to come back into school from SLT.
- Mrs Rogers to exit via the Hall door taking school phone and registers for Y1, 2 & 3. Mrs Rogers to wait with these classes while waiting for a phone call from SLT to indicate it is safe to return to school.
- Y4, 5 & 6 pupils to go through Foundation and onto the front of church.
- Y1, 2 & 3 to go into KS2 playground via the rear entrance to school (in extreme cases Y2 may have to exit through the KS1 toilets to Y1 door). If necessary to exit the site, pupils to be escorted through the carpark at the rear of the school, across the road and onto the carpark next to the 'old pub'. Pupils will have to cross the road, however this is not generally a busy road, but school carpark may have fire vehicles in it so staff would need to ensure pupils safety around these.
- Foundation to exit via the Foundation gate and congregate at the front of church.

Scenario 5:

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Fire in Kitchen;

- Mrs Barfield to open both the front and Foundation gates. Mrs Barfield & Mrs Rogers to exit via the front main entrance. Mrs Barfield will then go to the front of church to support Foundation and Mrs Rogers to give out registers to the rest of school.
- Foundation to exit via the Foundation gate and congregate at the front of church.
- Y1, 2 & 3 to exit via the Hall and onto the grass at the front of school. □
Y4, 5 & 6 to exit via the main door to the grass as the front of school.
- If necessary to exit site Y1, 2, 3, 4, 5 & 6 to exit onto the Grey Friars carpark.

Scenario 6:

Fire at Break/Lunchtime

- All pupils to congregate on the KS2 playground.
 - SLT to direct pupils appropriately.
3. Kitchen staff will leave via the car park door and will assemble on the car park.
 4. Teachers should ensure all children have left the building by walking at the rear of the class.
 5. Classroom doors should be closed.
 6. Teachers must ensure that children with disabilities are escorted safely from the building. Where a TA is working out of class with a child with disabilities or a group, then they are responsible for the child/rens safe exit from the building.
 7. The site manager and Head Teacher will check that all areas, including toilets have been evacuated, whilst the classes are leaving the building. They should also check that all visitors have left the building and direct them to the assembly point. Visitors with disabilities should be escorted from the building to the assembly point with any class they are supporting or working with.
 8. Teachers will organise their class into a quiet line and take the register. They will report as quickly as possible to the Head/Deputy/Senior Staff Member whether anyone is missing. If anyone is missing, an immediate search will be made by appointed members of staff. Otherwise, no re-entry to the building.
 9. The Senior Staff Member will be responsible for authorising re-entry to the building. The Cook is responsible for the re-entry of kitchen staff.

Teachers should impress upon children the need for quiet. Children should not be permitted to collect anything before evacuation. In the event of a fire, office staff will dial 999. The Head Teacher/ Deputy Head Teacher will appoint a member of staff to liaise with the fire brigade.

Should a fire alarm sound at playtime, the above (relevant) procedures will apply. In addition, teachers on duty will direct all children to the assembly points, with the teacher on the lower playground being responsible for sending a message to the teacher on the upper playground. Teacher's in the staff room will go directly to the playground to supervise their class whilst TA's check that the building has been evacuated before proceeding to the assembly point.