



FIRE ALARM PROCEDURE

In the event of a fire alarm sounding in either the Victorian Schoolroom or Leith Walk Primary School, it is necessary to evacuate the building.

The school will advise us of any planned fire drill, but it is still necessary to evacuate, and participate fully in the event.

Everyone should leave the building in an orderly manner, leaving coats and bags. The doors should be left unlocked, and everyone should assemble at the right hand end of the playground shelters, beside the tenement wall.

The visiting class teacher is responsible for the safety of the children and their helpers, and will have experience of fire evacuation in his or her own school.

The Head Teacher of Leith Walk Primary School or his/her deputy is responsible for the implementation of the procedure, and will carry out a check with their staff that the school has been evacuated and all children accounted for. When they have concluded this part of the procedure, they must then be advised by the duty Role Play Teacher that the Victorian Schoolroom has also been successfully evacuated, and everyone accounted for. They will advise you when it is safe to return to the building, but bear in mind that this may not be possible until the Fire Brigade has attended and given the all clear.

Irrespective of whether this is a fire drill practice, or the real thing, it will inevitably be disruptive to the visit: this cannot be avoided.

Joanne Lamb
Chair
April 2019