

FIRE ALARM PROCEDURES:

- **If Fire Bell goes after 3.40pm** the following procedures should be followed:
- **As long as children are on Chandlings site, then we are responsible for their safety. This is the case even where children have been handed to parents.**
- Uncollected children must be taken out to the Fire Assembly Point by staff members, and normal school procedures will apply.
- If parents are on site **with** their children, they should make their way to the Fire Assembly Point next to the playground, with their children. If parents are on site but **without** their children, then they should proceed to the Visitors Car Park. Pupils are our responsibility as long as they are on site.
- **Under no circumstances should anyone attempt to drive away from the Car Park or School. The drive must be kept clear for Emergency vehicles.**

STAFF RESPONSIBILITIES

- The majority of staff will ensure an orderly evacuation of the children.
- 2 members of staff (ie Bursar/ Caretaker/ Admin) will proceed to the Fire Panel to identify triggered Zone. The relevant Zone will be checked to determine whether there is an actual fire or false alarm. If real fire then these staff will direct emergency services to Fire Panel, and on to Zone itself. If false alarm then these staff members will go to the Fire Assembly Point to report a false alarm. Until **Deputy Head/ Fire Officer** are satisfied that the building in question is safe, no-one may return to **any** part of the School.

REGISTRATION OF CHILDREN

- **Pre Prep and Year 3** are registered by the form teacher. Once the children have been delivered to the **ASC Team** they become the responsibility of that Team, and will be taken up to the Fire Assembly Point where children will be registered.
- **Years 4, 5, and 6** – The School Registrar will bring registers and hand them out to staff for roll call.
- **One member of staff will go to Visitors' Car Park** – ensuring that no cars leave until all registration has been completed and clearance is given by the appropriate authorities.

Ken Welby
March 2009