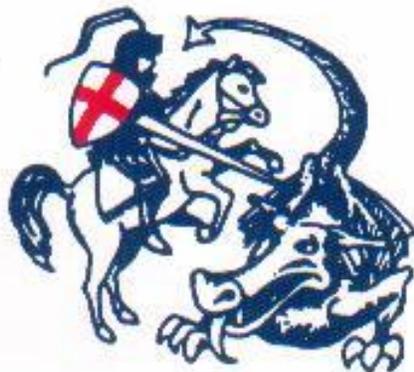


Fire Drill and Evacuation Policy

Reviewed on: March 2017

Next review: March 2019

St George's CEP School Wrotham Kent



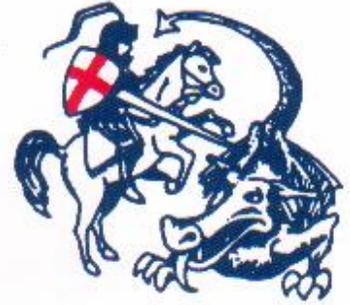
Signed by: Mr B Saunders Position held: Chair of Buildings Committee

Date: 21/3/17

Signed by: Mr D Jones Position held: Headteacher

Date: 21/3/17

Fire Drill and Evacuation



Fire Drill:

If you discover a fire raise the warning by operating the nearest fire alarm. The location of the alarms and of extinguishers is shown on the school plan in the staff handbook.

If you hear the fire alarm, then quickly and calmly assemble your class by the nearest fire exit, checking the toilets, etc and walk round to the assembly point which is the KS2 Playground by the school entrance gate.

Ensure you carry your attendance register so once assembled you can double-check all children are present.

Evacuation Procedures:

The Headteacher or office staff will ring for the fire brigade, check staff toilets and then go to the assembly point.

There will be regular fire drills each term to familiarise staff and children and there is a monthly check and log of the fire bell by the Headteacher.

Full details of the fire drill are included in the staff handbook.

Briefly, on hearing the alarm (continuous bells) all persons must leave the building in an orderly way as quickly as possible and then assemble for checking in the playground. The deputy Headteacher is in charge of the arrangements for checking personnel and the head teacher is responsible for liaising with the emergency services.

Outside normal school hours, the member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services.

Copies of the fire drill must be displayed in each classroom. Replacement copies may be obtained from the office.

- **Fire safety Guidelines first discussed with staff in September 1995**
- **Policy agreed with staff and Governors in November 1995**
- **Reviewed Autumn Term 97, 99, 2001, 2004, 2006 and 2008 (Term 3), 2010, Term 6 2013 , term 1 2014, Term 1 2015.**
- **Reviewed Spring 2017 by the Buildings & Health and Safety Committee**