

Fire drill and security alert policy and procedure

- The fire drill must be carried out at least once every half term.

Fires can break out in any place and so our fire drill procedure is designed to ensure that all children, staff and visitors are able to get to the assembly point.

ASSEMBLY POINT: The school field near conservation area.

Designated Fire Marshall – the Team Leader, responsible for co-ordinating the evacuation.

SHOULD A FIRE OCCUR

- On hearing the alarm the Team Leader will call 999, giving the nature of the emergency and address of the setting.
- The team leader (fire marshal) will collect the register, emergency bag and calmly lead the children to the assembly point.
- The Assistant Team Leader will remain behind so that they are able to check all areas are clear of children and close all of the doors. Once this is done the Assistant Team Leader will join the others at the assembly point.
- The other staff will assist in the evacuation of the children.
- Any parent helpers present will accompany the staff in evacuating the children. If they have any younger children with them they are responsible for their evacuation.
- All people evacuating will do so through the nearest available fire exit.
- The assistant Team Leader will be responsible for checking all playrooms, toilets and cupboards to ensure all children are evacuated. **NOTE: a young frightened child can hide in the smallest of places.**
- Once the staff and children have assembled outside the building a head count must be done and the register taken. This should not only include staff and children but also visitors.
- Everyone will remain at the assembly point in the school field near the conservation area until the building has been declared safe.
- Should any alternative security alerts occur for example, an intruder alert, the fire drill evacuation procedure will be applied, where it is safe to do so.
- In the event of a bomb scare the assembly point will be the furthest corner of the field.

Please note, children with Special Educational Needs may require a personal evacuation plan. This should be practised during a fire drill.

Signed: 
Charlie Wardle - Chair Person