

BUSY BEES AND AFTER SCHOOL ACTIVITIES



Evacuation Procedure

The signal for Fire Drill is: **TWO-TONE FIRE BELL**

The place of assembly is: **STAFF CARPARK**

It is the duty of anyone discovering a fire to operate the nearest Fire Alarm Point

Upon Hearing the Fire Alarm:

Staff working in Busy Bees and the after school activities will marshal the children in an orderly manner to the Assembly Point by their nearest exit route away from the fire, closing doors behind them and switching off the lights.

Staff will make sure that a headcount and a register is taken at the Assembly Point. Admin staff will immediately make their way to the Assembly Point taking the print out from the signing in system.

Anyone not in their own area or in the toilets, etc., will make their way directly to the assembly point to join their group from the nearest exit.

A senior person must be delegated to call the Fire Brigade. **(Dial 9 then 999)**

There must be no rushing or overtaking en route to the assembly point.

As soon as Busy Bees and the After school activities are assembled staff will take a head count and report to ensure that children accounted.

If any person is found to be missing, the school premises must be searched until they are accounted for, if it is safe to do so.

No body must leave the assembly point to recover personal items, until permission has been given – by the Head Teacher in case of a drill or by the Officer in charge of the fire evacuation in case of a fire.

The staff will then tackle the fire with the available appliances pending the arrival of the fire Brigade, if it is safe to do so.

DO NOT HESITATE IN CARRYING OUT THE ABOVE PROCEDURES.

The safety of all persons on the school premises may depend upon your instant action

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FIRE PROCEDURE

Fire Wardens:

Co-ordinator	Rachael Bentham
Green Zone	Andrew Parker/ Danny Kilroy
Orange Zone	Melissa Power/ Vicky Whelan
Pink Zone	Nikki Delaney/ Jill Smith
Blue Zone	Fiona White/ David Britner
Yellow Zone	Joanne Harrison/ Joanne Dale

RMBC Library

A member of the RMBC Library Staff

School Kitchen

A member of the School Kitchen Staff

Children's Centre

A member of Children's Centre Staff

ALL FIRE WARDENS SHOULD MAKE SURE THEY HAVE THEIR TELEPHONES AVAILABLE AT ALL TIMES

Upon Hearing the Fire Alarm the Fire Wardens will move directly to their areas and carry out the following duties (Refer to zones on map):

- The Site Manager/ Caretaker will remain outside the main entrance to alert the Fire Brigade, The school office staff should collect the print outs from the signing in system and hand held telephone, and go to the assembly points.
- All other Fire Wardens should make a complete sweep of their area, switching lights off and closing doors as areas have been inspected
- When the Fire Wardens are happy their areas are empty, they should make their way to the fire assembly point and re-join their class.