



Nether Kellet Primary School

Fire Procedure

If a fire is discovered:

- Break the glass in the nearest fire alarm point.
- Ensure a member of staff is calling the fire brigade.
- If the fire is very small and can be easily contained then the appropriate fire-fighting equipment could be employed after sounding alarm, e.g. fire blanket in the kitchen area or extinguisher in other areas. In this event then other members of staff must be informed so that one member of staff is not isolated or in danger.

In the event of a fire:

- The bursar (or in the bursar's absence, the head teacher) takes the grab bag from the entrance area containing contact details for all children, map of school, paper and pencils, torch and other emergency equipment, also class registers, signing in book and visitor book.
- All members of staff ensure that children are escorted from the building safely and quickly via the designated routes as detailed on fire evacuation posters located in each room.
- Children walk out of school in single file, there must be no talking and no running.
- Fire wardens (class teachers) take overall responsibility for ensuring that the school is evacuated and all children in each class are led outside. Teaching assistants lead classes out wherever possible, enabling teachers to do a "final sweep" and ensure all children are out of toilets, etc.
- As staff leave the building all doors are closed as practicable (as long as to do so isn't jeopardising safety).

- A responsible adult follows the line of children out of school wherever possible. If there is only one member of staff, they ensure that all children have left the building before proceeding to the assembly point (children can lead the way to the assembly point with the member of staff bringing up the rear).
- Classes assemble as separate year groups in lines on the playground at the side furthest away from school.
- Each member of staff responsible for the class collects their register from the bursar/ head and takes a roll call of children.
- In the event of all children being present the register is returned immediately to the bursar/ head.
- In the event of any child not being accounted for, the head/ deputy and bursar are immediately informed.
- Visitors to school are accounted for by the bursar (or head in the bursar's absence) using the visitor book. Anyone not accounted for is recorded.

On arrival of the fire brigade:

- The head/ deputy/ bursar explains to the fire brigade anything that is known about the location and type of fire.
- The fire brigade are given a plan of the school.
- The fire brigade are alerted to any children or adults not accounted for in the roll call with an idea of where they might be (if possible).
- All school staff, children and visitors remain outside the building until given the all clear by the fire brigade.