

FAIRSTEAD HOUSE SCHOOL & NURSERY
GENERAL FIRE PROCEDURE
incorporating the Early Years Foundation Stage

If you discover a fire:-

1. **Sound the alarm**
2. Warn everyone in the building that there is a fire by yelling **FIRE**.
3. Only attack the fire if you are not put into any danger, and if you have been trained to use the appliances provided. Get out of the building.

On hearing the fire alarm:-

1. The Head or, in his/her absence, the Bursar or a Fire Marshall will **CALL THE FIRE BRIGADE IMMEDIATELY**.
2. **Leave the building** by the nearest fire exit, escorting all those in your charge. If you know a child is in the toilet or cloakroom, ensure their safe evacuation.
3. **Report to your assembly point in the play area in front of the school.**
Staff should assist in the evacuation of children.
Teaching staff will be given their Class Register by one of the Office staff.
A roll-call should be taken at the assembly point using the Class Registers.
4. **Report to the Head** or, in his/her absence, a Fire Marshall if there is anyone left in the building or anyone unaccounted for.

The Fire Marshalls are:

Lynda Brereton	Head (Front Office and Hall)
Claire Freer	Bursar (Reception and downstairs Main School to Library)
Patrice O'Leary	Year 1(Coach House)
Simon Everitt	Year 5 (Main School upstairs)
Karina Warburton	Performing Arts Centre
Mick Ward (Standby)	Caretaker
Charlie Bilner	Kitchen
Lucie Melen	Nursery (Upstairs)
Marie Alleyne	Nursery (Downstairs)

REMEMBER

- **Use the nearest and safest available exit.**
- **Do not stop to collect personal belongings.**
- **Do not re-enter building.**

WHEN DEALING WITH FIRE:

If a person's clothing is on fire, wrap a blanket or similar article closely round them and lay them on the ground to prevent flames reaching their head.

If electrical appliances are involved, switch off the appliance before dealing with the fire.

Shut the doors and, if possible, the windows of the room in which the fire is discovered.

IN YOUR OWN INTERESTS

Study this notice so you know what to do in the event of a fire.

Make yourself familiar with all means of escape.

Make sure escape routes are clear at all time.