



Newlands CofE School Federation

A partnership of Shere and Clandon Schools

Fire Safety Policy

Immediate Action in the Event of Fire

IF YOU DISCOVER A FIRE:

- SOUND THE NEAREST FIRE ALARM.
- FOLLOW THE EVACUATION PROCEDURE IMMEDIATELY.

1. Fire Prevention Strategy

The fire prevention strategy includes:

- Daily vigilance by staff to minimise fire risks.
- Regular drills, clear instructions, and well-maintained fire safety equipment.
- Immediate, calm, and coordinated response to alarms.

2. Fire Instructions for Staff

- Fire safety instructions are issued during induction and must be clearly explained.
- All staff must understand evacuation procedures, alarm points, and assembly areas.

3. Staff Training

- The Fire Officer (Premises Manager) ensures all staff are trained in fire safety procedures.
- Fire safety induction is mandatory for all new staff.
- Refresher training: minimum of 30 minutes annually for all staff.
- Staff will be instructed on:

- How to raise the alarm.
- Evacuation routes.
- Use of firefighting equipment.
- Assembly points and roll call procedures.
- Shutting down power or equipment where safe to do so.

4. Pupil Instruction

Pupils will be taught to:

- Recognise the fire alarm.
- Follow evacuation procedures.
- Identify assembly points.
- Act appropriately if not in a supervised group.

5. Fire Drills

- Fire drills will take place at least once per term.
- Drills will include scenarios where one exit is inaccessible.
- Participation is mandatory for all staff (minimum: two drills per year).
- Drills will be logged in the fire safety records.

6. Fire Alarm Testing

- Weekly tests of fire alarm call points will be carried out by the caretaker and logged.
- Annual servicing of the alarm system is mandatory.

7. Emergency Lighting

- Emergency lighting will be tested weekly and serviced annually.
- Defects must be reported immediately to the Premises Manager.

8. Emergency Exits

- Emergency exits must always be kept clear.
- All staff must know the nearest fire exits and assembly points.

9. Fire Alarms

- Break glass call points are to be used to raise the alarm.
- All fires, regardless of size, must be reported by activating the alarm.

10. Fire-Fighting Equipment

- Appropriate fire extinguishers must be available and maintained at each fire point.
- All staff should familiarise themselves with the location and proper use of equipment.

11. Fire Notices

- Clear fire instruction notices must be displayed at all fire points and in classrooms.
- Notices must be durable and securely fixed.

12. Daily Fire Prevention Checks

- Electrical appliances must be switched off when not in use.
- Convector heaters are not recommended.
- End-of-day checks must ensure:
 - All unnecessary electrical items are off and unplugged.
 - Waste bins are emptied.
 - Computers and screens are shut down.
 - All doors are closed, and windows unobstructed.

13. Housekeeping

- Rubbish and combustible materials must be removed daily.
- Paints and flammable materials must be safely stored away from heat sources.

14. Smoking

- Smoking is prohibited in all school buildings and grounds.

15. Rubbish Disposal

- Rubbish must not accumulate inside or outside the school.

16. Storage of Flammable Materials

- Flammable materials must be kept away from heaters and ignition sources.

17. Electrical Safety

- Appliances must be regularly PAT tested.
- Faults must be reported to the Premises Manager immediately.
- Cables must be in good condition.
- Fuses must be correctly rated.

18. Paints and Solvents

- Must be securely stored in ventilated areas.
- Proper disposal procedures must be followed.

19. Grounds Maintenance

- Grass and vegetation must be kept clear from buildings.

20. Personal Emergency Evacuation Plans (PEEPs)

- PEEPs must be in place for staff or pupils who require assistance during evacuation.
- The SENDCo coordinates pupil PEEPs with staff and parents.
- The Head of School manages adult PEEPs.

21. Vandalism and Security

- Secure all buildings and remove accessible combustibles when school is unoccupied.
- Structural fire doors must always be closed when buildings are vacated.

22. Curtains, Furnishings, Displays

- Fire-retardant materials should be used.
- Displays must not obstruct escape routes.
- Light bulbs must not be in contact with displays.
- Corridor displays should not cover more than 20% of wall space.

23. Storage

- Flammable liquids must be stored in dedicated, ventilated cupboards.

24. Electrical Installations

- Electrical systems must be regularly inspected by qualified contractors.
- All portable appliances must be switched off outside school hours.

25. Fire Doors

- Fire doors must close properly and not be wedged open.
- All doors should be closed when school is vacated to prevent smoke spread.

26. Contractors

- Contractors must follow school fire safety procedures.
- The Premises Manager must be notified of any hot works.

27. School Grounds

- Emergency vehicle access must remain clear.
- Combustibles must not be stored near buildings.
- Site Managers must prevent litter build-up under raised structures.

28. Forest School

- The Federation's Forest School has a site-specific fire risk assessment and procedure (Appendix B).

29. Fire Routine

Fire instructions must cover:

- Immediate actions when discovering a fire.
- Actions upon hearing the alarm.
- Evacuation procedure.
- Assembly and roll call process.
- Fire service notification.
- Procedures for individuals requiring assistance.

30. Post-Incident Procedure

- Do not re-enter the building until cleared by the Fire Service.
- Preserve the scene to assist with fire investigation.
- Review and analyse the response to improve procedures.

- Only authorised personnel may speak to the media.

31. Fire Safety Records

The following must be recorded and maintained:

- Fire drills and alarm tests.
- Equipment inspections.
- PEEP records.
- Fire safety training.
- Fire service visits.
- Emergency lighting tests.
- Fire alarm and extinguisher maintenance.

32. Communication of Fire Instructions

- All staff must receive and understand fire instructions.
- Notices must be prominently displayed at fire points and in classrooms.
- Fire safety procedures must be introduced to all new arrivals.

33. General Fire Safety Guidance

- Staff must be aware of evacuation procedures and assembly points.
- Firefighting equipment locations must be known to all staff.
- Fire equipment and emergency lighting must be regularly maintained.
- All visitors and contractors must sign in on arrival.
- A fire risk assessment will be reviewed regularly.

Policy Review

- First adopted: September 2021
- Last reviewed: Summer 2026
- Next review: Summer 2027
- Review Responsibility: Resources Committee

Appendix A: Fire Officer Duties

- The Premises Manager is the Fire Officer.
- Responsible for all fire safety arrangements, liaison with fire services, maintaining equipment, training staff, and recording fire safety checks.
- Ensure contractors follow fire safety protocols.
- Ensure fire instructions and notices are current and properly displayed.



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Personal Emergency Evacuation Plan (PEEP)

Date of PEEP:

Date to be reviewed:

Photo	Name of child/young person:
	DOB:
	Class:
	Location of base classroom:
	Key member of staff:

PEEP Lead at the school/setting:

Those involved in developing the PEEP:

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Consider	Yes	No	Comments
Does the child change room during the day – taking them to more than one location within the building or site?			
Does the child have difficulty identifying or reading emergency exit signs?			
Does the child experience difficulties hearing the fire alarm?			
Is the child likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the child experience difficulty using stairs?			
Is the child dependent on a mobility aid for walking or a wheelchair?			
If the child uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the child/young person raise the fire alarm upon discovering a fire?	Yes		No	
If no, detail the procedures agreed with the child/young person about how they will inform someone of this:				

How is the child/young person to be informed of an emergency evacuation?

Existing alarm

Visual alarm

Vibrating pager

Other (specify)

Provide details of how the child would know if there was a fire:

Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included: (consider attaching a building plan with all routes clearly marked)

Provide details of the persons designated to assist the child in the evacuation and the nature of assistance to be provided by each person:

Provide details of the methods of assistance (e.g., transfer procedures and methods):

Equipment provided for use during evacuation: (include details of where this is stored)

Training in use of equipment provided by:

Persons receiving training:

Date:

Date to be reviewed:

Final Check by the SENDCo	Yes	No
Have the route(s) been travelled by the child and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for the fire evacuation within the school/setting?		
Have all relevant staff been informed of these arrangements, e.g., Class Teacher, Teaching Assistant etc.?		

If no to the any of the above, please explain and detail next steps:

Record the length of time of practice evacuation:

I am aware of the emergency evacuation procedures and am in agreement with the plan set out above	Signature of parent/carers
I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis	Signature of Competent Person

The completed Personal Emergency Evacuation Plan should be held:

- In the child's SEND folder on Teams
- In the red file kept in all classrooms.
- By the Competent Person for Fire Safety at the school or setting.
- By the Key Worker and Class Teacher
- In the School Office



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Forest School Fire Safety

Fire drills take place for a whole week at each session, every half-term.

Every staff member takes turn to lead an evacuation.

The Forest School Leader calls the fire drill.

The Forest School Leader decides where the fictitious fire is and decides on the best evacuation route.

When a fire drill or actual evacuation is called, the following actions should be taken:

Blow whistle (done by Forest School Leader).

1st blow: freeze

2nd blow: return to designated safety point.

The Forest School Leader leads line out of woodland (staff nearest to the chosen exit route when whistle is blown).

Other Forest School staff to take mobile phone, black folder and First Aid Kit.

Upon exiting the Forest School site:

- Conduct head count.
- Children to follow Forest School Leader. Other Leader to stay at rear of group to ensure pack stays together.
- Proceed to muster area adjacent to cabin in main car park.

Contact emergency services using Emergency Services Contact Form (laminated copy in red safety bag and also in Forest School handbook).

Contact school once safely away from Forest School site.

General fire notice

On discovering a fire:

- Operate the nearest fire alarm point without delay.
- The school office will call the Fire Service on 999.
- Evacuate all occupants to the agreed assembly point.
- If the fire is small and children have been evacuated from the premises, staff may attempt to extinguish fire with the nearest suitable fire appliance.
- If the fire has reached such proportions as to endanger life or escape, do not attempt to extinguish, but proceed to the assembly point.
- Teachers will always remain with children to calm them and ensure they do not re-enter the premises.

On hearing the fire alarm:

- Close all doors and windows.
- Proceed to your assembly point and take the roll call.
- On arrival of the fire service, the fire officer or a senior member of staff should meet the fire service officers and give as much information as possible about the fire.

Know:

- Your means of escape – primary and secondary
- The nearest fire-alarm point
- The nearest fire appliance and how it should be used.
- The assembly points.

In the event of fire:

- Maintain silence.
- Do not stop to collect your personal belongings.
- Do not rush.

**Remember to dial 9/999, ask for the fire service
and give the precise location of the fire.**

Fire and emergency procedures

- All liaison in respect of fire precautions in Shere Infant School and Clandon CE Primary School will be through the Headteacher, Fire Officer or Federation Business Manager,
- At a fixed time each week, the Premises Manager is to ensure that the alarm is tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.
- Fire drills must be carried out at least once per term to enable everyone to become familiar with the procedure for evacuation.
- On sounding the alarm, the fire service must be summoned, and all staff, students and visitors must leave the building immediately, closing doors and windows behind them if possible.
- An assembly point should be designated at a safe distance from the building to prevent possible injury from falling debris.
- If there is no risk of personal injury, attempts may be made to tackle the fire using a suitable type of extinguisher and to switch off power sources from the mains.
- At all times, fire exit routes must be unobstructed. All exit doors must be unlocked whilst there are people in the building. Smoke doors must not be hooked or wedged open, other than to allow temporary movement within the area.
- Exit routes must be clearly identified and marked.
- The use of display material must be controlled on fire exit routes.

Extinguishers

The location of all fire extinguishers must be clearly marked. No materials may be placed near these in such a way that their location is hidden or that their use is hindered.

If possible, training in the use of fire extinguishers should be arranged with the local fire officer.

Storage of flammable materials

Flammable materials, such as paper, floor-cleaning materials and petroleum products, must not be stored in boiler houses or other high-risk locations.

Year One Classroom Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the main door and onto the playground.

2. Secondary:

Through the fire escape in the little library, turn left onto the path and onto the playground.

Roles

A teaching assistant must check the children's toilets as they exit.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.

Year Two Classroom Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Down the stairs and through the protected corridor to the door.

2. Secondary:

Down the stairs and through the protected corridor, through the door in the kitchen.

Roles

A teaching assistant must check the children's toilets as they exit.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.

The Quiet Room Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the Quiet Room door leading onto the playground.

2. Secondary:

Through the Busy Room and onto the playground.

Roles

A teaching assistant must check the children's toilets as they exit.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.

The Busy Room Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the Busy Room door and onto the playground.

2. Secondary:

Through the Quiet Room door and onto the playground.

Roles

A teaching assistant must check the children's toilets as they exit.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.

Front Office Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the Quiet Room door and onto the playground.

2. Secondary:

Through the front door leading onto the playground.

Roles

Office staff telephone 999 to alert the Fire Service.

Office staff will collect registers, visitor book and grab bag.

Office staff will check the staffroom, children's and adult toilets in the main building as they exit.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.

Staffroom Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the front door onto the playground.

2. Secondary:

Through the Quiet Room door and onto the playground.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St. James' Church.

Hall Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the lobby door onto the playground.

2. Secondary:

Through the kitchen fire exit onto the playground.

Roles

A teaching assistant or midday supervisor must check the toilets. At lunchtime or during assembly an adult must check the upstairs classroom.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St. James' Church.

Kitchen Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the fire escape onto the playground.

2. Secondary:

Through the lobby door onto the playground.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St. James' Church.

Foundation Unit Office

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the Busy Room door onto the playground.

2. Secondary:

Through Reception Class door onto the playground.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St. James Church.

Headteacher's Office Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the Busy Room door onto the playground.

2. Secondary:

Through the front door and onto the playground.

Roles

The Headteacher must check the children's and adult toilets as they exit.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.

The Nook Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the Quiet Room door onto the playground.

2. Secondary:

Through the Busy Room door onto the playground.

Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed through the church yard to St. James Church.

Procedure in the Event of Fire

Fire in the main school building:

- Whoever finds the fire sets off the nearest alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from mobile phone (or in the case of limited signal Year Two phone).
- Office staff to alert residents of School House.
- Nursery Class leave through the designated exits.
- Year R leave through the designated exits.
- Year R TA, Headteacher and office staff to check toilets.
- Registers taken.
- Office check visitors.

Fire in Year One:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Office staff to alert residents of School House.
- Year One leave through the designated exits.
- Year One TA to check the toilets.
- Year One registers taken.
- Office check visitors.

Fire in Year Two:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Office staff to alert residents of School House.
- Year Two leave through the designated exits.
- Year Two TA to check the toilets.
- Year Two registers taken.
- Office check visitors.

Fire in the Hall:

- Whoever finds the fire sets off the nearest alarm.

- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Office staff to alert residents of School House.
- Children and adults leave through designated exits.
- Year Two evacuate as above.
- Registers taken.
- Office check visitors.

If it is necessary for children to leave the playground all will proceed through the church yard to St. James Church.

Woodlands Burrow Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route.

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the door to the outside area and onto the playground.

2. Secondary:

Through the cloakroom and main door of Home Lodge.

Assembly

Staff and pupils will assemble by classes on the playground, facing Woodlands Lodge.

Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Woodlands Sett Fire Notice

Raise the alarm

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the fire exit onto the playground.

2. Secondary:

Through the cloakroom and out of the main door of Home Lodge.

Assembly

Staff and pupils will assemble by classes on the playground facing Woodlands Lodge.

Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Kestrel Classroom Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the fire exit and onto the playground.

2. Secondary:

Through the cloakroom and out of the main door of Culmer Lodge.

Assembly

Staff and pupils will assemble by classes on the playground facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Squirrel Classroom Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the cloakroom and out of the main door of Culmer Lodge.

2. Secondary:

Through the fire exit onto the playground.

Assembly

Staff and pupils will assemble by classes on the playground facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

The Ark Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the school hall and library to the playground.

2. Secondary:

Through the fire exit to the car park.

Assembly

Staff and pupils will assemble by classes on the playground facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Hall Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the Old Library and onto the playground.

2. Secondary:

Through the school office to the playground/carpark

Assembly

Staff and pupils will assemble by classes on the playground facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Front Office Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the front door and onto the playground.

2. Secondary:

Through the entrance hall/staff kitchen onto the playground.

Assembly

Staff and pupils will assemble by classes on the playground facing Woodlands Lodge.

Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path and to the Bull's Head.

Group Room Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

1. Primary:

Through the front door and onto the playground.

2. Secondary:

Through the entrance hall or staff kitchen onto the playground.

Assembly

Staff and pupils will assemble by classes on the playground facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

The Hive Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

Primary:

Through the front door and onto the playground.

Secondary:

Through the staff kitchen and onto the playground.

Roles

Office staff telephone 999 to alert the Fire Service.

Office staff will collect registers, gate keys, visitor book and grab bag.

Office staff will check the staffroom, children's and adult toilets in the main building as they exit.

Assembly

Staff and pupils will assemble by classes on the playground, facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

The Old Library Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

Primary:

Through the library door onto the playground

Secondary:

Through the children's toilets onto the playground (the key can be found at height by the door).

Assembly

Staff and pupils will assemble by classes on the playground, facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Staff Room Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

Primary:

Through the staff kitchen door and onto the playground.

Secondary:

Through the front door and onto the playground.

Assembly

Staff and pupils will assemble by classes on the playground, facing Woodlands Lodge.

Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Staff Kitchen Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

Primary:

Through the kitchen door and onto the playground.

Secondary:

Through the front door and onto the playground.

Assembly

Staff and pupils will assemble by classes on the playground, facing Woodlands Lodge.

Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Little Kitchen (Servery) Fire Notice

Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

Primary:

Through the Library door onto the playground.

Secondary:

Through the fire exit and onto the playground.

Assembly

Staff and pupils will assemble by classes on the playground, facing Woodlands Lodge.

Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.

Procedure in the Event of Fire

Fire in the main school building:

- Whoever finds the fire sets off the nearest alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff call 999 from mobile phone (or in the case of limited signal from the phone in Culmer Lodge).
- The Ark leave through the designated exits.
- Headteacher and office staff to check toilets.
- Registers taken.
- Office check visitors.

Fire in Woodlands Lodge:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, gate keys, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Those in the Quiet Class leave through the designated exits.
- Rabbits TA checks all toilets.
- Those in the Busy Room leave through the designated exits.
- Registers taken.
- Office check visitors.

Fire in Culmer Lodge:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, gate keys, visitors and late book and grab bag and leave through the designated exits.
- Office staff call 999 from the main building.
- Squirrels leave through the designated exits.
- Kestrels leave through the designated exits.
- Squirrels TA to check the toilets.
- Registers taken.
- Office check visitors.

Fire in the Hall:

- Whoever finds the fire sets off the nearest alarm.
- Office staff collect registers, gate keys, visitors and late book and grab bag and leave through the designated exits.
- Office staff call 999 a mobile phone (in the event of low signal, from the phone in Culmer Lodge)
- Children and adults leave through designated exits.
- Registers taken.
- Office check visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.