



BEVENDEAN FIRE INSTRUCTIONS

1. The ALARM is in the entrance hall of the Main Building. The key is fixed in the lock on the outside of the box.
2. There are 'Break Glass' alarms throughout the school. Staff should familiarise themselves with the location of the nearest one to their room.
3. Please note where the nearest extinguisher is located.
4. Please make sure that you are aware of an alternative route.
5. The fire alarm is a continuous sounding of the siren.

On hearing the fire alarm:

- a) Close all windows and doors if possible to do so.
- b) If in a classroom, the teacher should instruct the children to be silent. Silence should be maintained.
- c) The person in charge should leave the room last and close the door.
- d) Assembly point is THE PLAYGROUND. NB The line position for each class.
- e) When reaching the Assembly Point, all children must KEEP SILENT. Roll call will be taken by each Form Teacher. (The registers must be completed on SIMS every morning and afternoon. Any children who are late will be marked in as such on SIMS by the office staff.
- f) The registers, SIMS report with absentees, pupils' and teachers' signing-out books will be collected by the School Secretary.
- g) The designated Fire Marshalls will check the areas assigned to them.
- h) The Playground Supervisor will open the emergency vehicle access gate.
- i) Teachers with groups of children in any other parts of the school should accompany children to their class lines in the playground.
- j) Kitchen staff to assemble with the children.
- k) Windows should only be used if it is not possible to get through doors.
- l) Form Teachers to signal all children present by raising hand.
- m) Colleagues should check that roll calls are being taken in the lines on either side of their own and alert Head of Pre-Prep to the absence of any colleague. (Vigilance would be necessary, for example, during lunchtime, when it is possible that a teacher without a duty may have left the

building. Names should be recorded in the signing out book.)

- n) Remain silent in form lines until the Head of Pre-Prep indicates that you may return to classrooms.
- o) Fire practices should occur at least once a term and must be recorded.

EXIT ROUTES

Head's Office	Use Main Front Door (Steels Lane)
Secretary's Office	Use Main Front Door (Steels Lane)
Computing Suite	Use own Door to Playground
French/Music Room	Use own French Windows
Room 4 (MT Classroom)	Use Door to Patio
Room 5 (MT Classroom)	Use Door to Patio
Red T Classroom	Use Door to Patio
Green T Classroom	Use Door to Patio
Blue T Classroom	Use Door to Patio
Staff Room	Use Playground Staircase
Resources/Stock Room	Use 'Side' Front Door (Steels Lane)
Downstairs Michael's	Use own Door onto Playground or Main Front Door
Upstairs Michael's	Use Main Front Door of Michael's Building
Assembly Hall	Use Double Doors
LSC Room	Use 'Side' Front Door (Steels Lane)
Kitchen Staff Room	Use 'Side' Front Door (Steels Lane)
Kitchen	Use Kitchen Door
Dining Room	Proceed to the playground via Door to Patio
Central Library Area	Use Main Front Door by Head of Pre-Prep's Office

All other areas of the school: go straight to the Assembly Point.

ASSEMBLY POINT POSITIONS in the Playground

Upstairs Michael's	On the coloured squares
Downstairs Michael's	On the coloured circles
Rooms 4 and 5 (MT)	} On the corresponding minibeast for their class
Red, Green & Blue	
T Classrooms	

R Samson

Date of Policy: 1 February 2018

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