

Mapledown School



Working and Learning Together

Fire Evacuation Procedure

The Fire Alarm is a loud bell. This can be activated at various points around the school and should be acted upon immediately, unless otherwise instructed by the Head Teacher. All classrooms have outside doors marked as Fire Exits, other rooms are clearly marked.

There are two Assembly Points – in the playground at the rear of the building and outside the hydro in the gazebo. In the event of an actual fire, all staff and pupils may have to exit the school premises via the caretaker garden gate (Combination lock 2468) if other access is unavailable.

Alarm

Anyone discovering a fire should sound the nearest break glass call point. Break the glass with your elbow. The Caretaker and a member of the SLT should attend the area where the fire alarm has been activated to make sure it is a genuine fire. If it is then they will call the emergency services. The Caretaker will then head to the front gate to let the emergency services into the premises. They ensure they have a mobile phone to keep in touch as necessary and a No 14 key. The school car park drop-off zone should be cleared immediately.

Evacuation Procedure

- On hearing the alarm, pupils should be escorted from the building using the outside doors of the classrooms as exits. If you are not engaged with pupils, make your way to LZ3 if it is safe to do so to assist in evacuation.
- When evacuating the hall, use as many exits as possible, away from the location of the fire, to speed evacuation.

NB Do not use the front door unless specifically directed to do so, or it is your only evacuation exit.

The secretary or Head Teacher will take the registers to the Assembly Points. The Caretaker or member of the LT and designated Fire Marshals will 'sweep' the building to ensure all are evacuated.

- **Do not stop to collect personal belongings**
- **Do not re-enter the building**
- **Do not run**
- **Close all doors on leaving the building**
- **Do not attempt to put out the fire unless you have been appropriately trained.**

Assembly

Assemble at your designated Assembly Point- there are signs for each class and for visitors.

Roll Call

Immediately after classes have assembled, roll call should be taken. A member of SLT will ensure all present and correct.

Do not re-enter the building until the 'all clear' is given

Caroline Garvey 2021