



King David Primary School

Fire Policy

Fire Emergency Procedures

ALARM SIGNAL Fire alarm bell will sound in one continuous ring.

Teachers should make sure no-one is left in the classrooms or their area of the School and **CLOSE** all doors. They should bring with them the class's First Aid box, which contains the children's asthma inhalers. Children should line up in classes in the front playground. All other persons on the premises should assemble in the front playground.

All registers should be put in the drawers outside the secretary's office as soon as they have been marked in the morning and afternoon. The registers and the Late Folder will be taken outside by the Secretary.

The Secretary (or Head if the Secretary is not available) will call the Fire Brigade. In case of a fire in the kitchen the cook will be responsible for alerting the Fire Brigade and will report directly to the Headteacher.

Nursery: Children leave through their playground exit door and walk around the school.

Reception Class: Children to leave the class through their playground exit door and walk through the glass doors into the front playground.

Class Y1: Children to leave the school through their door into the front playground.

Class Y2: Children to leave the school through their door into the front playground.

Class Y3: Children to leave the school through the front entrance.

Class Y4: Children to leave the school through the front entrance.

Class Y5: Children to walk down the stairs and leave by the Fire exit at the bottom of the stairs.

Class Y6: Children to walk down the stairs and leave by the Fire exit at the bottom of the stairs.

Library/ICT suite: Children to leave through the exit in front of Y2.

Garden Room/SEN room: Children to leave through the Fire exit at the bottom of the Tower stairs.

Hall: If one class is in the hall, children to leave by one of the exits opposite the kitchen. Several classes should use several exits.
Lunch Time and Assembly Times:- Each class or row of tables should leave by a designated exit.
At lunch times the duty staff and supervisors will direct the exit operations.
Packed lunch children will follow directions as according to the room they are in.

Shul and RE room: Children to leave by the exits from these rooms which open directly outside.

Staff or children in any other part of the building should make their way immediately to the front playground.

The Head and Deputy will ensure that no-one else is left in the building.

BACK FIELD The children will assemble on the back field and move as a body to the front playground via Y1's outside wall.

Fire drills

First Fire Drill of the school year - Staff will be notified of the time of the drill.

Second Fire Drill - Staff will be notified of the week of the drill.

Third Fire Drill - No notice will be given.

The Headteacher will call a fire drill at least once a term.