

FIRE DRILL

**1. IF YOU DISCOVER A FIRE USE THE NEAREST ALARM POINT TO WARN OTHERS.
THE HEADTEACHER/SECRETARY WILL PHONE THE EMERGENCY SERVICES.**

**2. WHEN THE FIRE ALARM SOUNDS, LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT.
LEAVE AS CALMLY AS POSSIBLE.
DO NOT RUN OR MAKE NOISE.**

N.B. USE THE EMERGENCY FIRE DOORS IN THE HALL, IF APPROPRIATE.

**3. REMEMBER TO TAKE THE REGISTER WITH YOU.
CLOSE THE DOORS BEHIND YOU IF YOU ARE THE LAST TO LEAVE.**

N.B. ASSIST ANY VISITOR WHO MAY BE PRESENT.

4. WHEN THE CHILDREN ARE ASSEMBLED TAKE THE REGISTER AND REPORT ANY MISSING CHILD TO THE HEADTEACHER.

5. DO NOT ATTEMPT TO RE-ENTER THE BUILDING TO COLLECT BELONGINGS OR SEARCH FOR MISSING CHILDREN.

6. THE GOVERNORS CANNOT ACCEPT RESPONSIBILITY FOR YOUR PERSONAL SAFETY SHOULD YOU CHOOSE TO FIGHT ANY FIRE BY MEANS OF AN EXTINGUISHER ETC.