

## Fire Procedure

The Fire Marshal is Jack Chambers.

We undertake external Fire Risk Assessment biannually.

Students are instructed on what to do in the event of a fire alarm during the induction process.

The instructions include what to do if students are in or out of class.

**In the event of a fire alarm, for whatever reason, whilst classes are in progress:**

The teachers are responsible for the evacuation of the students in their class.

All office staff should assist any visitors in evacuating the building.

The School Director is responsible for holding a record of all students and staff which need to be accounted for plus a complete set of keys for the fire brigade to use if necessary.

Checking the building

- Kumi is responsible for checking the 1<sup>st</sup> floor.
- Natasha is responsible for checking the 2<sup>nd</sup> floor.
- Adele is responsible for checking the ground floor.
- Jack is responsible for checking No. 4 Tombland.
- Should one of the above members of staff be absent Kumi shall delegate responsibility to another.

The assembly point is the bus stop directly outside the building.

Teachers will check that all of their class is present using the registers.

The teachers will report to Adele.

Kumi will check that all office staff and visitors are present at the assembly point.

In the event of a drill or false alarm, the building will be re-entered once the checks are complete.

Otherwise all students, staff and visitors are to remain at a safe distance at the assembly point until the premises are safe to return.

**In the event of a fire alarm, for whatever reason, whilst classes are not in progress:**

All students have been instructed to leave the building immediately.

All teachers and staff will assist with the evacuation of all students and visitors where possible.

The school director is responsible for holding a record of all students and staff which need to be accounted for plus a complete set of keys for the Fire Brigade to use if necessary.

The building will be checked by the office staff.

Checking the building

- Kumi is responsible for checking the 1<sup>st</sup> floor.
  - Natasha is responsible for checking the 2<sup>nd</sup> floor.
  - Adele is responsible for checking the ground floor.
  - Jack is responsible for checking No. 4 Tombland.
  - Should one of the above members of staff be absent Kumi shall delegate responsibility to another.
- ✓ The assembly point is the bus stop directly outside the building.
  - ✓ Teachers will check that all of their class is present using the registers.
  - ✓ The teachers will report to Adele.
  - ✓ Kumi will check that all office staff and visitors are present at the assembly point.
  - ✓ In the event of a drill or false alarm, the building will be re-entered once the checks are complete. Otherwise all students, staff and visitors are to remain at a safe distance at the assembly point until the premises are safe to return.

### **Fire Alarm Procedure / Notice for Students**

#### **If the fire alarm rings during a lesson:**

- Don't panic!
- Follow your teacher to the fire assembly point (the bus stop in front of the building).
- Don't stop to collect any personal belongings.
- Wait quietly at the fire assembly point. Your teacher will count all the students in the class to make sure everybody is there.
- When it is safe, your teacher will take you back to class.

#### **If the fire alarm rings and you are not in class:**

- Follow the green fire exit signs (these signs have arrows pointing in the direction you should go).
- Don't stop to collect any personal belongings.
- Wait at the fire assembly point at the bus stop in front of the building until the Fire Marshall (Jack Chambers) or the School Director (Kumi Wiedmann) tells you that everything is OK.