

## **Fire Evacuation & Bell Test Policy**

### ***Purpose***

- To evacuate the children safely, and to ensure that the fire alarm system is in operation.

### ***Responsibility***

It is the Head Teacher's overall responsibility:

- Of making sure all the children evacuate the premises safely via the nearest exit route.
- To take the children's register and the visitor's register.
- To conduct roll call.

### ***Procedure***

- Each morning the attendance register shall be taken.
- Every child leaving the premises shall be ticked off the register.
- Any staff leaving the premises shall be noted.
- All visitors shall sign the visitor's book on entry & exit.
- Fire drill shall be carried out at least once every term.
- When the fire bell rings, line the children up quickly and evacuate through the nearest exit.
- Assemble the children at the assembly point (Car Park, Houghton Street & Quenby Street).
- Conduct a roll call to see if all children, staff and visitors are present.
- If all the children, staff and visitors are present then return to the school if it is safe to do so.
- Complete the fire drill log form.

***In case of an actual fire / emergency:***

- When the fire bell rings quickly line up the children and leave premises from the nearest fire exit.
- Call the fire brigade from the school if it is safe to do so or else use the nearest external telephone or mobile phone.
- Close all windows, doors and switch off electrical items if it is safe to do so.
- Assemble the children at the assembly point (Car Park, Houghton Street & Quenby Street).
- Conduct a roll call to see if all children, staff and visitors are present.
- If any one is missing, do inform the fire crew when they arrive.
- Do not attempt to re-enter the building.

***Fire Bell Test***

- Fire bell test shall be carried out once a week on a Monday morning at 10:00am.
- Sound the alarm for approximately 5 seconds.
- Each week a different call point shall be activated.
- At the end of the test record the findings in the log book.
- If the bell malfunctions or a fault light appears on the control panel then inform the committee to look into the problem.

***Documentation***

- Weekly fire bell test record.
- Fire drill record.