

Victorious International British School

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FIRE EVACUATION PROCEDURE

IN THE CASE OF DISCOVERING A FIRE IMMEDIATELY NOTIFY A MEMBER OF STAFF

STAFF MUST

- Press manual call point to activate alarm.
- Evacuate premises to onsite assembly point using front door. (Street)
- If in the outdoor area, assemble outside the front door.
- If required to evacuate the site assemble outside front door and then assemble at beach front.
- School fire marshals (Victoria Gomez-Middleton) to sweep designated areas.
- Staff team to follow drill allocation procedures taking register and medication for children with health care plans.
- Allocated staff to check toilets and classroom to ensure all adults and children have left the building.
- Senior staff in office to take visitor sign in register
- Children to assemble quietly at assembly point for registration. Or evacuate to the off-site evacuation point if instructed by the fire marshals
- The fire marshals to alert the fire brigade, dialling 112 or 080
- Return only after fire brigade / fire marshal has advised that it is safe to re-enter.
- Records of Fire Drills will be kept in an incident folder in the office. Drills will take place at least once every term.

Emergency Services Numbers


- **All services: 112**
- **Ambulance: 061**
- **Fire brigade: 080**
- **National police: 091**
- **Local police: 092**

This policy was adopted by
On
Date to be reviewed
Signed on behalf of the provider
Name of signatory
Role of signatory

Victorious School

1st September 2022

1st September 2023

E Signature 

Victoria Gomez-Middleton

Director
