THE AVENUE INFANT SCHOOL

FIRE DRILL PROCEDURES

Updated Sept 2022

All adults and children should vacate the building via the nearest accessible exit, wherever they happen to be, and assemble in designated assembly point. Teachers to take a head count of children in their class, any attached staff and visitors and report to fire drill checkers (bursar or head teacher).

PROCEDURES

- ★ One adult to leave the classroom last after all children and other adults have vacated the room.
- ★ All staff to ensure they have carried out responsibilities assigned to them in the area they are working in. (Refer to fire plan on walls.)
- ★ Do not touch light switches in case of gas. Close all classroom doors and windows (where this can be done easily and without wasting precious time), fire doors and doors of the building.
- ★ Children taken out from the school from areas other than their classrooms should be taken to join their own class if possible.
- ★ Bursar or member of office staff to distribute class registers to person in charge of the class. This person to report all present by raising hand. Any missing persons to be reported to fire drill checkers (SBM & head). Checkers to check with each other that all classes have reported.

IN THE CASE OF FIRE

Office staff or person designated to do so - **to phone Fire & Rescue Service.**
Head teacher (or designated responsible staff member) to phone in absence of office staff.

EXITS	EVACUATION FOR:-	ASSEMBLY POINTS
Back door	★ Hazel (2) and Maple (3) Classes ★ Resources area ★ Staffroom ★ Staff toilet ★ The Glade- intervention room ★ First Aid room ★ Rainforest Reflection Room ★ SENCO Office	**Big playground.** **At designated class number assembly point.**
Door from library and through covered play area doors	★ Cherry (4) Class ★ The Den ★ Children's toilets	**Big playground.** **At designated class number assembly point.**
Hall corridor door	★ The hall	**Larger playground.** **At designated class number assembly point.**
Door of the Reception classes cloakroom	★ Oak (6) Class	**Front playground.** **At designated class number assembly point.**
Front door	★ Library ★ Both 'wing' areas ★ The Snug group room ★ Beech (1) Class ★ Willow (5) Class ★ Staffroom ★ School office ★ Staff toilet ★ Head's office ★ FSW's office	**Front playground.** **At designated class number assembly point.**