

FIRE SAFETY INSTRUCTIONS

1. If a fire is discovered or suspected anywhere in the building at any time, a member of staff should activate the fire alarm immediately by breaking the glass on the designated alarm points.
2. On hearing the alarm all bodies within the school building should immediately evacuate using the nearest available exit.
3. Staff will assist the children in exiting the building in an orderly manner. The priority is evacuating the building and only if the fire is very small and there is a fire safety device to hand should it be tackled by an adult.
4. Office to check Kites toilets & cloakroom and upstairs rooms for visitors. GA to check Robins and Doves toilets. KK to check Wrens toilets.

ASSEMBLY POINTS

1. Classes will assemble in their class groups in two different areas:

- Wrens, Robins and Doves on the Astro play area
- Owls and Kites at the front of school

Class teachers to check that they have the correct number of children in line up and also all ensure all the adults who were in their classroom are present. HT/VG to alert any parent helpers in locations outside offices to evacuate through front door to front of school.

2. KC/JM/MC/RS to bring the Red Contact Folder (lists taken off SIMS each morning), Visitors Book and the Late List to double check that all children and adults are accounted for.

3. ACC/VG/SM/BS to check that all staff are happy that they have the correct number of children and all adults accounted for and out of the building.

4. ACC/VG/SM/BS to have mobile phone to call 999.

5. If evacuation is prolonged then children to be taken to the church for safety or held on the playground.

**NOBODY TO RE-ENTER BUILDING UNTIL ALL CLEAR HAS BEEN GIVEN
BY ACC or FIRE SERVICES**

NOTE: If HT absent VG to deputise and Doves to be lead by TA or Robins Teacher. If VG absent then SM or BS to deputise and Owls to be lead by TA.

