



Thurlaston CE (Aided) Primary School
Teaching and Living the Christian Way of Life
Building Our Lives on Jesus

Fire Drill Policy

January 2025

Signed

FIRE DRILL POLICY

When the fire alarm sounds, children should be lined up quickly and quietly and led by the quickest route out of the building. Staff should model calm, efficient behaviour.

Mr Gavin Beetham or Mrs Melissa Norman will be responsible for calling the fire brigade on the telephone. (In the event of their absence other members of staff responsible for their duties will take on this responsibility.) Details of how to call the fire service are displayed in the main office.

It is the responsibility of all staff to ensure that exit doors are closed behind them.

Mrs Norman will bring class registers to teachers on the playground.

CLASS 1: Exit via the main door and assemble on the rear playground. Line up and check attendance.

CLASS 2: Exit through the library and main front double doors and assemble on the front playground. If the fire is located in the central area of the school, exit via the garden entrance, through class 1's playground to the back playground. Line up and check attendance.

CLASS 3: Exit via the front single door and assemble on the front playground. Line up and check attendance.

CLASS 4: Exit via the cloakroom and assemble on the front playground. Line up and check attendance.

MOBILE: Exit onto the rear playground. Line up and check attendance.

N.B: Children or adults situated in other areas of the school should keep calm and exit the building via the designated fire exits if it is safe to do so, or by the quickest route out of the building. They should then assemble in either the front or rear playground as appropriate.

FIRE ALARMS ARE SITUATED NEXT TO MOST EXIT ROUTES OUT OF THE BUILDING.

IF YOU NOTICE A FIRE OR SMOKE – IMMEDIATELY BREAK THE FIRE ALARM GLASS AND LEAVE THE BUILDING.

N.B. Children or staff with a disability will have a named person to ensure they leave the building. See Individual Evacuation Plans.

MEMBER OF STAFF IN THE OFFICE

**IN THE EVENT OF A FIRE, OR FIRE DRILL, TAKE THE GATE
KEY OUTSIDE WITH YOU.**

TO CALL THE EMERGENCY SERVICES, PRESS 999