FreshSteps Fire Evacuation

Check what to do in response to a Fire Alarm

FIRE ALARM GOES OFF - Stop all activity and make way towards nearest and safest exit points

Secondary Site

All on site must stop any activities and be escorted immediately towards the nearest safest fire exit door

Primary Site

All on site must stop any activities and be escorted immediately towards to nearest safest fire exit doors.

A B-P must be chaperoned and medication must be brought along when exiting the building

Fire Wardens check the whole school building and classrooms to double check all staff and pupils are safely off site

All Staff and Pupils must go directly to the Assembly meeting point across the car park in the GREEN ZONE

School Office Manager will complete a roll call for pupils and a separate roll call for staff

Timing of exit and roll register to be noted

Fire Wardens to notify staff when it is safe to return back to site

Real fire – Parents are called to collect pupils