

# Offenham CE First School

## FIRE DRILL PROCEDURE

When the fire bell rings:

- Children, staff and visitors quietly and calmly walk out of the building by the **nearest** emergency exit.
- Head count list from class door and class list to be taken out by classteacher.
- Register print out, visitors' book, late book, telephone and school key to be taken outside by office staff.
- Classes to exit the building as detailed below.
- Staff to do a head count of pupils as soon as lined up outside and check off on class list – office staff and Headteacher to take registers to class teachers. Any discrepancy in numbers from head count to be reported to Head Teacher immediately.
- When given the all clear, children walk back into school to resume their lessons.

**Avon** – leave through double doors and line up on the playground by the small gate.

**Malvern** – leave by fire exit and meet in the shelter on the playground.

**Cotswold** – leave by fire door and line up on the edge of the playground by the big gate, towards the Severn classroom.

**Severn** – leave by fire exit and line up near the well-being shelter lining up down the mile track.

**ICT Suite** – leave by fire door on to Key Stage 2 playground and join rest of class.

**Preedy Room** – leave by fire exit, taking care when walking through the car park and follow the adult into the playground.

**Hall** - leave by the most appropriate fire exit and walk to join the rest of the class.

At lunchtime, children to leave the hall through the nearest exit and line up in usual fire drill place. All teachers to go into the Hall to assist while TA's go out onto the playground to receive children in their usual places.

**Technology Room** – leave by fire exit and join the rest of the class.

**Toilets** – any children in the toilets should leave by the nearest exit – which is the external door by the toilets - and join the rest of the class.

Mrs Bindley to carry out a safety sweep of the children's toilets, Mrs Roden/Mrs Hackling a sweep of the KS1 toilet outside Avon class and Mrs Nicol a safety sweep of the adult toilets.

Office staff to leave through main entrance and proceed through small gate into KS1 playground.

**In case of actual fire dial 999.**

Reviewed September 2025