

KESTON PRIMARY SCHOOL

EMERGENCY FIRE PLAN

A fire drill is held at least once every term.

Should the drill take more than three minutes, it is to be repeated within a week.

The date and time of the fire drill and the exact time taken to clear the building is to be entered in the log book and included in the Headteacher's report to the Governing Body.

The fire alarm will be given by the ringing of the alarm bell system.

The teacher in charge of a class or group of children shall see the whole class safely to the playground by the nearest available safe exit. In the case of a teacher in charge of a group, that teacher shall then return individual children to their class group on the playground.

Class registers and mobile phone are to be taken from the building by the office staff and roll called as soon as possible after reaching the playground. Names of missing children to be reported to the Headteacher.

Teachers must ensure that the children leave the school quietly, quickly and in an orderly fashion. Classroom doors should be turned off immediately if this can be done safely.

All clerical assistants, school keeper, kitchen staff, parent helpers and ancillary staff should leave the building by the nearest available exit as soon as the alarm is heard. Gas and electric appliances should be turned off immediately if this can be done safely.

Teachers should be aware of the location of the fire alarms around the school in case they discover a fire. All fire points are marked with the emergency procedures and teachers should sound the alarm should they find fire.

The Assembly Point is in the playground at the furthest point from the school by the boundary fencing. There are two fire marshals from each site:

Junior site	Mrs Mary Day and Mrs Diana Mark
Infant site	Mrs Yvonne Kingett and Mrs Jackie Young

They will do a sweep of each site and ensure that there are no children remaining and that all doors are closed.

Overseeing both sites is Mrs. Claire Murphy Headteacher and Mr David Abrahams, Deputy Headteacher.

Teachers are not to use fire extinguishers, they are to ensure children leave the building safely and quickly.

On arrival of the fire brigade, Mrs Albutt/Mrs Bowles/Mrs Taylor (school secretaries) will meet them outside the main gate and direct to the incident.