

Fire Drill Procedures

In the event of a person discovering a fire, the nearest callpoint should be used to sound the fire alarm. The callpoints are situated:

Convent House

1. By the Front Door
2. At top of Front Stairs
3. At top of Back Stairs
4. At bottom of Back Stairs
5. In Downstairs Corridor (outside wc's)
6. In the Reception Class Room
7. Reprographic Room off the Hall

Clover House

1. By the Front Door
2. By cloakroom Door
3. At bottom of stairs
4. By Side Door
5. By Outside Door Form 2 Class Cloakroom
6. By upstairs Fire Exit
7. On Landing Floor 2

Jubilee House

1. Front Door
2. By Side Door
3. By Back French Doors (to Playground)
4. At top of stairs

The Headteacher calls the Fire Service.

The Class teacher's or Mid-Day Supervisor's first duty is to ensure the safe evacuation of pupils in his/her charge, not fight the fire.

The School Secretary is to open the front garden gates. All registers, staff signing in records, visitor records, Absence Records, a first aid box, Fire Safety Log, which are all kept in the Office, are to be taken by the Secretary and brought to the assembly point.

Fire extinguishers are sited:

Convent House

1. By the front door
2. In the hall
3. Outside the Hall Door
4. By the back door
5. At top of the Back Stairs
6. At the top of the Front Stairs
7. In the Staff Room
8. By the exit from Reprographic Room off the Hall
9. In the Reception Class Room

Clover House

1. By the side door
2. Form III
3. 1st Floor Landing
4. On Stairs
5. By the Cloakroom
6. Form II Cloakroom

Jubilee House

1. By back door of Cloakroom (to rear garden)
2. By front French Windows
3. 1st Floor Landing
4. In Computer Suite by door

At the sound of a continuous fire bell all persons inside the School Buildings will immediately evacuate in SILENCE.

Children to be instructed on procedures and to be accompanied by Class Teacher or Mid-Day Supervisors to assembly point:-

GRASS AREA OF PLAYGROUND AT REAR OF SCHOOL

CLASSES WILL EVACUATE AS FOLLOWS:

Convent House

Head Teachers Office	Front Door (Hadleigh Rd.) through front garden to Playground
School Office	Front Door (Hadleigh Rd.) through front garden to Playground
Business Manager's Office	Front Door (Hadleigh Rd.) through front garden to Playground
Registrar's Office	Front Door (Hadleigh Rd.) through front garden to Playground
Form V	Front Door (Hadleigh Rd.) through front garden to Playground
Staff Room	Front Door (Hadleigh Rd.) through front garden to Playground
Form VI	Side Door to Playground
Hall	Conservatory Sliding Back Door to Playground
Reception Classroom	Back Door to Playground

Clover House

Form II	Ground Floor Cloakroom Door to Playground
Form I	Class Room Back Door to Garden then Playground
Library	Side Door to Garden then to Playground
Piano Tuition Room	Side Door to Garden then to Playground
Form III	Ground Floor Cloakroom Door to Playground
Form IV	Ground Floor Cloakroom Door to Playground
Upstairs Tuition Room	Ground Floor Cloakroom Door to Playground
Stock Room	Side Door to Garden then to Playground

Jubilee House

Art Room	Back Door to Playground
Music Room	Front Door (Hadleigh Rd.) around side of front garden to Playground
Archive Room	Front Door (Hadleigh Rd.) around side of front garden to Playground
Computer Suite	Front Door (Hadleigh Rd.) around side of front garden to Playground

During Break children will be escorted by the staff on duty to the assembly point where they will wait for their class teachers. If it is wet play, children are to evacuate using the exits above from the allocated classrooms / hall by the staff on duty to the assembly point where they will wait for their class teachers.

During Lunch pupils will evacuate using the exits above from the allocated classrooms / hall escorted by the Mid-Day Supervisors to the assembly point where they will wait for staff members.

(September 2018 – to be reviewed September 2019)