

BELVEDERE FIRE PROCEDURES

- 1 **The Object of Fire Routine** is to prevent panic and ensure the safe and orderly exit of all occupants of the school in the shortest time possible, using all the exit facilities available, and to get the mind attuned to reacting rationally when confronted with a fire or another emergency.
- 2 **The Alarm System's** function of the alarm system is to warn every person in the building that a state of emergency has arisen and that drill procedures should be put into operation at once.
- 3 **Fire Drills** are to be carried out termly with results recorded in the Log.

On hearing the alarm children should stop work and stand by their tables, and when instructed by the teacher should **WALK** in single file to the school field by way of the exit doors as per instructions below:-

Head Teachers Office and Main Office	By the Fire Exit in Main Office and onto the tennis courts. Head Teacher or the Caretaker can liaise with the Fire Service.
Hall and Kitchen	By the Fire Exit in Main Hall and across playground on to tennis courts.
Year 1	By the Fire Exit at the Main Entrance.
Year 2	Down staircase past Music Room out of Fire Exit at side of building.
Year 3	Down main staircase out of Fire Exit at Main Entrance.
Year 4,5,6 and Science	Down staircase and out Fire Exit at Lobby.

NB: ALL INTERNAL FIRE DOORS TO BE KEPT UNLOCKED DURING THE DAY AND FREE OF OBSTRUCTION AT ALL TIMES

The teacher should follow his/her class at the rear (an attendance register will be brought to the class teacher by a member of the Office Staff when on the tennis courts). No talking should be allowed during the evacuation in order that any instructions given can be heard. Anyone not in the classroom when the alarm sounds should go immediately to the playground by the nearest fire door and join their appropriate class. ALL CLASSROOM DOORS SHOULD BE SHUT BY THE LAST ADULT OUT.

- 4 Fire Marshals:

Fire Marshals will complete a sweep of the school

- 5 Role Call

Immediately the classes have formed groups on the tennis court with the class teacher a role call will be taken from the registers and each teacher should report immediately to the Head Teacher '**ALL PRESENT**' or **otherwise**. The whole process will be timed.

If anyone is missing an immediate search by the nominated Fire Marshal should be organised and no place to which pupils have access should be overlooked.

The officer in charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated by the Head Teacher or Deputy.

IMPORTANT

With one exception of the organised search for missing persons **NO-ONE** must be allowed to re-enter the building to retrieve clothing, books, etc, until permission has been given by the Fire Brigade or, in the case of a drill, by the Head Teacher or Deputy.

- 6 **Fire Fighting** Only trained people should attempt to use fire fighting equipment. Circumstances will dictate as to whether fire fighting operations should be attempted, the important thing to remember is that **FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY**. *Our prime aim is the safety of the children.*

FIRE ALARMS

The alarm system has an unmistakable ring. The staff will familiarise themselves with the method of alarm and the sound made by it.

EXTINGUISHERS

To be checked annually via contract. Any faults/accidental discharge or theft must be notified immediately to the Head Teacher or Caretaker for appropriate action.

6 **BOMB THREAT PROCEDURES**

Procedure to be followed in all cases where a bomb is suspected on the premises, whether a telephone call has been received or a suspicious package found. **If a telephone warning is given, the caller should be questioned and as much information as possible, including information about the caller themselves, written down and passed to the Police.**

- 1 Evacuate the building and notify the Police immediately.
- 2 **ON NO ACCOUNT** should anyone attempt to move or examine any packages found.
- 3 **NOBODY** should re-enter the building until cleared to do so by the Police