



HOPE VIEW SCHOOL FIRE DRILL PROCEDURES

Occurrence of fire during term time school day.

1. A long continuous alarm should always be considered an indication of an emergency fire drill. A member of Senior Management should take the decision to call the fire brigade.
2. When the fire alarm sounds, all rooms should be evacuated immediately in a calm, orderly, quiet manner and with sufficient safe haste.
3. Pupils will leave the school building via the exits shown diagrammatically and in writing which are displayed in all rooms.
4. The Office Manager will carry the school register, visitor and staff signing in books to the assembly point.
5. When the safety of any individual will not be endangered, all windows and doors should be shut in rooms on exit and the last member of staff to leave each area should endeavour, where appropriate, to close any other doors.
6. Any exits or routes blocked by fire must be avoided and the best and most practical route adopted. All pupils will assemble in class order on the playground at the designated fire assembly point.
7. Pupils should line up quietly and responsibly in single file, in register order to enable an efficient check to be carried out by the class teacher. The outcome should be notified to the Headteacher, Deputy Head or Fire Marshall in event of her absence.
8. All teaching assistants and support staff should report to the Headteacher.
9. Visitors and sub-contractors should report to the Office Manager.

**ANY UNEXPECTED ABSENCES SHOULD BE COMMUNICATED
IMMEDIATELY TO A MEMBER OF SENIOR LEADERSHIP OR FIRE
MARSHALL.**