

Fire drill procedure

Signal: Continuous bell ring

Assembly Area: Parking area in front of the main EYFS building

Procedure:

Pupils & Teachers

- Pupils exit classrooms quietly and walk in lines through the nearest exit as per the contingency floor plan. (Teacher leading the pupils).
- Sweepers and SLT to check that all pupils are out of classrooms and close the door.
- Sweepers and SLT will have to check corridors and toilets.
- Pupils in specialists classroom other than their own (eg: Arabic, ICT, PE, Library and all other specialists) are to evacuate with that teacher who will lead them to the assembly point, where they join their class line. Class teachers will check against the printed register in the floppy folder provided by Admin for the children present.
- Teachers to raise the green/red card when the class is all present.
- The red side of the card indicates that a child is missing.

School Reception

- Primary & foundation receptionists should collect all floppy folders from Admin and take them to the relevant assembly point.
- The allocated sweeper for Reception should check that the staff toilets are clear then go to the assembly point.

In assembly area:

- Teachers to take pupil's attendance.
- Pupils to remain in lines until signal from Fire Leader are given.
- Staff and visitor register to be taken by the Admin team and checked against the list.

Sweepers and SLT	Check Corridors & Toilets in their sections
Teachers	Pupil Attendance
Principal/ODM	Fire Leader and Deputy Leader
Admin	Students Registers, Staff Registers & Visitors' Registers