



FIRE EVACUATION PROCEDURES

GENERAL PROCEDURES

- In the event of discovering a fire please break the glass on any of the call points around school.
- All children to be taken out in SILENCE by closest exit (i.e. classroom fire door or, if in hall, main fire doors.) with the supervising members of staff to the Assembly Point (the front sports field).
- Class teachers switch off class lights and ensure all windows and doors in their classrooms are closed.
- Any Highfield School children at Brookham are to assemble in a line at the Brookham Assembly Point.
- NO RUNNING. EVERYONE assemble alongside the furthest fence in SILENCE.
- Everyone MUST respond to the alarm, including Kitchen, Admin, Domestic and Cleaning Staff.
- NO ONE RE-ENTERS THE SCHOOL UNTIL THE FIRE BELL STOPS AND GIVEN THE 'ALL CLEAR' FROM HEADTEACHER (during drill) OR FIRE BRIGADE.
- THE PRIORITY FOR ALL STAFF IS TO ENSURE THE SAFETY OF THEMSELVES AND THE CHILDREN.
- DO NOT STOP TO FIGHT FIRES.

LUNCH TIME

Should the fire alarm sound during the Brookham lunchtime, between 11:45 and 1300, the alarms at both schools will be activated.

If the fire alarm sounds at Highfield, the estates office will call the Brookham receptionist to inform them to activate the alarm.

If the fire alarm sounds at Brookham, the Brookham receptionist will call the estates team to ask them to activate the Highfield alarm.

The schools will then follow their normal fire procedures, with ALL Brookham children and staff assembling on the Brookham Assembly Point, even if they are in the Highfield building.

The normal procedures of checking the building will be conducted as stated below.

However, class lists will be brought out to the assembly area by the school receptionist.

NB: Windows and doors must be shut and lights turned off when classes leave for lunch.

SPECIFIC STAFF RESPONSIBILITIES

- Head's PA to call fire brigade and the Estate Manager (or whoever is in charge from the Estate's Team during the given day).
- School receptionist must take a copy of absence reports out. (Printed off after morning registration.) The school receptionist must collect the school walkie-talkie, address file, the visitors' book and staff and pupil sign-out books.
- Head's PA to take out staff register.
- Class Teachers to collect their internal sign-out sheets from their classrooms.
- Each class teacher to check off their class register.
- SLT to oversee the mustering of the classes.
- Head's PA to register staff.
- After School Clubs and After School Care – The adult in charge is responsible for taking out their own register and accounting for the children.
- School receptionist to check all lights in all rooms off Library Hall are off, and all internal fire doors are closed and this section of the building, including the toilets, are clear.
- Head's PA to check all lights in all rooms off Main Hall are off and all internal fire doors are closed and this section of the building is clear, including the toilets and staff room.
- Headteacher to check all lights in all rooms off Early Years Hall are off and all internal fire doors are closed and this section of the building is clear, including the toilets.

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