

FIRE DRILL

PROCEDURE TO BE FOLLOWED IN THE EVENT OF THE FIRE ALARM BEING ACTIVATED

1. Staff will be informed when the Maintenance Team are testing the alarm system and this requires no response.
2. Planned fire drills will involve a response from all staff, pupils and visitors on site, unless staff are directly informed otherwise.
3. During school time Key Stage staff will accompany their classes to the designated assembly point. Muster point 1 is located opposite the Manor building and anyone in the Manor, Cottage or Stable block should proceed to this area. Muster point 2 is located adjacent to forest school area and anyone in the warehouse or gym provision should proceed to this point. Muster point 3 is located adjacent to the football pitch on back field and will only be used by KS2 pupils.
4. All members of staff will proceed straight to the appropriate assembly point, taking with them any unaccompanied pupils they meet on the way.
5. The Pastoral team member and key stage leader assigned to each area will be accountable for conducting an attendance register. Admin staff, with the assistance of the fire team, will ensure that any pupils and or visitors, based within the stable block are accompanied to the appropriate assembly point. Off duty staff in their accommodation will also proceed to the appropriate assembly point.
6. The Pastoral team and SLT will coordinate the evacuation of the building with the assistance of the fire team.
7. If fire and/or smoke are initially obvious, or are discovered by a search, sound the alarm by pressing the button on the red fire call point. Then immediately contact the Fire Service by dialling 999 giving the address and postcode.
8. At the assembly point, staff will stand the pupils in class rows and a roll call will be made, using the pupil register, the staff list and the Visitors Book. The fire marshals will be informed of any missing pupils, staff or visitors and will take the action the particular circumstances dictate.
9. In the case of a false alarm, the alarm system will be neutralised and once SLT gives “all clear” the school building can be reoccupied and the daily routine resumed.
10. In the case of an actual fire and the arrival of the Fire Service, further procedures will be determined by the attending Senior Fire Officer.

Testing will be carried out on Friday afternoons (usually around 3pm onwards) and these will require no response. All staff onsite will be notified.

**Mark Jeffries
Headteacher**

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