BROADHURST SCHOOL

**FIRE PROCEDURE FOR VISITORS**

(including parents, suppliers and contractors)

**If you consider that you will encounter difficulty evacuating the school, it is important to inform the Headmistress or School administration staff**

In the event of a fire or fire drill, a staff member will raise the alarm by setting off the fire alarm. A member of School administration staff will call the fire brigade, if necessary.

**PLEASE TAKE THE FOLLOWING STEPS:**

1. **Leave the building calmly and quickly by the nearest fire exit.**
2. **Leave any belongings or equipment behind.**
3. **Staff members will ensure that everyone (staff, children and visitors) have been evacuated from the building.**
4. **Fire exits are located at:**
   1. **Front door**
   2. **Basement front exit**
   3. **Basement side door and side passage**
   4. **Office side exit and side passage**
   5. **Office front exit**
   6. **Class 3 –** **leave by fire escape and passage between No.19 & 21**
   7. **Class 5 – leave by fire escape and passage between No.19 & 21**
   8. **Class 9 – leave by fire escape and passage between No.19 & 21**
5. **Ensure fire exit doors are closed properly behind you.**
6. **Assemble outside the front of the School at No 19 Greencroft Gardens. (Children and staff will assemble at other points on Greencroft Gardens, near to the school entrance).**
7. **The Headmistress or another Senior member of staff will identify disabled individuals in the building and assist with their evacuation.**

**WHOLE SCHOOL FIRE PROCEDURE – DESIGNATED ROUTES**

**Registers must be taken from School office**

**The School administration staff will also collect the Chubb red log book, the Visitors Book and staff sign-in sheet and check that all the visitors are at the assembly point**

PLEASE NOTE THAT EACH TEACHING AREA DISPLAYS THE ROUTE BELOW

Raise the alarm by setting off the fire alarm. When the bell rings, please leave in a calm and orderly fashion.

IT IS IMPERATIVE THAT THE WHEREABOUTS OF EACH CHILD IS KNOWN.

1. Check all the rooms, lavatories, corners etc.
2. Close all doors as you leave the classroom.
3. When outside conduct a head count
4. Administration/senior management staff will check each class against the School register

**Class 1 should leave by the basement exit - basement door at No 19 and turn RIGHT to wait outside No 17**

**Class 2 should leave by the front door and turn RIGHT to wait outside No 15**

**Class 3 should leave by fire escape and passage between No 19&21 and turn LEFT to wait outside No 21**

**Class 4 should leave by the front door and turn RIGHT to wait outside No 13**

**Class 5/7 should leave by fire escape and passage between No 19&21 and turn LEFT to wait outside No 23**

**Class 6 should leave by the front door and turn RIGHT to wait outside No 11**

**Class 8 should leave by the basement side door and passage between No 19&21 and turn LEFT to wait outside No 25**

**Class 9 should leave by fire escape and passage between No 19&21 and turn LEFT to wait outside No 27**

**Any staff or visitors in the School office or staffroom leave via the side passage between No 19&21 and assemble outside No 19**

**All other visitors to leave via the closest fire exit and wait outside the front of the school**