

Fire Instruction Notice

ACT

ON DISCOVERING A FIRE

Activate the fire alarm by pressing the nearest manual call point.



CALL

THE FIRE BRIGADE

Alert the Fire Brigade by dialing 999

EXIT

EVACUATE

- Evacuate all people
- Ensure all fire doors are closed
- Take laminate class list from class
- Go to assembly point
- Once at assembly point check registers
- Alert Headmaster if anyone is missing

Only when the Fire Fighters confirm it is safe, everyone can return to the building.

PROCEDURE IN EVENT OF FIRE

- Line children up quickly and leave the classroom. Bring laminated fire list
- Shut doors as you exit the room. Do not stop to try to put out the fire
- Office staff to take the fire folders, mobile phone, first aid bag
- The assembly points are in the playground - top/bottom patch
- All Class Teachers and Assistants, Office staff and SLT will immediately check the registers against the children and staff
- Do not leave the children unattended, recount frequently and reassure
- If assembly points become unsafe go to the Ultimate Safety Zone in orderly lines

Sweepers

Ensure all have left and doors are closed. Report to Headmaster.

Broomfield House:

Level 1: CD/DMA **GF:** MZ/LK

Broomfield Annex:

Y5: EBO/EA **Y3:** CB/LH / **IT & Res:** HT/PP

Harrow House:

Top Floor, Library & TH: CF/IF **GF:** SS/HM **Basement:** DT/LCW

Fire Marshalls

Ensuring all areas are evacuated and all are accounted for. Ensure that the school is fire safe on daily basis.

AA, JP, CD, EBO, MZ, CF, HK, LK, PP, SS, DMA