

Nutfield Church (C of E) Primary School

FIRE DRILL & EVACUATION

ON HEARING THE FIRE ALARM (A CONTINUOUS RING)

Children to immediately stop what they are doing and be quiet. On the teachers' instruction the children should proceed to the assembly point via the outside door in their classroom. If the class is in an area other than their classroom, via a safe exit nearest to them. The teacher and/or TA to check that all children have exited their classroom areas and toilets.

The teacher should take their classroom emergency grab bag, close the door after the children, and line up quietly at the assembly point. If the class is in an area other than their classroom do not return to the classroom to collect the emergency grab bag.

ASSEMBLY POINT - TEACHER AT FRONT, TA AT BACK

Years R, 1 and 2 - Upper school playground, all facing Kentwyns.

Years 3, 4, 5 and 6 - Field, all facing Kentwyns

If after school (Ark and clubs) - Field, all facing Kentwyns

Children to be counted by the teacher and a class register taken using the register from within the classroom emergency grab bag. For teachers without their emergency grab bag registers can be obtained from the School Office Manager or School Business Manager.

- School Office Manager to be responsible for collecting staff sign-in sheet, visitor sign-in sheet, KS1 medicines, and emergency grab bag from the School Business Manager's office. In the School Office Managers absence the School Office Assistant will take on this responsibility.
- School Office Assistant to check that Admin Block, including staffroom kitchen, toilets and all KS1 classrooms are empty. In the School Office Assistants absence the School Office Manager or School Business Manager will take on this responsibility.
- Fire Officer, Mr Walker-Cheetham, to check that the hall, all KS2 classrooms, KS2 corridor and toilets, Deputy HT office, Aquarium, resources area, Library, Kitchen and Southwark Room are empty and to collect the emergency grab bag from the KS2 corridor. In the Fire Officer's absence the School Office Manager or School Office Assistant will take on this responsibility.
- SLT and members of the DSL team are allowed their mobile phones in the event that they need to communicate with parents and carers or the emergency services as instructed by the Lead Coordinator Miss Woods.

Fire Officer: Mr D Walker-Cheetham

Lead Coordinator: Miss I Woods (Primary), Mrs A Benjamin/Mrs K Brooks (Secondary)

<u>FIRE PROCEDURE</u>	<u>EVACUATION PROCEDURE</u>
1. Dial 999 2. Ask for the Fire Brigade 3. When the Fire Brigade replies, say clearly: Fire at Nutfield Church Primary School 59 Mid Street, South Nutfield, Redhill, RH1 4JJ	1. Dial 999 2. Ask for the Police 3. When the Police reply, say clearly: Evacuation at Nutfield Church Primary School and explain the situation.

DO NOT RE-ENTER THE SCHOOL BUILDING UNTIL TOLD TO DO SO BY THE LEAD COORDINATOR