



# Bordon Junior School



## FIRE EVACUATION PROCEDURE

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On discovering a fire the alarm will be raised by sounding the fire alarm. Children and adults will be evacuated as follows:

1. Classes on the first floor will proceed downstairs and out of the building by the route normally used by them at break-times unless blocked by fire.
2. Classes on the ground floor will exit by the fire doors leading from the classrooms to the playground unless these are blocked by fire.
3. Classrooms doors should be closed once all children have been evacuated. If there is time windows should be closed.
4. Pupils will proceed quietly and quickly in single file.
5. A member of staff will accompany pupils to their designated fire assembly point on the front playground.
6. Office staff will take the class registers outside and distribute them to each class teacher.
7. A head count to ascertain the number of pupils present will be made. If the number of pupils present does not correspond with the number shown on the class register the teacher will do a roll call to assess which pupil(s) may be missing.
8. The staff, governors and visitors signing-in books will also be taken outside for checking of numbers present.
9. The kitchen, music room and library areas will be checked on the way out to ensure they are empty.
10. The Site Manager, assisted by staff Fire Marshalls, will check all areas before leaving the building.
11. The Head teacher (or Deputy in the absence of the Head) will report to the Fire Brigade on their arrival on site.
12. No-one will re-enter the school building until the Fire Brigade has given the "all clear".

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This policy is reviewed annually by the governing body in line with the policy review schedule.

C James  
Headteacher  
June 2018