



**Ofsted**  
Outstanding 2022



**Ofsted**  
Outstanding 2022



## **FIRE PROCEDURE/ POLICY**

- Immediately after a fire or smoke is notice raise the alarm by smashing the red fire alarm box.
  - Escort all children and visitors out of the building to the fire safety point
  - Ensure all staff understand that it is a fire, and staff roles are designated
    - Call the fire brigade
    - Ensure the building is checked before leaving
  - Children's register is taken ASAP as all children have lined up.
    - Ensure all staff is present.
    - Keep children calm.

There are four fire exits in The Parachute Club main halls 1x community room, 1x small hall, 2x main hall.

There are also the school main entrances and staff room, exits at the end of the resource corridor and the key stage 2 corridors, there is also one exit per classroom, except the library.

The Parachute Club takes the safety of children, staff, parents and visitors seriously; when a new person comes on site they will be shown the evacuation procedure.

This procedure is practiced at least once a month with obstacle fire drills practiced 6 monthly ensuring children know what to do in case of a blocked exit, with all fire drills and practices written up in the fire drill book.

Reviewed and updated 21/10/07 Jan 2013, march 2015

