



Blundell's
PREPARATORY SCHOOL

**FIRE PROCEDURES POLICY
(including EYFS)**

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Date Reviewed: May 2018
Next Review: Summer Term 2019



Fire Procedure Policy (including EYFS)

Fire Procedure

One whole school fire drill is run during the first full week of each half term in both Prep and Pre-Prep departments. Assembly points for the children are at the far side of the playground, where there are numbered pavement slabs for the children's reference for the Prep School, the field behind the Pre-Prep playground for children in the Pre-Prep. Notices are posted in all rooms indicating the shortest escape route. Children are expected to walk silently and calmly out of the building and assemble in class groups in alphabetical order (Prep School) at the assembly point on the playground.

There is a signing In/Out folder located in the School Office for the Prep School and in the foyer for Pre-Prep Staff. Staff are expected to sign out when leaving the building during the school day unless it is their normal time of departure and to sign in on their return. It is assumed that you are in school all day if you are a full time member of staff and for part time staff at the times they are timetabled to be in school.

Fire Drill and evacuation procedure

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. If they wish, staff may check any areas they are passing to ensure that they are empty eg; toilets, empty classrooms. This should only occur if the fire is not in that vicinity and should not slow or impede the evacuation of the children in their charge. Under no circumstances should anyone move further into the building away from their nearest exit nor should they move away from the area in which they were working to another area past an exit.

If your normal exit is blocked for any reason then use the nearest available exit. (Exit routes for each classroom or activity area are displayed in those locations.)

Lead the children in your charge to the assembly point designated for the area of the school you are in. The Head Master, Deputy Head or Office Staff will bring the registers together with notification of absent pupils to each class teacher. These lists are maintained by the office staff. In the Pre-Prep the class teacher will take out the register of their own class or activity group.

Nobody is to go back into school. If a child is missing it must be reported to the Deputy Head or the Head of Pre-Prep as appropriate.

When all the lists have been received, the person in charge will address those children assembled and give instructions as to how they should proceed.

Staff must ensure that children walk in and out of school sensibly, and line up quietly.

Lunchtime Fire Procedure

The only change to the above protocol is that the Pre-Prep will assemble on the Prep playground.