



Fire Instruction Notice

ACTION ON DISCOVERING A FIRE

Any member of staff who discovers a fire should activate the fire alarm by pressing the dot on the nearest manual call point.



CALLING THE FIRE BRIGADE

Hughes Security (Custodian) through Anglia Fire are responsible for calling the Fire Brigade but the person discovering the fire must also alert the Fire Brigade by dialing 999.

EVACUATION

When evacuating the children, all staff must check that all the doors are shut, when leaving the school. They must take the laminated class list to the Muster Point in the playground.

At the Muster Points, both the top and bottom patch, the class teachers and nominated staff will immediately check the registers against all of the children and staff

Once the Headteacher/Fire Fighters have confirmed that it is safe to return to the building, all children need to be escorted back into the school buildings.



Fire Emergency Plan - Staff

SWEEPERS:-

The following members of staff to sweep the following areas:

Broomfield House: Ms Cash (Ground floor, and Floors 1 and 2)
Mrs Zammit (Basement)

Broomfield Annexe: Mr Halliday

Harrow House: Miss Baird, Mrs Marshall, Mrs Hill/Mrs Brown

All staff named above must report at their meeting point once the buildings have been checked and cleared.

Fire Marshalls:-

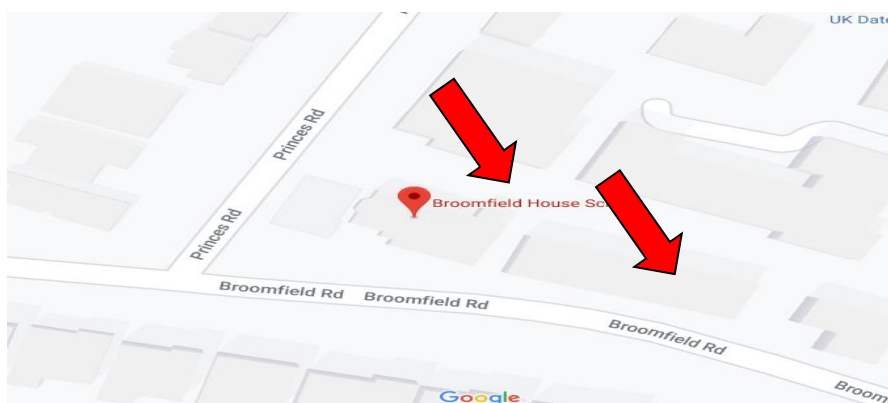
Mrs Byers, Mrs Pache, Miss Baird, and Mrs Smith



Procedure in case of a fire

When the fire alarm sounds:

- 1) Line up your children as quickly as possible, ready to leave the classroom.
- 2) Shut doors as you exit the room.
- 3) Do not stop to try to put out the fire.
- 4) Take the laminated fire list with you.
- 5) Designated member of the office staff to take the fire folders, school mobile phone and emergency bag.
- 6) The Muster Points are in the playground - top/bottom patch
RED ARROWS



- 7) At the Muster Points, **all Class Teachers and Assistants, Office staff and SLT** will immediately check the registers against the children and staff.
- 8) Do not leave the children unattended and recount the children frequently and reassure them.
- 9) The Fire Brigade or The Headteacher will notify if it is safe to re-enter the buildings.