

BRADFIELDS ACADEMY FIRE ALARM PROCEDURE

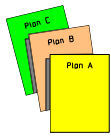
This poster is displayed in each classroom



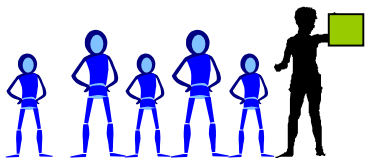
In the event that the fire alarm sounds everybody should leave the building and go to the designated playground area.



Staff are responsible for directly leading students from the building in an orderly and calm manner.



Office Staff will take the Registers, Visitors Book and Staff & Pupil Signing-Out Books to the playground.



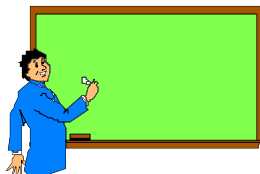
Assistant Principals & their Pastoral Managers will organise their tutor teams to carry out a roll call and cross-reference with Office Staff and the Registers/Signing Out Books.

Assistant Principals & Pastoral Managers should then notify the Principal [or in his absence the lead Vice-Principal] of the roll call outcome.

The Principal [or in his absence the lead Vice-Principal] will take on the role of



1. Leading the organisation of the evacuation and subsequent 'roll call'.
2. Identifying zone activated and establishing if reset and then authorising a return to class is both safe and appropriate.



In the event of a false alarm Assistant Principals & Pastoral Managers will be asked by the Principal [or in his absence the lead Vice-Principal] to organise the orderly return of their teams to classrooms for lessons to reconvene.



In the event that there is a fire then the Principal [or in his absence the lead Vice-Principal] will organise phoning the Fire Brigade and the evacuation of the academy site.

Please follow this procedure.

Do not panic.

Be Safe and Live Longer !