

SSFU Fire Safety Procedures

Please note:

These procedures should be read in conjunction with The King's School Fire Safety Policy

In the event of the fire alarm sounding, staff and children INSIDE should evacuate the building via the SSFU foyer to the outside area, supervised by the adult inside, and line up in designated area of the playground (by the Ark and next to the fence).

Staff and children OUTSIDE should vacate the play area via the side gate, supervised by the adult outside, and line up in designated area of the playground. The adult outside is responsible for making sure that the door to the outside area from main classroom is shut.

Children and staff should vacate the building without collecting any belongings or extra clothing.

One to one support should be given to any children whose particular needs may make them vulnerable to high stress levels or difficult behaviour in the event of a fire drill or evacuation of the building.

Staff should ensure the following procedures are followed:

- The member of staff INSIDE signals for children to line up at the door to foyer area immediately and picks up the register. This member of staff then leads the children to the fire assembly point via the foyer area.
- The member of staff OUTSIDE lines children up at the gate, undoes the padlock, and supervises children as they walk to the designated area of the playground.
- The third member of staff (normally the member of staff assisting with Reception - or sometimes the extra member of staff allocated to nursery children) is responsible for conducting a sweep of the toilet area and small classroom before re-joining whichever is the larger group of children as they walk to the fire assembly point. Where only 2 staff members are present, the sweep will be done by the member of staff inside.
- Where all children are inside, the Manager or Deputy is responsible for lining the children up at the door, the second member of staff is responsible for bringing up the rear of the line. The third member of staff conducts a sweep of the toilet area and smaller classroom before re-joining the staff and children outside.
- Children should walk in silence to the fire assembly point, where the register will be checked.

Reviewed February 2018

Next review February 2019