**ONE INTERNATIONAL SCHOOL FIRE DRILL POLICY & PROCEDURES**

* All ONE I.S. staff must be aware of the fire drill procedure.
* A register of children and adults present must be kept for each session.
* The register must be kept in a prominent place. The register is the responsibility of the class teacher in case of a fire.
* When a fire is found by anybody, they will assess the situation, deal with the flames with a fire extinguisher where possible, otherwise activating the full fire drill procedures.
* All Fire Exits must be kept clear at all times. FIRE EXIT LOCATIONS: FRONT ENTRANCE/EYFS & ELEMENTARY MAIN BULDINGS EXITS/REAR OF MIDDLE SCHOOL

**FIRE DRILL PROCEDURE**

* FIRE FOUND AND IT IS ASSESSED AS INAPPROPRIATE TO USE FIRE EXTINGUISHERS.
* PERSON SOUNDS ALARM PLACED AT INTERVALS AROUND THE SCHOOL.
* TEACHERS INDICATE POINT OF EVACUATION AND FOLLOW CLASS FIRE MAPS.
* STAFF GATHER CHILDREN.
* STAFF LEAD CHILDREN OUT, TEACHER FOLLOWING WITH REGISTER.
* TAKE REGISTER AT ASSEMBLY POINT:

**MIDDLE SCHOOL & ELEMENTARY – FRONT CAR PARK AREA (GRASSLAND TO THE RIGHT OF THE SCHOOL GATE – IF LEAVING THE SCHOOL)**

**EYFS & MIDDLE SCHOOL – ATMOSPHERE STAFF CAR PARK**

* STAFF; REMAIN CALM AND SUPERVISE CHILDREN.

ONE I.S. teachers’ will contact parents/carers as soon as possible, and the children will be kept safe and supervised until collected