



FIRE SAFETY POLICY

Regulation ISSR:

Reviewed and updated by: Mrs M Rigby (DFO)

Approval: Full Governor Board

Last Review: September 2024

Next Review: Summer 2025

Part 1 General statement of policy

This policy aims to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Building Safety Act 2022, and as such, reflects the School's aim to prevent the outbreak of fire on our premises, so far as reasonably practicable and to put in place measures to protect our staff, pupils and visitors in the unlikely event of a fire.

The DFO (Director or Finance and Operations) has overall responsibility for putting this Policy into effect, although governors and employees have responsibilities for assisting in achieving our policy aims.

We will achieve the policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment periodically
- implementing the recommended fire safety measures arising from the assessment to ensure that the risks from dangerous substances are eliminated or reduced as far as possible
- ensuring that all exits and emergency routes are kept clear at all times. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms and emergency lighting
- writing and circulating fire safety arrangements incorporating responsibilities for fire safety matters
- utilising the electronic Site Helpdesk for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate arranging for the testing and maintenance of fire safety, electrical and gas installations and equipment
- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection

- ensuring that governors and employees are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role
- keeping staff informed of any changes that are made to our fire safety procedures and fire safety risk assessment
- ensuring that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification card and supervised by a member of staff at all times
- undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented.

This policy and the associated fire safety documentation will be reviewed annually and sooner if there are changes in the matters to which it relates.

Part 2 Fire safety arrangements

This section of our Policy sets out the way in which we will comply with our duties under the Regulatory Reform (Fire Safety) Order 2005 and should be read in conjunction with our fire record book and fire procedures referred to below.

We have appointed the following persons to assist us in fulfilling our obligations:

Fire safety issue	Task	Person/s responsible
Fire procedure	Overall responsibility for fire safety in School	Governing Body
	Ensuring that an up-to-date Evacuation Procedure is documented and available for staff (see Appendix 2)	DFO
	Ensuring that fire procedures for the receptionists are clearly understood	DFO
	Ensuring that there's a means of checking visitors have left the building (e.g. register, visitor badges)	Host
	Ensuring that any lettings clearly understand the fire procedures	HR Assistant and School Administrator
	Co-ordinating with other organisations which share the premises	DFO
	Ensuring up to date fire safety information and exit routes are displayed in each room	Estates Manager

Fire safety risk assessment	Ensuring that a Risk Assessment is completed for any member of the school community needing assistance or special arrangements to aid evacuation	School Nurse
	Appointing external consultants to undertake a fire safety risk assessment	Estates Manager
	Implementing recommendations of the fire risk assessment	Estates Manager
	Checking that recommendations have been implemented	DFO / Governor responsible for Health and Safety
	Arranging for regular review	Estates Manager / DFO
Emergency contacts list	Keeping up-to-date Emergency Contacts and Crisis Policy documentation Essential mobile numbers that are up to date	Headmistress Headmistress, DFO and Deputy Head (Pastoral)
Smoking	Ensuring compliance with smoke free legislation, i.e. signage and no smoking rules	DFO
Fire officer visit	Recording details of any visit by the fire authority	DFO
Fire alarm	Arranging servicing of alarm by competent contractor	Estates Manager
	Weekly test by operating a different call point each time, pre-warning staff of the test, checking alarm audibility and completing the Fire Alarm System Check Sheet	Estates Manager
Fire evacuation	Completing a Fire Evacuation Record for any unplanned and planned fire drills	DFO
	Sweep the area shown on the panel.	Site Team
Emergency lighting	To ensure emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure e.g. stairs, passageways and emergency exits	Estates Manager
	Arranging annual electrical test and inspection of emergency lighting	Estates Manager
	Monthly activation test and annual discharge test of emergency lighting and completing and retaining an Emergency Lighting Check Sheet	Estates Manager
Electrical systems and equipment	Arranging inspection and testing of the electrical installation periodically	Estates Manager
	Arranging portable appliance testing to a schedule	Estates Manager
Lightning protection	Arranging annual inspection of lightning protection	Estates Manager
Gas boiler/ equipment	Arranging annual service of gas-fired equipment	Estates Manager

Fire extinguishers	Arranging for annual servicing of extinguishers	Estates Manager
	Carrying out fire-fighting equipment inspections	Estates Manager
Fire signage	Ensuring that fire action notices are displayed with details completed of the assembly point,	Estates Manager

	exit routes and procedure for calling the Fire and Rescue Service	
	Ensuring all signs are displayed as necessary to identify fire-related equipment etc.	Estates Manager
Monitoring	Undertaking checks of escape routes and completing the Escape Route Check Sheet	DFO
	Undertake annual review of procedures	DFO
Staff training and drills	Conducting termly fire drills, contacting emergency services when necessary and recording details on the Fire Drill Observation Sheet	DFO
	Ensuring staff are aware of the agreed Fire Evacuation Procedures and reviewing these at least annually	DFO
	Ensuring that all new starters receive fire safety instruction, all staff receive regular training	DFO
Contractors	Ensuring that contractors working on gas and electrical systems are suitably qualified	Estates Manager
	Ensuring that where contractors need to conduct hot works a Hot Work Permit is completed.	Estates Manager
	Ensuring all contractors are fully aware of the school's fire evacuation procedures	Estates Manager
	Ensuring all appointed contractors provide RAMS, public liability certificates and H&S Policies	Estates Manager
Policy	Annual review of Fire Safety Policy	DFO
Fire advice	Fire advice to be provided as required	Consultant

The fire risk assessment is completed annually or in the event of significant changes, by an external consultant and is reviewed throughout the year internally.

There is also a separate Fire Risk prevention Policy which includes further details on staff responsibilities, fire detection checks, evacuation drills and testing.

Duties of all staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any fire procedures that may be introduced to protect the safety and well-being of staff, pupils and visitors.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs.

This Policy forms part of all employees' agreed Code of Conduct. Failure to comply with it may be treated as a disciplinary matter.

FIRE EVACUATION PROCEDURE

Appointed fire officer – DFO

In the event of a fire the first priority must be the preservation of life, and therefore all occupants of the building must be evacuated without delay.

STAFF RESPONSIBILITY

According to the Health and Safety at Work Act the prime responsibility of the staff in the event of a fire is the safety of the children and their own safety. **It is the duty of the staff to know:**

- i. the position of the Break Glass points
- ii. all exit routes from their teaching areas (Appendix 2)
- iii. the position of the fire-fighting appliances and their differing uses

If it can be shown that a member of staff failed in their duty and a child is hurt as a result, then that person can be held criminally negligent.

EVACUATION PROCEDURES

- 1. Alarm**
- 2. Evacuation**
- 3. Call the Fire Brigade**
- 4. Investigation**
- 5. Assembly**
- 6. Roll Call**
- 7. Tackling the Fire**
- 8. Staff Training**
- 9. Maintenance**

1. ALARM

- a) **The Fire Alarm sound is a continuous lesson bell**, and may be activated automatically in the newer parts of School, where smoke detection is present.
- b) Staff discovering fire, where the fire alarm has not been automatically activated should immediately sound the fire alarm by activating the nearest ‘Break Glass’.
- c) All pupils discovering fire should inform the nearest member of staff.
- d) The function of the alarm signal is to warn every person in the building that a state of emergency has arisen and that the drill procedure should be put into operation at once.
- e) **In the event of a lockdown event**, 5 short blasts on the lesson bell will sound. The ‘all clear’ signal will be 2 long blasts of the lesson bell, followed by an ‘all clear’ email from SLT.

Further details on the lockdown procedures can be found in the Critical Incident and Emergency Procedures Policy.

2. EVACUATION

- a) The attendance registers and check-pack should be taken to the Assembly Point as quickly as possible so that an accurate roll call can be taken.
- Each room displays a sign which shows the quickest route with a green arrow, if there is a secondary route this is shown with a black arrow with a green outline.
 - **The Assembly Point is the Front of School, Car Park Area.**
 - **If this Point is deemed unsafe by SLT, pupils and staff will be escorted to an alternative safe location – either the Church at the corner of Ryleys Lane, or the School Sports Courts on Ryleys Lane.**
 - Registers and check packs (in grey trolley) will be taken to the assembly point by the Receptionist on duty.
 - A member of the IT team will support the reception staff and have an IPAD with them.
 - It is vital that the checking of staff and pupils commences as soon as possible.
 - The late book, pupil signing out books, the day's absence list held in Reception and the IPAD will be taken to the Assembly Point by the Receptionist on duty (supported by Marketing and Admissions).
 - Anyone who checks staff, visitors or VI form pupils should collect an IPADS to register if it is safe to do so. No one must return or delay an exit from the building to find an IPAD.
 - All staff, visitors and VI form pupils will be checked using the fire evacuation app.

All visitors and contractors are required, upon arrival, to sign in at the Senior or Prep School Reception and are issued with a Visitor's Badge and lanyard, which should be worn at all times whilst they are on the School site. Information is provided at Reception about fire safety and the fire assembly point, but their safe evacuation will be the responsibility of the staff member that they are visiting. All visitors and contractors should stand near the sign outside the Headmistress's office at the assembly point.

All staff and VI form pupils must sign in and out using the electronic signing in system. The electronic system will be used for the roll call of all staff, visitors and VI form pupils.

When larger numbers of visitors are on the School site for events such as Open Days, plays, concerts, parents' evenings etc, a brief announcement will be made at the start of the event by the event organiser, advising those present of the location of emergency exits and the assembly point. Details will be provided for all event paperwork (Appendix 3).

In the event of an emergency during morning or afternoon registration, Form Teachers in Senior School and the Prep School Staff will take their own registers (held on iPads) to the assembly point.

In the event of absence, the Estates Manager will deputise for the DFO.

- b) On hearing the fire alarm all teaching staff in charge of classes should:-
- i. inform the class that it is the fire alarm, they must remain calm, silent and listen for instructions at all times.
 - ii. instruct the pupils of the **nearest exit route** to be followed.
 - iii. the teacher should initially stand at the door and look for any immediate hazard that will prevent the pupils from following the exit route.
 - iv. in the event of fire obstructing the planned exit route the teacher should give an alternative exit route.
 - v. the pupils should then proceed at a steady uniform pace, in single file, to the place of assembly. **Leave all belongings behind.**
 - vi. in parts of the school where both Prep and Senior pupils are evacuating the building, **Prep** should keep to the **left** and **Seniors** to the **right**.

Exit via the Main Reception involves the descent of external stairs. Disabled Evac Chairs are located by the stairwell on the Languages corridor and Art stairwell and they should be used to evacuate anyone who would otherwise have difficulty using the external stairs.

The passenger lift, located in the Senior School, **should not be used** in the event of a fire.

Senior School

- Whilst the class are leaving the teacher **should close any windows** and then follow at the rear of the class **closing the door to the classroom (providing it is safe to do so)**. All other doors on the escape route should be closed.
- Staff should check that all rooms along their exit and under their zone of control are also clear e.g. toilets, offices and locker rooms.
- **No-one must enter or re-enter the building if the fire alarm is ringing.**

Prep School

- Nursery and Pre-School children are to be led out by the Nursery staff.
- Years Reception, 1 and 2 children to be led out by class teachers and TAs.

- Prep to be led out by Prep Teachers checking cloakrooms and toilets are empty.
 - All staff should close doors and windows, **where it is safe to do so.**
 - Prep staff to check cloakrooms in the Prep area and close doors and windows if safe to do so and only if passing.
 - **No-one must enter or re-enter the building if the fire alarm is ringing.**
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- No talking should be permitted during evacuation in order that any instructions given can be heard. Speed and silence are essential, as it may be necessary when confronted with a fire on the exit route to stop and change the exit route.
 - In the interest of calm and safety no pupil should push or overtake at any point on the escape route. On reaching a staircase the class should descend in single file using the left-hand side of the staircase only.
 - Anyone not in class when the alarm sounds e.g. in the toilets, staffroom, corridors, playground etc. should go direct to the assembly point and join the appropriate class or group.
 - All administrative, technical and catering Staff on hearing the alarm should go immediately to the Assembly Point. Maintenance staff and the Head's PA should meet at the bottom of the front steps.
 - Special arrangements should be made to deal with any physically handicapped children. If possible, the child concerned should evacuate in the normal procedure with the rest of the class. If the child is in the area of the fire and cannot move fast enough to escape any danger then emergency action should be taken. This would involve the teacher, assisted as necessary by pupils, carrying out the child to a place of safety and then continue as normal. Where people with hearing difficulties are on the premises it will be necessary to ensure they are alerted to the fire alarm.
 - **ALL** members of staff should be responsible for checking all windows and doors that they pass on their way out of school. Any member of staff in any area at the time of a fire alarm should help to check the area has been evacuated.
 - On hearing the alarm, all music staff, peripatetic included, to be alerted by the DFO or the appointed deputy in their absence.

EVACUATION OUTSIDE OF THE SCHOOL DAY

The school site is open from 6.30am. Breakfast club starts and 7.30am. The end of the School day for Nursery and Prep-Prep is 3:15pm, 3:30pm for Years 3 – 6 and 3:45pm for Senior pupils. Often there are some staff, visitors and pupils on site later than this time.

Staff supervising pupils outside of the school day will be responsible for their safe evacuation. Staff should therefore ensure that they have a list of attendees at any such event and that Reception staff (for both Senior and Prep) are notified of a weekly

timetable of such extra-curricular and curricular activities. Fun@TheEdge retain a register of attendees.

If the fire alarm sounds outside of the school day or during the holidays, the following procedure should be followed:

- Breakfast club, any after school clubs and Fun@TheEdge, should follow the procedures as above and exit via their safest and nearest route to the Assembly point. The primary route for each room is displayed on or near the door in each room.
- All staff on the premises evacuate in the normal way.
- For all lettings, the lead person for the letting is responsible for ensuring all attendees exit through the nearest fire exit and assemble at the assembly point.
- Reception staff are on duty, during term times, from 8am to 5.30pm and will assist the Fire Officer, SLT and site staff on duty in co-ordinating an evacuation, roll call and dealing with the Fire Brigade.
- If the Fire Officer and Deputy Fire Officer are not on site, the SLT member on duty will be responsible for managing all evacuation procedures.
- If there are no senior leaders on site, it is the responsibility of the Estates Manager (Deputy Fire Officer) to manage the evacuation. In the absence of the Estates Manager, it is the responsibility of the site staff.

3. CALL THE FIRE BRIGADE

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade. If the fire alarm is activated it will automatically call the Fire Brigade Control Centre.

Any member of staff, who detects a fire, should also telephone the Fire Brigade in the event of a fire where the fire alarm has not been activated.

Procedure:

Telephone 999 and ask for " Fire ".

When the Fire Service Operator replies, say distinctly:

" Fire at Alderley Edge School for Girls, Wilmslow Road, Alderley Edge. The School is opposite Highams Garage, vehicle access is from Brook Lane".

The call is taken at the control room in Chester and so location with a landmark is essential.

Do not replace the receiver until the address has been repeated correctly by the fire service operator.

IN THE EVENT OF A FALSE ALARM:

If the Fire Alarm has been activated, but it is known with certainty that it is a false alarm:

Procedure

Dial 999 and inform the operator that it is a false alarm. The Fire Brigade will then not attend the incident.

NB no one must re-enter the building until given the “all clear” by the Fire Brigade or Fire Officer in the case of a false alarm.

If someone is missing, the Head will liaise with a senior member of staff to ask the Site Team to make a 999 call which will bring more back up services e.g. ambulance etc. using the site mobile phone. If the site mobile is not available this may need to be done with any available mobile phone outside the building.

The Site Team should wait at the front vehicle gate to give access to the Fire Brigade, immediately upon their arrival.

4. INVESTIGATION

The Site team should check the fire alarm control panel, located at the front door, for the cause of the alarm activation. The location of the fire should then be given to the Fire Brigade immediately on their arrival.

5. ASSEMBLY

The whole school should line up at the Assembly Point.

6. ROLL CALL

Senior School

- a) Forms line up in alphabetical order, according to the diagram below. Form tutors will check their form using registers brought out by the Office Staff (or class lists if they register on-line).

Form Tutors should collect registers (or class list) from the Receptionist on duty (supported by Front Office Staff) as they approach the assembly point. Any other teaching staff arriving first can assist with this task. If office staff are

aware of any missing Form Tutor, they will alert the Head of Year who will give the register to a member of staff who does not have a form and ask that person to register the form.

Form tutors who use the online registration should collect a class list from the Receptionist on duty, and mark all pupils who are present at the rollcall before signing it and handing it back to the Receptionist. Any queries about pupils may also be directed to the Receptionist who may have more up to date information.

- b) **Form Tutors will report to the Deputy Head (Pastoral)** either that all are present or give the names of any person not present. All registers must be annotated by using a tick next to each pupil's name to show that they are present. The document is to be signed and dated. In the event of the absence of the Deputy Head (Pastoral) form tutors will report to the Deputy Head (Academic).
- c) The Form Tutor reports findings to the Deputy Head. They must then return to stand at the head of the form line.
- d) The Deputy Head (Academic) will check the attendance of Teachers who are Form Tutors. In the event of absence, the Fire Officer will deploy a member of staff to cover.
- e) **Teachers who are not Form Tutors and part time teachers must stand near the main gate at the bottom of the front steps.** The Director of Marketing will check attendance for teachers who are not form teachers and part-time teaching staff and report findings to the Deputy Head (Academic). In the event of absence of the Director of Marketing the Head's PA will deputise.
- f) **Peripatetic music teachers must report to the Head of Music** who will then report findings to the Deputy Head (Academic). In the event of the absence report directly to the Deputy Head (Academic).
- g) **Sports Coaches must report to the Director of Sport** who will then report findings to the Deputy Head (Academic). In the event of the absence Sports Coaches report directly to the Deputy Head (Academic).

Prep School

- a) All classes line up in alphabetical order, according to the diagram. Class teachers will take a roll call from their register.
- b) The Prep School Secretary will collect the Prep registers from the fire pack brought out by Front Desk, (bottom of the main school steps) and hand out to the Prep School Teachers. All registers must be annotated by using a tick next

to each pupil's name to show that they are present. This must then be signed legibly by the Class teacher.

- c) Class teachers to report to the Prep Deputy Head either "all present" or names of missing pupils then remain with their class.
- d) The Prep Deputy Head will check the class registers against the 'Out of School List' and 'signing in and out' book with the Prep School Secretary, and attendance of part time staff. This will be done using an IPAD, where possible. The Prep Deputy Head will then report to the Headmistress. In the event of absence, the Fire Officer will deploy a member of staff to cover.

Support staff

All support staff should report to the Head's PA who will then report to the DFO. The Exams Officer will deputise for the Head's PA in the event of absence.

External catering staff should report to the Catering Manager, who will pass the findings to the Head's PA. In the event of absence of the Catering Manager report directly to the Head's PA.

Visitors

These are to be escorted to the fire assembly point by their host in school. They will be handed over to the Admissions Officer (deputised by the Marketing Officer) to look after.

The Deputy Heads, Head's PA and Admissions Officer will report to the DFO. The DFO will report to the Headmistress.

The DFO will report the evacuation time, how long it took to exit the building and how long it took to report all person's safe at roll call.

The DFO will ensure that nobody enters the building from the Assembly area and the Site Team will remain at the turning circle to monitor vehicles coming onto the site whilst the girls are walking up the back lane and to direct fire and ambulance services.

The Headmistress will liaise with the DFO, as Fire Officer, with regards to staff and pupil accountability and building safety. The Headmistress will then dismiss School pupils and staff when it is safe to do so.

7. TACKLING THE FIRE

Circumstances will dictate as to whether fire-fighting operations should be attempted. The important thing to be remembered is that FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY and that whilst small fires, such as a quantity of

spilled flammable liquid in a laboratory can be dealt with, for a sizable fire, safe evacuation should be the primary concern.

8. STAFF TRAINING

- All staff will receive information about emergency routes, exits, assembly points, alarms and extinguishers during induction.
- All staff will receive fire training through periodic INSET sessions.
- All staff will receive feedback and action points from the DFO following a fire drill, where points of action have been raised.
- Fire Marshalls will receive annual training.

9. MAINTENANCE

All emergency routes and exits, signs, emergency lighting where required, fire detectors, alarms and extinguishers must be maintained. Any concerns should be reported to the DFO.

PUPIL INFORMATION

At the start of a new school year, Form Tutors and class teachers should instruct the pupils in the fire routine procedure. This information should be repeated as necessary throughout the academic year but at least at the start of each new term.

A copy of the Fire Drill Information for Pupils **MUST** be displayed on the Form Noticeboard. Form teachers should remind pupils regularly about fire procedures.

APPENDIX 1: WHOLE SCHOOL - FIRE ASSEMBLY POINT – FRONT CAR PARK

Line up in forms in alphabetical order	Z ↑ A	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	VI Form	VI Form
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Closest to Shark Park
Head of Prep

Closest to Turning Circle
Headteacher

On Front Steps – Fire Officer (DFO)

(Support Staff, Senior teachers who are not form tutors and part time teachers assemble by large gate. Visitors and contractors assemble by the sign outside the Head’s office)

1. Senior School Form Tutors report to the Deputy Head.
2. Prep Teachers report to the Prep Deputy Head who will report to the DFO.
3. Other Teaching staff full or part time report to the Director of Marketing. Then teaching staff to help Form Tutors.
4. Peripatetic Music Teachers report to the Head of Music who will report to the Deputy Head (Academic).
5. Support Staff report to the Head’s PA who will report to the DFO.
6. Catering Staff report to the Catering Manager in the first instance, who reports to the DFO.
7. Visitors report to the Admissions Officer (via school host).

NB:

1. Children visiting the Environmental Area - the teacher in charge leads the children to the assembly point.
2. Children involved in an Instrumental Music Lesson - their music teacher takes the children to the assembly point.
3. Children outside on the playground either during lunch break or playtime break - the teacher on duty escorts the children to the assembly point.
4. Children in the Nursery – the teacher in charge takes them through the Early Years doors and out to the assembly point.
5. Children in the Undercroft, Gym or the PA Hall - the teacher takes them out to the assembly point where they will be met by their class teacher.
6. Games Practice on the courts on Ryleys Lane - the Site Team contacts them by mobile phone if necessary and informs the teacher to return to school with the children.
7. Children at Forest School - the Site Team contacts them by mobile phone if necessary and informs the teacher bring the children to the assembly point

FIRE DRILL INFORMATION FOR PUPILS

DRILL PROCEDURE

Alarm Evacuation Assembly Roll Call

ALARM

- 1. The Fire Alarm sound is a continuous lesson bell**
- 2. Any pupil discovering fire should immediately inform the nearest member of staff**
- 3. DO NOT ATTEMPT TO FIGHT THE FIRE - GET HELP**
- 4. The intruder on the premises sound is an intermittent lesson bell – 5 short blasts.**

EVACUATION

1. On hearing the alarm all pupils must remain calm, silent and listen for instructions at all times.
2. The teacher will instruct you of the exit route to be followed and leave belongings behind.
3. You should proceed at a fast walking pace, in single file to the place of assembly.
4. Speed and silence are essential because it might be necessary when confronted with a fire on the exit route to stop and change the exit route.
5. In the interest of calm and safety no pupil should push or overtake at any point on the escape route. On reaching a staircase descend in single file using one side of the staircase only.
6. If you are not in class when the alarm sounds e.g. in the toilets, playground, break time etc you should go direct to the assembly point and join your form.

ASSEMBLY

Fire Alert - the Whole School should assemble on the front car park.

ROLL CALL

Forms should line up in alphabetical order, according to the diagram. Your Form Tutor will take the register. Silence must be maintained at all times.

FRONT CAR PARK

Line up in forms in alphabetical order	Z ↑ A	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	VI Form	VI Form
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Closest to Shark Park
Head of Prep

Closest to Turning Circle
Headteacher

On Front Steps
DFO (Fire Officer)

(Support Staff assemble by large gate)

APPENDIX 2: EVENT PAPERWORK

***In the event of a fire**, please use your nearest emergency exit. Congregate on the tarmac in front of the main Reception steps.*

***To safeguard our pupils**, when taking images please do not share them on any form of social media if there are other pupils in the picture.*

If you have any concerns regarding your safety or that of a pupil, please report this to the member of SLT at the event or email the Head (cwood@aesg.co.uk)

APPENDIX 3: DETAILS OF FRIRE DRILL / EVACUATION TEMPLATE

These logs are completed by the DFO, and actions are shared with all staff.

Date of drill/Evacuation		Type of Evacuation	Planned Drill – Whole School		
Time of Drill / Evacuation		Time Taken to Evacuate			
		Time Taken to Complete Roll Call			
Details / Observations (include feedback from staff)					
Actions					
Details			By (date)	Who	Complete (initial)
Completed by			Date		