



## **FIRE SAFETY PROCEDURES**

### **Emergency Procedures**

The following emergency evacuation procedure is displayed throughout the school and fire drills take place at least twice a year.

### **THE FIRE ALARM IS A CONTINUOUS BELL**

#### **EVACUATION PROCEDURE**

- On the sound of the Fire Alarm ask students to leave all belongings (bags, books, etc.) and move SWIFTLY and QUIETLY to the assembly area (Church Wall) by the nearest exit.
- If feasible, windows and doors to be closed by teachers.
- If feasible, ensure no one is left in the classroom or toilets etc.
- First people to the exits must open and secure them.
- Pupils go directly to the Designated Assembly Point for the Year Group at the Church Wall and class teacher accompanies their class.
- The class teacher checks the attendance.
- Any absences from the class to be noted and list passed to Principal/Deputy Principal.
- Under no circumstances is anyone to return to the building until the "All Clear" is given.

### **THE LIFT CANNOT BE USED IN THE EVENT OF FIRE**

There are **two Evac+ Chairs** located at the top of both stairwells in the old wing of the school. Four staff members have been trained in the use of these chairs.

For Review: 2017-2018