



Emergency Planning & Fire Procedures

The emergency plan will, hopefully never be implemented. However a clear procedure is necessary so that in desperate times there is a clear understanding of what has to be done.

All staff should follow procedures as for fire procedure and wait instructions from Head Teacher or designated adult.

There is a fire drill at least once a term and times and notes are taken and kept in the fire register.

Head Teacher or someone in the office should take red folder from the corridor outside the office, this contains the contact number for emergency planning officer which should be phoned as soon as she is out of the building using mobile phone.

Once pupils and adults have been accounted for and have been suitably calmed all should proceed with care to the Fearn Hotel where parents will be contacted immediately. (These numbers are kept in the red folder and updated at least twice a year.)

Further advice will be taken by the Head Teacher from the emergency planning officer.

Fire Procedure

- On hearing the alarm adults lead children out to playground and line up individually
- HT or adult in office takes emergency contacts and, if possible, keys for gate to unlock for fire engine
- She then walks to playground gates and opens them fully to allow fire engine to come in quickly and for children and staff to leave from easily
- Meanwhile everyone else lines up without fuss while class teachers retrieve class registers
- Adult at front and adult at back as all walk out of school building taking nothing else with them, even if it is raining
- P1-3 and P4-7 in two straight lines. Class teachers check registers

- **No one returns to the building. Any missing persons should be identified to the Head Teacher who will alert fire officer**
- Any child who has gone to the toilet, etc. should make his/her way out of school to the playground immediately and wait for class to assemble
- Return only to the school if fire officer gives all clear otherwise head for Fearn Hotel and emergency procedures will be undertaken. Parents and staff emergency contacts should be notified immediately when children and staff are safe.

August 2011