



St Luke's School: FIRE DRILL

2023

If there is a fire, tell your teacher at once

If the fire alarm is ringing, this is what you do...

EYFS Unit

Children line up and exit quietly through outside door across top playground to lower (soft surface) playground with teacher. Teaching Assistants checks all areas in the classroom, including the toilets, and closes classroom doors. **Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.** Additional alternative fire exit is to escort the children out of the EYFS unit using the gate leading onto Elizabeth Street (EYFS staff to retain the key for this gate). This route is only to be used if no other option is available.

Year 1 (next to the Hall))

Children line up and exit quietly through outside door across top playground to lower (soft surface) playground with teacher. Teaching Assistants checks all areas in the classroom, including the toilets, and closes classroom doors. **Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.**

Year 2 (adjacent to First Aid room)

Children line up and exit quietly through door onto top playground and walk around to the lower (soft surface) playground with teacher. Teaching Assistant checks the classroom is empty, closes the doors and joins the class on the soft surface. **Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.**

Year 3 (adjacent to School Office)

Children line up and exit quietly through door onto top playground and walk around to the lower (soft surface) playground with teacher. Teaching Assistant checks the classroom is empty, closes the doors and joins the class on the soft surface. **Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.**

Year 4 (Main Building upstairs)

Children line up and exit quietly walking past Year 5 and down the stairs. They exit the building through the corridor towards the hall and walk through the playground and onto the lower (soft surface) playground. **Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are**



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not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.

Additional alternative fire exit if Yr4/Yr5 corridor or main staircase is inaccessible is to escort the children down the Yr4/EYFS connecting staircase and out of the EYFS unit using the gate leading onto Elizabeth Street (EYFS staff to retain the key for this gate). This route is only to be used if no other option is available.

Year 5 (Main Building top floor)

They exit the building through the corridor towards the hall and walk through the playground and onto the lower (soft surface) playground. Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe. Additional alternative fire exit if main staircase is inaccessible is to escort the children down the Yr4/EYFS connecting staircase and out of the EYFS unit using the gate leading onto Elizabeth Street (EYFS staff to retain the key for this gate). This route is only to be used if no other option is available.

Year 6 (Middle floor of Rectory)

Children line up and exit quietly down the stairs with teacher. They go through the Rectory Garden and out onto top playground, joining other classes on lower (soft surface) playground. Teacher/Teaching Assistant checks the classroom is empty, closes the doors and then checks both Girls & Boys toilets are empty before joining the class on the soft surface. Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.

Community Room (Ground floor of Rectory)

Children line up and exit quietly with the supervising adult. The children go through the Rectory Garden and out onto top playground, joining other classes on lower (soft surface) playground. Supervising adult checks the community room is empty, closes the doors and then checks the Well-being room is empty before joining the class on the soft surface. Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.

Class in hall

Children line up and exit quietly through door onto top playground and walk around to the lower (soft surface) playground with teacher. Teaching Assistant checks the classroom is empty, closes the doors and joins the class on the soft surface. Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all



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children are accounted for the class teacher raises their hand to indicate all are safe.

Lego Room and Library

Children line up and exit quietly past Year 5 and down the stairs. They exit the building through the corridor towards the hall and walk through the playground and onto the lower (soft surface) playground. **Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.**

Intervention Room (Main Building upstairs)

Children line up and exit quietly walking past Year 5 and down the stairs. They exit the building through the corridor towards the hall and walk through the playground and onto the lower (soft surface) playground. **Children stand silently in a line while the class teacher counts to check all are present. A register is taken if their numbers are not correct to enable staff to know who is missing. Once all children are accounted for the class teacher raises their hand to indicate all are safe.**

Children in toilets

Leave the toilet; join children exiting through nearest fire exit and line up with your class for register.

The Secretary will telephone the Emergency Services.

When classes are lined up, the teacher will take the register; there must be silence in the playground at all times. The Headteacher/Deputy Headteacher must be informed of the count and will then decide further action.

Fire Marshall 1:

Completes final internal check of the entire Rectory building (starting at the top floor) closing doors behind him before joining the school on the lower playground (soft surface).

Fire Marshall 2:

Completes final internal check of the top floor, including Library & Lego room, Intervention room & toilets closing doors behind them, EYFS Unit (ground floor) before joining the school on the lower playground (soft surface).

Do not re-enter building until given permission by the Headteacher/Deputy Headteacher.