**Glendale Primary School**

**Fire Drill Procedures**

The following procedures are intended to ensure the safety of all staff and children within the school and any visitors that may be present in the school at the time of a fire drill.

**Signals: 1) FIRE SIREN**

**OR**

1. **Continuous ringing of school bell for Bomb Alert**

On hearing one of these signals the following procedures should be put into operation,

Each class will exit the building as follows:

1. Main Building

Classroom Fire Exit

* Room 1 out of door in room 1
* Room 2 out of door in room 2
* Room 3 out of door in room 2
* Room 4 out of door in room 4
* Room 5 out of door in room 5
* Room 6 out of door in room 5
* Room 7 out of door in room 7
* Room 8 out of door in room 7

1. Annexe

* Annexe Room 1 out of door in annexe room 1
* Annexe Room 2 out of door in annexe room 2
* Annexe Room 3 out of door in annexe room 3

1. Personnel in other areas

Room Fire Exit

* Open Area out of front door or back door
* Gym Hall out of gym hall
* Main Office out of front door
* Staff Room out of front door or Room 1
* Classroom Ass. out of gym hall
* Children’s toilets out of back door
* Kitchen out of kitchen fire door

***Each teacher must make sure that all children know exactly which exit they should use when the fire alarm sounds. They must ensure they have their class register.***

Procedures once school has been evacuated

1. Each class and all other members of staff will assemble on the **football pitch.**
2. Each teacher will call the register to ensure all children present have exited the building.
3. Any missing children must be reported to the HT straight away.
4. Classes should remain at the assembly point until told it is safe to return to the classroom.
5. HT will check open area, toilets in main building, DHT/PT will check toilets in annexe before exiting the building.
6. HT will bring staff register and ensure all staff present have exited the building.

Amendment to Procedures once school has been evacuated – August 2014

\*Please note changes to point 1\*

1. Each class and all other members of staff will assemble on the **car park area. If directed by HT/DHT, all staff and classes should move out with the school grounds and on to McCulloch Street.**
2. Each teacher will call the register to ensure all children present have exited the building.
3. Any missing children must be reported to the HT straight away.
4. Classes should remain at the assembly point until told it is safe to return to the classroom.
5. HT will check open area, toilets in main building, DHT/PT will check toilets in annexe before exiting the building.
6. HT will bring staff register and ensure all staff present have exited the building.