



**FIRE DRILL PROCEDURE**  
*Last Reviewed/Updated: 01.05.2017*  
*Next Review/Update: 01.05.2018*

On the sound of the fire alarm

1. Each designated Fire Warden will assume their position at the allocated fire exits.

Ground Floor - ..... Mr Will Salisbury/Ms Vinita Gaur

1<sup>st</sup> Floor - .....Raj

2<sup>nd</sup> Floor- .....Kumar

Outside main door/main gate directing students to assembly point – Lynne (Fire Warden Team Supervisor)

2. Open the fire exit door, ensure that it is free of obstructions on both sides of the door.
3. Remain stationed at the fire door and check off each class and rooms vacated (the teacher leading their each class out will report to you).
4. When all teachers appear to have exited the building with their pupils, the Fire Wardens will check all class rooms and toilets on that floor are empty and that windows and door are closed.
5. The Fire Wardens are then to make their way to the assembly point at the front of the building outside the ambulance station on the pavement.
6. The Fire Wardens team will then check in with Fire Warden Team Supervisor to report landings clear.
7. On activation of the alarm the Fire Warden Team Supervisor (Lynne Bonfirm) will take all class registers and full college timetable for the day directly to the assembly point, ready for staff to check in with her.

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**Fire Drill Ground Floor Check List**

**Fire Warden: Mr Will Salisbury      Date:01.05.17**

<b>Location</b>	<b>Checked</b>	<b>Empty/Secure</b>	<b>Initial</b>
<b>Basement</b>			
<b>Sports Court</b>			
<b>Alarm Room</b>			
<b>Sick Room</b>			
<b>Student's Toilet</b>			
<b>Canteen</b>			
<b>Reception Office</b>			

**Please hand this list to Lynne Bonfirm at the assembly point.**



**Fire Warden: Ms Vinita Gaur Date: 01.05.17**

<b>Location</b>	<b>Checked</b>	<b>Empty/ Secure</b>	<b>Initial</b>
<b>Director's Office</b>			
<b>Admin Office</b>			
<b>Female Toilets</b>			
<b>Male Toilets</b>			
<b>Disable Toilets</b>			
<b>Hall</b>			
<b>Head teacher's office</b>			

**Please hand this list to Lynne Bonfirm at the assembly point.**



**Fire Drill First Floor**

**Fire Warden: Raj**

**Date: 01.05.17**

<b>Location</b>	<b>Checked</b>	<b>Empty/ Secure</b>	<b>Initial</b>
<b>1.1</b>			
<b>1.2</b>			
<b>1.3</b>			
<b>1.4</b>			
<b>1.5</b>			
<b>1.6</b>			
<b>1.7</b>			
<b>1.8</b>			
<b>1.9</b>			
<b>1.10</b>			
<b>1.11</b>			
<b>1.12</b>			
<b>Staff Kitchen</b>			

**Please hand this list to Lynne Bonfirm at the assembly point.**

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**Fire Drill Second Floor**

**Fire Warden: Kumar**

**Date: 01.05.17**

<b>Location</b>	<b>Checked</b>	<b>Empty/ Secure</b>	<b>Initial</b>
<b>2.1</b>			
<b>2.2</b>			
<b>2.3</b>			
<b>2.4</b>			
<b>2.5</b>			
<b>2.6</b>			
<b>2.7</b>			
<b>2.8</b>			
<b>2.9</b>			
<b>2.10</b>			
<b>2.11</b>			
<b>2.12</b>			
<b>Girls Toilets</b>			
<b>Boys Toilets</b>			

**Please hand this list to Lynne Bonfirm at the assembly point.**



### **Fire Drill Procedure for Teaching Staff**

#### **On the sound of the fire alarm:**

- 1. Ask all students to form an orderly line, not to pick up any of their belongings, whilst you close all windows and pick up your class register.**
- 2. Lead all students out into the hall way if it is safe to do so.**
- 3. Direct all students to the nearest fire exit.**
- 4. Tell Fire Warden (located at the Fire Exit) which room you have vacated.**
- 5. Direct your students down fire escape.**
- 6. Make your way to the assembly point at the front of the building outside the ambulance station on the pavement.**
- 7. Inform Lynne Bonfirm (Fire Warden Team Supervisor) of any missing students/confirm all students present.**
- 8. Stand with your class in a group for final check**
- 9. Wait till all clear and then return with your students to the building**

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