



## Abbey Court School Trust

**Date agreed and implemented by board July 2024**

**Review date July 2025**

### **FIRE AND EMERGENCY ARRANGEMENTS**

**Also, see Medway Councils 'Smoke Free Policy'**

**(Please note school staff will be present at all Trust Events)**

#### **(a) Fire Instructions**

- ☐ These are of a standard format and are placed beside or on the rear of the door in each room. Class teacher's ensure that these remain permanently displayed. Checks are made by site staff and termly through the site risk assessments
- ☐ Emergency Routes, Emergency Exits, and Fire Drill Responsibilities are clearly identified

#### **(b) Fire Alarms**

Procedures relating to fire alarms are contained within Abbey Court School's Fire Drill Procedure, below. NB Administration staff to make phone call to emergency services under the direction of SMT. It is the responsibility of the senior member of staff on duty to ensure that a phone call is made if necessary.

#### **(c) Fire Drills**

A LOG of all drills is kept by the site manager

#### **(d) Fire Fighting**

Untrained adults are not expected to "have a go", but to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

Fire Extinguishers are to be found as follows:

### Rede Court Road (Secondary Site)

Extinguishers located in:

Entrance Lobby (water/CO <sup>2</sup> )	Corridor by S3 (foam)	Corridor Hygiene room (foam)	S5 (CO <sup>2</sup> /Foam)	S6 (Foam/CO <sup>2</sup> )
S7 (Foam/CO <sup>2</sup> )	Therapy Room (CO <sup>2</sup> )	Staff room (Foam)	ICT room (CO <sup>2</sup> )	Pool store (CO <sup>2</sup> )
FE Corridor (CO <sup>2</sup> )	FE1 (Foam)	FE2 (CO <sup>2</sup> )	FE3 (Foam and Blanket)	
Science Room (Foam)	Library (Water)	Teaching Kitchen (Foam/CO <sup>2</sup> and 2x blankets)	Boiler room (CO <sup>2</sup> )	Kitchen (CO <sup>2</sup> and blanket)
Pool Plant (CO <sup>2</sup> )	Pool corridor/Exit (Water)			

### Cliffe Road (Primary Site)

Extinguishers located in:

Site Staff Corridor (Water and CO <sup>2</sup> )	Food Tech (blanket)	Boiler room (foam)	Office (CO <sup>2</sup> )	Kitchen (CO <sup>2</sup> , foam and blanket)
Staff room (Water)				

### **(e) Fire Hazards**

- ☐ Storage of flammables will follow the COSHH Regulations 2002 (Gas Cylinders are stored in the medical room except those that will be in use with specific pupils).

**Abbey Court School does not have a designated smoking area; therefore smoking is not permitted in the school or on its premises (this includes E-cigarettes)**

### **(f) Maintenance**

- ☐ Fire extinguishers checked annually by Technical Services.
- ☐ Fire alarms checked quarterly by the nominated contractor, FSC
- ☐ Fire doors shall not be wedged open unless in current use for passing through

## **Prevention**

Staff are responsible for ensuring that all heaters, ovens, glue guns etc are turned off after use. Electrical equipment should be turned off and put away after use or at the end of the day.

### **(g) Bomb Alerts**

See Medway Guidance.

### **(h) Fire Duty**

School staff on duty will direct all school attendees in the event of a fire.

Also, see Fire Drill procedures (over)

## FIRE DRILL PROCEDURE (Rede Court Road)

1. In the event of a fire, you are to break the glass of the nearest fire alarm by hitting it with any available hard object (**immediately advise the most senior member of staff on duty**). The alarm sounds as a continuous ringing bell and everyone must leave the building immediately. The aim is to vacate the school and assemble in the playground within two minutes. If staff are in the staff room when an alarm sounds, they **must** exit via the fire exit and walk around the building to their classroom where they will be able to judge whether it is safe or necessary to re-enter the building to assist with the evacuation of pupils (staff should not be walking internally through the school to their classes as this may put them at risk). The most senior Fire Warden will need to ensure the fire alarm is turned off and the 'All Clear' is given if the school is deemed to be safe. Fire Wardens on duty are identified daily on the small notice board near the Headteacher's office.
2. **Action by Staff:**
  - (a) The objective is to evacuate the building of all people in a controlled manner. Please keep noise to a minimum. Supervise your class or group to the playground. Pupils should walk quickly but not run. If possible, close the door on leaving the room. If your register is in the room, take it with you. Individual pupils who may be enroute for some reason should be instructed to leave by the nearest exit. The check of the entire building by the Fire Wardens will pick up any stray pupils and they can be accounted for when the Fire Wardens report following registration.
  - (b) It is the responsibility of the class teacher to 1. Assemble the class in an orderly fashion ('Taking register' may help to maintain this) 2. **Be alert to the arrival of a fire warden and be ready to provide names of pupils/staff/visitors who are missing or additional people who are on the playground (e.g. a pupil in the 'wrong' place or a visitor)** 3. Maintain class order until given further instruction.

### Fire Assembly Points:

Rear Playground:	Picnic area (Bike Shed):
<ul style="list-style-type: none"> <li>FE1</li> <li>Storage classrooms (originally S8/S7)</li> <li>Hall</li> <li>Meeting room</li> <li>SALT room</li> <li>Music Room</li> <li>Common room</li> <li>Enterprise room</li> </ul>	<ul style="list-style-type: none"> <li>Community Hub (Library)</li> <li>Temporary Gym and shop</li> <li>FE2 and FE3</li> <li>Hydrotherapy Pool</li> <li>Sensory Room</li> <li>Deputy/Assistant Head's Room</li> <li>Therapy Room</li> <li>ICT Room</li> <li>Staff room</li> <li>Medical Room</li> <li>Office and Headteacher's Room</li> <li>Kitchen</li> <li>Food technology room (<b>Exit via the fire exit and progress via the front of the building to the gate next to the Hydro Pool</b>)</li> </ul>

**If you are not in your classroom, use the nearest exit, following instructions on fire notices.**

3. Action by Fire Wardens:
  - **Fire Warden A = FE Leader** to collect registers and therapy timetable from whiteboard and check offices and toilets/hall/resource rooms, storage classroom and all classes/rooms in back corridor up to the Common Room (**Designated staff member, then Admin staff in FE leader's absence**).
  - **Fire Warden B = FE Teacher** to check Community hub, medical room, hygiene room, Shop, Temporary gym, therapy room, FE2 and FE3, ICT room, toileting areas, and staffroom then proceed to the fire exit by the Common Room (**Designated staff member, then Admin staff in Teacher's absence**)
  - **Fire Warden C = Assistant Head** to check entrance, and Hydro pool, staff changing rooms, pupil changing rooms and exit out of fire exit to meet Fire Wardens at gate into playground, corner of FE (**Designated staff member then Admin staff in Assistant Head's absence**).
  - **Fire Wardens A and B** to meet at fire exit in the corridor by the Common Room. **Fire Warden B** is given the register for FE2 and FE3
  - **Fire Warden A** to go to rear playground and to distribute registers, if needed, and check for missing pupils/staff and visitors. **Fire Warden B** to go to the gate into the games court and check on missing pupils/staff and visitors and if needed, distribute registers.
  - Class teachers to register all children and staff and report to **Fire Wardens** as appropriate. **All Fire Wardens** also register students/volunteers at assembly points to check with **Admin**.
  - **Administration staff** to make phone call to emergency services under direction of **Deputy** and to take **visitors', contractors' and staff/pupils** signing in/out books to assembly point (School gate next to Hydro pool) and to register as appropriate; also **to take key** to open gate (These jobs must be delegated to another admin member of staff, if Admin are covering for **Fire Warden A, B, or C**).
  - **Fire Wardens and Admin** staff meet to confirm complete evacuation of building at gate into rear playground at corner of FE.
  - **Fire Warden A (FE Leader)** will then go to main entrance to meet and inform emergency services.

**UNDER NO CIRCUMSTANCES SHOULD MEMBERS OF STAFF OR CHILDREN RE-ENTER THE BUILDING  
UNTIL AUTHORISATION IS GIVEN BY THE DEPUTY HEAD/SMT.**

**4. Evacuation of the Hydrotherapy Pool**

When exiting from the changing rooms, staff and pupils leave via the door into the corridor and leave by the nearby exit to assemble at the gate into the games court. When exiting from inside the pool area, leave by the fire exit door in the corner of the room, then assemble at the gate into the games court (if children are undressed, they should be wrapped in the survival blankets from the container located by the emergency fire exit and have plastic clogs to wear on their feet). Changing rooms must be kept unlocked whilst pool is in use (and locked when not in use).

**5. Extra Assistance**

Provided by senior staff on their sweep of the school.

## FIRE DRILL PROCEDURE (Cliffe Road - Primary)

1. In the event of a fire, you are to break the glass of the nearest fire alarm by hitting it with any available hard object (**immediately advise the most senior member of staff on duty**). The alarm sounds as a continuous ringing bell and everyone must leave the building immediately. The aim is to vacate the school and assemble in the playgrounds within two minutes. If staff are in the staffroom when an alarm sounds, they **must** exit via the nearest fire exit and walk around the building to their classroom where they will be able to judge whether it is safe or necessary to re-enter the building to assist with the evacuation of pupils. (Staff should not be walking internally through the school to their classes as this may put them at risk). The most senior Fire Warden will need to ensure the fire alarm is turned off and the 'All Clear' is given if the school is deemed to be safe. Fire Wardens on duty are identified daily on the small notice board near the staff toilets.
2. **Action by Staff:**
  - (a) The objective is to evacuate the building of all people in a controlled manner. Please keep noise to a minimum. Supervise your class or group to the playground. Pupils should walk quickly but not run. If possible, close the door on leaving the room. If your register is in the room, take it with you. Individual pupils who may be enroute for some reason should be instructed to leave by the nearest exit. The check of the entire building by the Fire Wardens will pick up any stray pupils and they can be accounted for when the Fire Wardens report following registration (see 3e-g).
  - (b) It is the responsibility of the class teacher to 1. Assemble the class in an orderly fashion ('Taking register' may help to maintain this) 2. **Be alert** to the arrival of a fire warden and be ready to provide names of pupils/staff/visitors who are missing or additional people who are on the playground (e.g. a pupil in the 'wrong' place or a visitor) 3. Maintain class order until given further instruction.

### Fire Assembly Points:

EYFS playground assembly - canopy	KS1 Playground assembly - canopy	KS2 Playground assembly - canopy
<ul style="list-style-type: none"> <li>Nursery, Reception and P1 Classes</li> <li>Headteacher's Office</li> <li>Staff room (Staff to proceed around the outside of the building to their own class assembly point)</li> <li>PPA room</li> <li>Parent room</li> <li>Site Manager/Caretaker's room</li> <li>School kitchens</li> <li>Admin offices</li> <li>Tonto</li> <li>EAL, Curriculum and IT offices</li> </ul>	<ul style="list-style-type: none"> <li>Reception classes</li> <li>Classes in the KS1 Lower KS2 corridor</li> <li>Parents/Visiting professionals' room</li> <li>Library (KS1 pupils)</li> <li>Art Room (KS1 pupils)</li> <li>Sensory/Soft Play rooms (KS1 pupils)</li> <li>Food Technology (KS1 pupils)</li> <li>Meeting Room 1</li> </ul>	<ul style="list-style-type: none"> <li>Classes in Upper KS2 Corridor</li> <li>KS2 Storage/resource rooms</li> <li>Food Technology (KS2 Pupils)</li> <li>Medical rooms</li> <li>Therapy rooms</li> <li>Library (KS2 pupils)</li> <li>Sports Changing Rooms</li> <li>Sensory/Soft Play rooms (KS2 pupils)</li> <li>Art Room (KS2 pupils)</li> <li>Meeting Room 2</li> </ul>

**If you are not in your classroom, use the nearest exit, following instructions on fire notices.**

3. Action by Fire Wardens:
  - Fire Warden A = Key Stage 1 Leader** to collect staff diary and registers for Reception/KS1 corridor classes and check offices and staffroom, Tonto, site staff corridor and all classes/rooms in KS1 corridor inc. Library and Art room. (**Reception Teacher in their absence**).
  - Fire Warden B = Deputy Headteacher** to collect registers for Nursery classes and check staff toilets, nursery sensory room, nursery toilets, and all classes/rooms in nursery/reception corridor. (**Admin staff in absence**).
  - Fire Warden C = Key Stage 2 Leader** to collect therapy diary and registers for KS2 corridor classes, and check all classes/rooms in KS2 corridor, including meeting room and Food Tech. (**Designated staff member in absence**).
  - Fire Warden D = Member of Admin team** to check office suite opposite Hall, Halls, kitchens, Therapy Suite, sport changing rooms, secondary dining hall and medical rooms and then go to assembly meeting point at gate between KS1/KS2 playground to confirm all clear.
  - Fire Warden E = Member of Admin team** to exit via the front entrance and check hydro pool, supporting the evacuation of any pupils when the hydro pool is in use. Fire warden E to support pupils to their assembly point (Nursery Playground), before travelling round the outside of the building (via the playgrounds) to support other admin staff with staff and visitor log check.
  - Fire Warden A** to go to KS1 assembly point, to distribute registers, if needed, and check for missing pupils/staff and visitors; **Fire Warden B** to go to Nursery assembly point to distribute registers, if needed, and check for missing pupils/staff and visitors; **Fire Warden C** to go to KS2 assembly point and distribute registers, if needed, and check for missing pupils/staff and visitors.
  - Class teachers to register all children and staff and report to **Fire Wardens** as appropriate. **Fire Wardens** also register students/volunteers/visitors at assembly points to check with **Admin**.

- **Administration staff** to make phone call to emergency services under direction of the **Deputy** and to take **visitors'** register to EYFS playground (walking around building externally, not through it) and to register as appropriate.
- **Fire Wardens and Admin staff member** meet to confirm complete evacuation of the primary building at gate between **KS2 and KS1 playground.**
- **Fire Warden B** = will then meet **Secondary Fire Warden B** at KS2 Gate to confirm that the whole site (both departments) are clear before communicating that the building is safe to re-enter

**UNDER NO CIRCUMSTANCES SHOULD MEMBERS OF STAFF OR CHILDREN RE-ENTER THE BUILDING UNTIL THE DEPUTY HEAD/ SMT GIVES AUTHORISATION.**

4. **Extra Assistance**  
Provided by senior staff on their sweep of the school.

## FIRE DRILL PROCEDURE (Cliffe Road - Secondary)

1. In the event of a fire:  
You are to break the glass of the nearest fire alarm by hitting it with any available hard object (**immediately advise the most senior member of staff on duty**). The alarm sounds as a continuous ringing bell and everyone must leave the building immediately. The aim is to vacate the school and assemble in the **playgrounds** within two minutes. If staff are in the staffroom when an alarm sounds, they **will support the two nearest classrooms to support access to the West staircase/lifts (providing it is safe to travel along the corridor to assist with the evacuation of pupils.)** The most senior Fire Warden will need to ensure the fire alarm is turned off once evacuation is complete and the 'All Clear' is given if the school is deemed to be safe. Fire Wardens on duty are identified daily on the **small notice board in each staff room**.
2. Action by Staff:
  - (a) The objective is to evacuate the building of all people in a controlled manner. Please keep noise to a minimum. Supervise your class or group to the playground. Pupils should walk quickly but not run. If possible, close the door on leaving the room. If your register is in the room, take it with you. Individual pupils who may be en route for some reason, should be instructed to leave by the nearest exit. The check of the entire building by the Fire Wardens will pick up any stray pupils and they can be accounted for when the Fire Wardens report following registration (see 3).
  - (b) It is the responsibility of the class teacher to 1. Assemble the class in an orderly fashion ('Taking register' may help to maintain this) 2. **Be alert to the arrival of a fire warden and be ready to provide names of pupils/staff/visitors who are missing or additional people who are on the playground (e.g. a pupil in the 'wrong' place or a visitor)** 3. Maintain class order until given further instruction.

### Fire Assembly Points:

KS3 outside leisure area (at the widest point closest to the farm – Just beyond S5 Classroom)	Sports playground
<u>This is the assembly point for the following rooms</u> Studio and dining hall KS3 Classes (S1, S2, S3, S4, S5) Deputy Headteacher's Office Design and Technology Trampoline Courtyard	<u>This is the assembly point for the following rooms</u> KS3/4 Classes (S6, S7, S8, S9) Life skills room and kitchen Art room Sensory room Science Room Library Animal Courtyard <b>All rooms on upper floor to use Sports playground as their assembly point</b>

*Ground floor: All ground floor classrooms have fire exits directly out into Key stage outdoor areas. If you are not in your classroom, use the nearest exit, following instructions on fire notices. Sensory room and Courtyard users will exit through the life skills kitchen or life skills room (if safe to do so) to prevent access to open road and unsecured driveway. During public events, visitors will follow fire escape signage to access their nearest escape.*

3. Action by Fire Wardens:
  - **Fire Warden A = Key Stage 3 Leader** to go directly to the East Stairwell and activate the emergency override key on the lift and travel up to the top floor in the lift. **Fire Warden A** to support **Fire Warden D** to evacuate pupils and staff from upstairs using the East stairs and lift.
  - **Fire Warden B = Deputy Headteacher** go directly to the West Stairwell and activate the emergency override key on the lift and travel up to the top floor in the lift. **Fire Warden B** to support **Fire Warden C** to evacuate pupils and staff from upstairs using the West stairs and lift.
  - **Fire Warden C = Key Stage 3 Teacher** to travel up West stairwell to assist all staff and pupils from the work room, staffroom, meeting room, S10, S11, and the Computing room to evacuate using stairway/lift 1. **Fire Warden B will assist with this from the bottom of the stairwell ensuring swift and safe evacuation through life skills room.**
  - **Fire Warden D = Key Stage 4 HLTA** to travel up East stairwell to assist all staff and pupils from meeting room, S12, S13, and S14 to evacuate using stairway/lift 2. **Fire Warden A will assist with this from the bottom of the stairwell ensuring swift evacuation through end corridor exit.**
  - **Fire Warden E = Admin team member** to take registers and staff and visitor logs directly to the assembly points to hand out to teachers.

Once pupils and staff have all been supported downstairs using lifts and stairs. **Fire Wardens A, B, C, and D** will check their respective areas to ensure full evacuation before arriving at assembly points (A & D to KS3, B & C to KS4).

- **Fire Warden A** to check for missing pupils/staff and visitors at KS3 assembly point



- **Fire Warden B** to go to check for missing pupils/staff and visitors at KS4 assembly point
- Class teachers to register all children and staff and report to **Fire Wardens** as appropriate. **Fire Wardens** also register students/volunteers/visitors at assembly points to check with **Admin**.
- **Fire Warden E** to make phone call to emergency services under direction of the **Deputy** and to take **all** registers (including visitor sign-in books) to both assembly points (walking around building externally, not through it) and to register as appropriate.
- **Fire Wardens A & B and Admin staff member** meet to confirm complete evacuation of secondary building at entrance to KS3/4 sports playground.
- **Fire Warden B (Deputy Headteacher)** to liaise with **Primary Lead Fire Warden (Deputy Headteacher)** to confirm full evacuation of whole site (or account for any missing staff, pupils or visitors)

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4. Extra Assistance  
Provided by Fire Wardens on their sweep of the school.

## FIRE DRILL PROCEDURE (Cliffe Road – Hydro Pool)

### 1. In the event of a fire:

You are to break the glass of the nearest fire alarm by hitting it with any available hard object (**immediately advise the most senior member of staff on duty**). The alarm sounds as a continuous ringing bell and everyone must leave the building immediately. The aim is to vacate the school and assemble in the **playgrounds** within two minutes. The most senior Fire Warden will need to ensure the fire alarm is turned off once evacuation is complete and the 'All Clear' is given if the school is deemed to be safe. Fire Wardens on duty are identified daily on the **small notice board in each staff room**. **There is a designated fire warden to support hydro pool evacuation.**

### 2. Action by Staff:

The objective is to evacuate the building of all people in a controlled manner. Please keep noise to a minimum. Supervise your class or group to the **nursery playground**. Pupils should walk quickly but not run. **Rescue blankets and slip-on shoes are available by the poolside fire exit.**

It is the responsibility of the class teacher to 1. Assemble the class in an orderly fashion ('Taking register' may help to maintain this) 2. **Be alert** to the arrival of a fire warden and be ready to provide names of pupils/staff/visitors who are missing or additional people who are on the playground (e.g. a pupil in the 'wrong' place or a visitor) 3. Maintain class order until given further instruction.

#### **Fire Exit and Assembly Point:**

WHEN POOLSIDE:	WHEN IN THE CHANGING ROOMS:
<b>Nursery playground:</b> Pupils and staff to evacuate through the poolside exit and follow the building round to the left (keeping to the path). Pupils and staff to move directly to the nursery playground accessible by the external gate and assemble there. This evacuation will be supported by the designated fire warden.	<b>Nursery playground:</b> Pupils and staff to evacuate by the pool entrance and move directly to the Nursery playground via the external gate and assemble there (keeping to the path). This evacuation will be supported by the designated fire warden.

### 3. Action by Fire Wardens:

#### **Fire Warden E:**

**Member of Admin team** to exit via the front entrance and check hydro pool, supporting the evacuation of any pupils when the Hydro pool is in use. Fire warden E to support pupils to their assembly point (Nursery Playground), before travelling around the outside of the building (via the playgrounds) to the KS3 assembly point to support other admin staff with staff and visitor log checks.

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4. **Extra Assistance**

Provided by Fire Wardens on their sweep of the school and additional staff who have evacuated by the main entrance or using the Nursery playground assembly point.

## FIRE DRILL PROCEDURE (Rede Court Road – Hydro pool)

### 1. In the event of a fire:

You are to break the glass of the nearest fire alarm by hitting it with any available hard object (**immediately advise the most senior member of staff on duty**). The alarm sounds as a continuous ringing bell and everyone must leave the building immediately. The aim is to vacate the school and assemble in the **playgrounds** within two minutes. The most senior Fire Warden will need to ensure the fire alarm is turned off once evacuation is complete and the 'All Clear' is given if the school is deemed to be safe. Fire Wardens on duty are identified daily on the **small notice board in each staff room. There is a designated fire warden to support hydro pool evacuation.** Changing rooms must be kept unlocked whilst pool is in use (and locked when not in use).

### 2. Action by Staff:

The objective is to evacuate the building of all people in a controlled manner. Please keep noise to a minimum. Supervise your class or group to the **Picnic area assembly point**. Pupils should walk quickly but not run. **Rescue blankets and slip-on shoes are available by the poolside fire exit.**

It is the responsibility of the class teacher to 1. Assemble the class in an orderly fashion ('Taking register' may help to maintain this) 2. **Be alert to the arrival of a fire warden and be ready to provide names of pupils/staff/visitors who are missing or additional people who are on the playground (e.g. a pupil in the 'wrong' place or a visitor)** 3. Maintain class order until given further instruction.

#### **Fire Exit and Assembly Point:**

<b>WHEN POOLSIDE:</b>	<b>WHEN IN THE CHANGING ROOMS</b>
<b>Assemble by the Picnic Area (bike shed):</b> Pupils and staff to evacuate through the poolside exit and follow the path down to the assembly point. Pupils and staff to move directly to the assembly point keeping close to the fence by the school field. This evacuation will be supported by the designated fire warden.	<b>Assemble by the Picnic Area (bike shed):</b> Pupils and staff to evacuate by the changing room corridor fire exit and follow the path down to the assembly point. Pupils and staff to move directly to the assembly point keeping close to the fence by the school field. This evacuation will be supported by the designated fire warden.

**If you are not in your classroom, use the nearest exit, following instructions on fire notices.**

### 3. Actions by Fire Wardens:

- **Fire Warden C = Assistant Head** to check entrance, and Hydro pool, staff changing rooms, pupil changing rooms and exit out of fire exit to meet Fire Wardens at gate into playground, corner of Common Room suite (**Designated staff member then Admin staff in Assistant Head's absence**).
- Class teachers to register all children and staff and report to **Fire Wardens** as appropriate. **All Fire Wardens** also register student/volunteers at assembly points to check with **Admin**.
- **Administration staff** to make phone call to emergency services under direction of **Deputy** and to take **visitors', contractors' and staff/pupils** signing in/out books to assembly point (School gate

next to Hydro pool) and to register as appropriate; also, **to take key** to open gate (These jobs must be delegated to another admin member of staff, if Admin are covering for **Fire Warden A, B, or C**).

- **Fire Wardens and Admin** staff meet to confirm complete evacuation of building at gate into rear playground at corner of FE.
- **Fire Warden A (FE Leader)** will then go to main entrance to meet and inform emergency services.

**UNDER NO CIRCUMSTANCES SHOULD MEMBERS OF STAFF OR CHILDREN RE-ENTER THE BUILDING UNTIL AUTHORISATION IS GIVEN BY THE DEPUTY HEAD/SMT.**

4. **Extra Assistance**

Provided by senior staff on their sweep of the school.

## Larkin Farm

### FIRE DRILL PROCEDURE (Larkin Farm, Accessed via Cliffe Rd site or Templars Drive)

1. In the event of a fire, if out of doors, you are to sound the nearest manual fire alarm for a minimum of 45 seconds. If in the classroom you are to activate the nearest fire alarm (**immediately advise the most senior member of staff on duty**). The alarm sounds as a continuous ringing bell and everyone must leave the site immediately. The aim is to vacate the farm and gather at the assembly point within two minutes. The most senior Fire Warden will need to ascertain the reason for the alarm and that the 'All Clear' is given if the farm is deemed to be safe. Fire Wardens on duty are identified daily on the small notice board near the farm office.

### 2. Action by Staff:

1. The objective is to evacuate the farm of all people in a controlled manner. Please keep noise to a minimum. Supervise your class or group to the assembly point. Pupils should walk quickly but not run. If possible, close doors on leaving a building. Individual pupils who may be working independently for some reason should be instructed to move to the assembly point. The check of the entire site by the Fire Wardens will pick up any stray pupils and they can be accounted for when the Fire Wardens report following registration (see 3e).
2. It is the responsibility of the class teacher to 1. Assemble the class/group in an orderly fashion (Taking a roll call may help to maintain this) 2. **Be alert** to the arrival of a fire warden and be ready to provide names of pupils/staff/visitors that are missing or additional people who are with you (eg a pupil in the 'wrong' place or a visitor) 3. Maintain class order until given further instruction

The Fire Assembly points is:

<b>On the path on the way up to the school building next to the Farm Sign</b>
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Do not return to the school building unless directed to do so.
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**If you are not in the classroom, use the nearest route/pathway to the assembly point, following instructions on fire notices.**

### 3. Action by Fire Wardens

1. **Fire Warden 1** (Farm manager) to collect signing in book and check all rooms in Classroom building and then the barns for anyone present and direct them to the assembly point (**Designated farm assistant in absence**).
2. **Fire Warden 2** (Farm teacher) to check the paddocks and stables for anyone present and direct them to the assembly point (**Designated staff member in absence**).
3. If a fire is detected Fire Warden 1 to alert the school office to seek support from administration staff
3. Class teachers to roll call all children and staff and report to Fire Wardens as appropriate when they arrive at the assembly points.

4. **Administration staff** to make phone call to emergency services under direction of the **most senior fire warden**
5. **The Fire Warden's** meet to confirm complete evacuation of site at assembly point
6. Evacuation of animals (if necessary and possible) in event of a fire should be carried out with support and guidance from fire brigade. Staff are not expected to put themselves at risk of harm to evacuate the animals

**UNDER NO CIRCUMSTANCES SHOULD MEMBERS OF STAFF OR CHILDREN RE-ENTER THE BUILDING UNTIL THE FIRE WARDEN GIVES AUTHORISATION.**

Z Silvester  
February 2024 (Green)