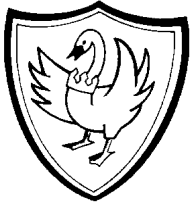


“A unique family working together to be the best”

Forest Lodge Community Primary School



Fire Safety Policy



FOREST LODGE COMMUNITY PRIMARY SCHOOL

FIRE PROCEDURES

There will be regular, termly fire drills, recorded on the appropriate pro-forma.

Visitors to the building must sign in the visitor's book. This includes regular visitors such as parent helpers and sports coaches etc., parents/carers and children attending toddler groups, parents and children visiting the Foundation Stage. They must sign out when they leave, as should staff leaving the premises at unscheduled times.

FIRE SIGNS AND EVACUATION NOTICES

All fire exits are labelled with signs, some of which have emergency lighting. Each room has a clearly displayed notice detailing evacuation procedures. Children should be informed of procedures during discussions on classroom management.

The number of children present that day should be written on the whiteboard at the beginning of the session and amended when necessary.

FIRE ALARM

This is a high pitched repetitive tone.

ACTION ON HEARING THE ALARM

- People with disabilities [mobility, visually/hearing impaired] should have a person designated to assist them – usually TA in room where they are working. On their arrival and general induction, specific needs for help should be arranged to cover all eventualities. Some children have specific arrangements in individual risk assessments
- Any disabled persons must wait in designated refuge area at the top of stair well
- Lift is not to be used in any circumstance
- Staff should lead children from the building using the nearest safe exit [designated on notice in room] and closing the door when the last person is out. If not in your usual room, make sure you know the route.
- Staff in room nearest to the toilets check them while exiting the building.
- Children in the corridors changing reading books should be instructed to leave by exit at the end of that corridor, not return to their own classroom. They will meet their class at the assembly area.

- Assembly point is on the KS2(old KS1) playground
- Everyone should move quickly but not run.
- Do not stop to get personal possessions.
- Do not return to the building.
- Office staff will bring registers and visitors book out to assembly point. A roll call should be carried out and any missing person reported to Head/ Deputy.
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- The fire brigade will automatically be called when alarm is activated
- The Head /Deputy or their representative will give the all clear and allow return to the building.

ACTION ON DISCOVERING A FIRE

GET OUT, STAY OUT, CALL

No attempt should be made to investigate or fight the fire (unless you have been trained)
First raise the alarm, then get assistance to evacuate the building

To raise the alarm

Activate nearest alarm call point by breaking/ pushing the glass.

Fire brigade will automatically be called when alarm is activated

USE 999 GIVE EXACT LOCATION AND REPEAT IF NECESSARY

DO NOT PUT YOURSELF OR OTHERS AT RISK

THE FIRE BRIGADE **MUST** BE CALLED TO ALL FIRES AND SUSPECTED FIRES.