

CHRISTCHURCH INFANT SCHOOL
PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire adults must sound the nearest fire alarm.

On hearing the alarm adults supervising children leave by nearest exit and go to the assembly points on main playground area. Adults without children vacate the building immediately. Doors are closed where possible.

Specific staff to carry out the following duties:

- **Teaching Assistant for each class, or class teacher if no Teaching Assistant available, to bring out their class' medical bag.**
- **Early Years Teaching Assistant (Dolphins) checks their toilets.**
- **Early Years Teaching Assistant (Seahorses) checks Foundation toilets.**
- **Year One Teaching Assistant checks Year One toilets.**
- **Year Two Teaching Assistant checks nearby toilets.**
- **Receptionist brings out registers, visitors and staff signing in books and distributes to appropriate staff for roll call (other authorised person will do this in their absence).**
- **School Business Manager contacts the Junior School and Fire Services and meets Fire Service at main entrance with site information (other authorised person will do this in their absence).**
- **Headteacher supervises procedures at fire assembly points (wearing fluorescent jacket).**

Designated fire assembly points are displayed in all areas.

Everyone walks and stands in silence. Teachers carry out a head count and the visitors and staff registers are also called by a member of staff. If someone is missing the Headteacher or whoever is acting in their absence must be informed immediately.

Nobody to re-enter the building under any circumstances.

Silence is maintained throughout fire drills and emergency evacuations.

Should the fire situation change and the usual assembly points are not appropriate, the Headteacher or whoever is acting in their absence will direct people to the assembly points on the Junior School site.

People only return to the building after the Fire Brigade Officer gives permission and then as directed by the Headteacher or whoever is acting in their absence.

If Junior School has a fire then the Infant School is contacted immediately. The Headteacher or person in charge will assess the risk and vacate classes in the school hall if necessary.

Reviewed January 2021