



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:**
 - a. Front door**
 - b. Basement front exit**
 - c. Basement side door and side passage**
 - d. Office side exit and side passage**
 - e. Office front exit**
 - f. Class 4 – leave by fire escape and passage between No.19 & 21**
 - g. Class 6 – leave by fire escape and passage between No.19 & 21**
 - h. Class 8 – leave by fire escape and passage between No.19 & 21**
 - i. Class 10 – 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).**

The Headmistress or another senior member of staff will identify disabled individuals in the building and assist with their evacuation.



WHOLE SCHOOL FIRE PROCEDURE

Raise the alarm by setting off the fire alarm.

When the bell rings, please leave in a calm and orderly fashion.

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

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 office side exit and side passage and turn LEFT to wait outside No. 21

Class 3 should leave by the front door and turn RIGHT to wait outside No. 15

Class 4 should leave by the front doorfire escape and passage between No. 19&21 and turn LEFT to wait outside No. 21

Class 5 should leave by the front door and turn RIGHT to wait outside No. 13

Class 6 should leave by fire escape and passage between No. 19&21 and turn LEFT to wait outside No. 23

Class 7 should leave by the front door and turn RIGHT to wait outside No. 11

Class 8 should leave by fire escape and passage between No. 19&21 and turn LEFT to wait outside No. 25

Class 9 should leave by the basement front exit at No.19 and turn right to wait outside No. 9

Class 10 should leave by fire escape and passage between No. 19&21 and turn LEFT to wait outside No. 27

Class 11 should leave by the front door and turn RIGHT to wait outside No. 7

Office staff to leave by the office front exit and assemble outside No.19

Headmistress' office and staffroom leave by the office side exit and side passage between No. 19&21 and assemble outside No. 19



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 1

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.

5. Check all the rooms, lavatories, corners etc.
6. Close all doors as you leave the classroom
7. When outside conduct a head count
8. 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**



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 2

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.

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

Class 2: Should leave by the office side exit and side passage and turn LEFT to wait outside No. 21



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 3

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.

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

Class 3 should leave by the front door and turn RIGHT to wait outside No. 15



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 4

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.**

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

**Class 4 should leave by the front door
fire escape and passage between No.
19&21 and turn LEFT to wait outside
No. 21**



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 5

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.

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

**Class 5 should leave by the front door
and turn RIGHT to wait outside No. 13**



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 6

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.

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

**Class 6 should leave by fire escape
and passage between No. 19&21 and
turn LEFT to wait outside No. 23**



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 7

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.**

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

**Class 7 should leave by the front door
and turn RIGHT to wait outside No. 11**



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 8

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.**

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

**Class 8 – Should leave by fire escape
and passage between No. 19&21 and
turn LEFT to wait outside No. 25**



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 9

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.

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

Class 9 – Class 9 should leave by the basement front exit at No.19 and turn right to wait outside No. 9



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 10

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.

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

Class 10- should leave by fire escape and passage between No. 19&21 and turn LEFT to wait outside No. 27



FIRE PROCEDURE DESIGNATED ROUTE

CLASS 11

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.

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

Class 11- Should leave by the front door and turn RIGHT to wait outside No. 7