

## **FIRE DRILL AND EVACUATION PROCEDURES**

1. The person discovering a fire must **Sound the Fire Alarm**. The alarm will sound continuously to signal that the building must be evacuated. Members of staff will ensure that all subsequent measures are taken in a calm and orderly fashion.
2. Upon hearing the fire alarm, all pupils and staff must leave buildings immediately, and assemble at the **NEAREST** assembly point, closing doors and windows behind them.

The locations of the assembly points are:

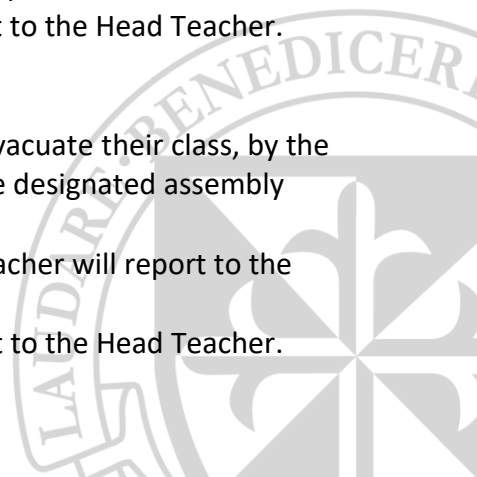
- Senior Department: Near Gate 4, outside the Art room
  - Prep Department: To the front of the Prep ICT building
  - The Nursery: At the top of the footpath, by the gates, of the visitor's car park
3. Fire Marshals will carry out a sweep of all buildings ensuring everyone has cleared the buildings safely.
  4. Report your presence, and that of your class (if applicable), to the Fire Marshal in-charge of the assembly point (FM I/C). Ensure you have been seen and accounted for.

### **The Senior Department**

- Office staff will bring out pupil registers, teachers timetables, visitors and exit books and go straight to the assembly point.
- Staff who have marked the registers for that session will collect the register from school office staff, verify all pupils are present and report to the FM I/C of the assembly point.
- School Office Staff will check all teaching staff and peripatetic staff are present and report to the FM I/C of the assembly point
- The FM I/C of the assembly point will then report to the Head Teacher.

### **The Prep Department (including Reception)**

- Upon hearing the fire alarm, teaching staff will evacuate their class, by the front door of the Croft building, and report to the designated assembly point.
- Once their class have been accounted for, the teacher will report to the FM I/C of the assembly point.
- The FM I/C of the assembly point will then report to the Head Teacher.





**ST. DOMINIC'S  
PRIORY SCHOOL**

### **The Sports Hall & Priory Hall**

(Classes using these facilities during an evacuation must report themselves to the FM I/C of the NURSERY ASSEMBLY POINT located at the top of the footpath, by the gates, of the visitor's car park)

- Upon hearing the fire alarm, teaching staff will evacuate their class, making their way to the nursery assembly point, remaining clear of buildings.
- Once their class have been accounted for, the teacher will report to the FM I/C of the assembly point.

**The Head Teacher, in collaboration with the Facilities Manager, will authorise return to class.**

### **The Nursery Building**

#### **Little Doms & Swans**

Evacuate onto the playground via the rear classroom fire exit and head to the assembly point, walking around the side of the building.

- The senior staff member will call the children to stop what they are doing and come immediately to them.
- Another member of staff will pick up the register and assist in getting the children out of the building and safely to the assembly point.
- The last person out of the room will check the toilets and ensure the fire door & windows are closed behind them.
- Once at the assembly point, the senior staff member will ensure their children remain calm and quiet whilst taking the register.
- The senior staff member will verify that all pupils and staff are present, and confirm this by raising their register aloft. (Register to remain raised until the FM I/C can confirm that all nursery personnel have been accounted for).

#### **Baby Doms and Cygnets**

Evacuate either out of the front door or at the fire escape at the side of the classroom (depending on the location of the fire) heading towards the path alongside the visitor's car park.

- The senior staff member will call the children to stop what they are doing and come immediately to them.
- Another member of staff will pick up the register and assist in getting the children out of the building and safely to the assembly point



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- The last member of staff ensures that the fire door & windows are closed behind them.
- The senior staff member will verify that all pupils and staff are present, and confirm this by raising their register aloft. (Register to remain raised until the FM I/C can confirm that all nursery personnel have been accounted for).

**NOTE**

Senior staff members of each room must ensure all children and staff are accounted for as quickly as possible.

- When each class is accounted for, the senior staff member must raise their register aloft.  
(Registers must continue to be raised until the FM I/C can confirm all nursery personnel are accounted for)
- Once all personnel are accounted for, the FM I/C will inform the Head Teacher, who is in charge of the whole school evacuation.
- After all FM I/C's have reported in, the Head Teacher, in collaboration with the Facilities Manager, will decide whether the all clear can be given  
**NO ONE CAN RETURN TO ANY BUILDING UNTIL THIS IS GIVEN**

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**General Information**

In addition to the guidance within this policy, Fire Marshal's have been nominated for all buildings and play a vital role in ensuring our children, staff and visitors remain safe.

All staff members are expected to be vigilant at all times, paying particular attention to fire exits and escape routes, which must be clear of obstruction at all times. Any concerns must be reported immediately to line managers or to the Facilities Manager.

Whole school fire drills are organised by the Facilities Manager. Extra fire drills are carried out by Nursery staff to ensure that all children have experienced an evacuation.

Fire drills are carried out on a regular basis, at least once every term and the details recorded. All reports are held by the Facilities Manager and are available for viewing at any time.

Fire drills will be discussed during staff briefings where any action points can be raised, added to the minutes and actioned accordingly.

The Facilities Manager, in accordance with school policy, regularly checks fire detection and control equipment.



### FIRE EVACUATION COMMUNICATION FLOW

To ensure fluid, efficient communications during a whole school evacuation, refer to the flow chart below.

Each assembly point will have a 'Fire Marshal in Charge' (FM I/C).

All fire marshals, teachers with/out classes, all other staff and visitors will report to their respective FM I/Cs and must ensure their presence has been acknowledged and accounted for.

All FM I/Cs, once all personnel within their respective assembly points have been accounted for, will report to the Head Teacher, who has overall responsibility of the evacuation.

The Head Teacher, in collaboration with the Facilities Manager, will give the 'all clear' in the event of a false alarm/fire drill, and will communicate a 'return to class' to all FM I/Cs.

In the event of a real emergency, the Head Teacher will communicate intentions/actions to FM I/Cs.

**WITHOUT CONFIRMATION FROM THE HEAD TEACHER, NO ONE IS TO RETURN TO ANY BUILDING.**

#### Communication Flow Diagram

