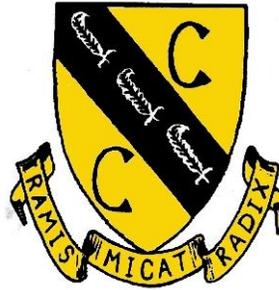


Clarendon Cottage Preparatory  
School

Fire Procedures Policy



Created by Mrs. E Howard (October 2012)  
Reviewed by Mrs A. Hartley (October 2017)  
Review date October 2018

# Fire Procedures Policy

This policy applies to the whole school, including the EYFS

1. If a fire is noticed, please sound the alarm.

The fire call points are situated in the following places:

1. Left of front door
  2. Main hall fire exit door - on right
  3. Emergency back door - near office
  4. Outside cloakroom door at top of stairs
  5. Prep 2- (Other side of hall)
2. If the fire alarm sounds, the priority is to calmly and quietly evacuate the class. The meeting point is in the playground, unless there is a danger of windows blowing out, in which case we will go into the playground next door. Office staff will take the key out.

Instructions for evacuations are posted on all doors from classrooms, the hall and the kitchen - these should be read and memorised.

## **ALL STAFF SHOULD EVACUATE ON HEARING THE BELL**

3. The registers are sent down to the office after morning and afternoon registration. These will be taken out by the office staff in the event of a fire alarm, along with the emergency contact numbers. The class teacher responsible will then check that all their children are accounted for. Prep 1 will keep their fire register and bring out if the alarm sounds  
**No one is to return to the building.**
4. There will be a fire drill at least once a term - evacuation should be as above.
5. The fire call points will be tested weekly by a health and safety representative and logged.
6. Staff have been given information regarding fire extinguishers, but the main priority is always to evacuate.
7. The head/office staff (deputy in his absence) will be the designated person to call 999.
8. Any staff in the downstairs classrooms (P1 & 2) are responsible for checking the toilets in their rooms.
9. The first female member of staff at the top of the stairs will supervise the children evacuating the building while staff check the upstairs areas. Mr. Thomas or whoever has Prep 7&8 will check the Music room, the Creative Room and the boys' toilet and the last female member of staff will check the cloakroom, staff room, staff toilet and girl's toilet.

10. If any classes are not present (playtime etc), then remaining staff must ensure that all areas are still checked before leaving the building.
11. If in the event that the stairs are inaccessible due to fire, teachers and their class should stay in the room with the door shut and wait for the fire brigade.
12. If an area is filled with smoke, teachers should direct the children to stay at floor height.
13. Any students/new staff will be inducted (see separate policy) in evacuation procedures and shown the emergency exits.
14. Pupils will undergo role play for various scenarios in the event of a fire.
15. Emergency exits are situated in the following places:
  1. Front door
  2. Prep 2 classroom
  3. Prep 1 classroom
  4. Next to office
  5. In Main hall, next to kitchen door
13. Automatic, emergency lighting is situated in various places all over the school.
14. Fire extinguishers are situated in the following places:
 

1. Red - Water	- Next to front door - entrance hall
2. Red - Foam	- Kitchen - near door to hall
3. Red - Water	- Back fire exit - near office
4. Red - Water	- Near fire exit (kitchen)
5. Red - Water	- Half way upstairs - near staff room
6. Red - Water	- in between prep 3 and prep 4
7. Fire Blanket	- Kitchen
15. Any defective fire equipment, door closures etc., should be reported to the head teacher.
16. All classrooms must be kept tidy, especially around computer stations.
17. Under no circumstances should items be left in corridors - deliveries etc., should be moved immediately, particularly around fire exits.
18. Fire doors must **never** be propped open.
19. Any visitors should be evacuated by the member of staff that they have come to see.
20. Provision is in place for children with special needs.