

Lostock Hall Community Primary School
Fire Action Policy

In the event of a fire – sound the fire alarm and call Emergency Services.

All people to evacuate the building and gather at the designated assembly points (Playgrounds).

All doors and windows to be closed (if possible).

Office staff to bring registers to enable an accurate head count.

Once counted – numbers to be given to the Headteacher 'Fire Warden'.

Team Leaders to carry out a 'sweep' of their working areas (including toilets) as they leave the building - if safe to do so. In the absence of the Team Leader the next Senior teacher to carry out this duty.

Lettings users to nominate a person to carry out this duty i.e., carry out quick check that no-one is left in the building as they leave.

Termly Fire Drill practises to be recorded.