



# Jamiah Farooqiah Bradford

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## Fire Procedure

In the event of a fire, staff must take responsibility for the safety of the children.

**The following procedure must be followed.**

- a) The signal for the fire will be the continuous ringing of the fire bell.
- b) The person who discovers the fire will activate the fire alarm.
- c) Alarm call points are situated in each room.
- d) The classroom teacher will be responsible for summoning the Fire or other necessary services and inform the main school of an emergency.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- f) Fire warden will be responsible for taking the registers to the assembly point.
- g) Fire warden will ensure that the main buildings are empty.
- h) Fire warden will take responsibility for taking a means of communicating (mobile phone).
- i) In general, all staff will meet at the assembly point, unless the source of the fire makes this impossible. In adverse weather conditions, the adjacent car park can be used as a safe area for assembly.
- j) Fire wardens will immediately carry out head count.
- k) Permission to re-enter the building will only be given by the Fire brigade.