

FIRE

FIRE INSTRUCTIONS FOR STAFF

1. On discovering a fire, sound the alarm, so that evacuation of the building can take place promptly. If possible try to prevent the fire spreading. The school Admin Officer (or Headteacher in her absence) will dial 999.
2. The children must be silent on hearing the bell.
3. Children will stand and file out of the door, leaving the building by the nearest exit. They should walk, not overtake and be silent.
4. The staff (or parents supervising them) shall make the room as safe as possible i.e. close windows and doors, switch off electrical equipment and supervise children through any hazardous areas, stairs etc.
5. Pupils will line up next to the carp park fence facing away from the building.
6. A head count will be taken. If necessary registers should be answered clearly and promptly without interruption.
7. The registers will be brought out by the school secretary (or the Headteacher in her absence).
8. Other points to consider:
 - a) All adults in the building should know where alarms and extinguishers are.
 - b) Volunteers should be well aware of the evacuation procedures.