

SUNCROFT NATIONAL SCHOOL

Policy Number: 5 - FIRE SAFETY POLICY

REV:2

Aims:

1. To familiarise staff and children with the evacuation procedure.
2. To ensure that it is carried out within 1.5 minutes.

INSTRUCTIONS UPON HEARING THE FIRE ALARM

3. On hearing the fire alarm the Principal will be responsible for ensuring that the Fire Brigade is called.
2. (a) Teachers will take their roll books* and lead the children in an orderly manner to the designated assembly point.
2. (b) Children attending Learning Support/Resource classes will be brought to their classes designated assembly area by the Learning Support/Resource teacher.
3. Members of staff and children who are not in their classes at the time of the fire should exit through the nearest door and go immediately to their designated assembly point to join their class.
4. There must be no running or overtaking on the way to the assembly point. Classrooms must be evacuated completely in 1.5 minutes.
5. As soon as classes are assembled in lines each teacher will take a roll call and report to the Principal, if anyone is missing.
6. If any person is missing an immediate search is to be carried out by the Principal and class teacher.
7. No other person should leave the assembly point to recover anything until permission has been given by the Fire Officer in charge or by the Principal in the case of a drill.
8. **ASSEMBLY POINTS:**
Positions on the basketball court.
9. The above procedures must be thoroughly practised. We will have a Fire Drill once a term. Please keep in mind that the classroom must be vacated in 1.5 minutes. Calmness throughout the evacuation is vital.

10. Fire extinguishers are placed around the school and teachers are aware of their locations and use.

* Roll Call:

Teachers should ensure that the roll is called each morning.

REVISED AND UP-DATED: 14TH February 2011