



Fire Drill Procedures Addendum – October 2020

Headteachers will ensure that all staff and students are aware of the fire drill procedures. This will be via regular fire drills and reminders of the evacuation procedures for all staff and pupils, including during induction procedures for new staff.

Staff will all be responsible for ensuring they exit the building, teachers to exit with their groups and assemble at the appropriate muster point if the fire alarm sounds. Teachers will be responsible for checking the attendance for their pupils and everyone will await instruction from the senior member of staff to re-enter the building.

During the Covid-19 outbreak, due consideration will be given to social distancing where possible. However, preservation of life takes precedence and in the event of a fire the priority will be to exit the building immediately via the nearest available fire exit.