



## **FIRE ZONE LOCATIONS ON BROOKLAND SITE**

**Zone 1** Penguin Classroom

**Zone 2** Library

**Zone 3** Corridor between Foyer and Library

**Zone 4** Staff and pupil toilets - Infants End

**Zone 5** Dining room area and Foyer

**Zone 6** Infants Hall

**Zone 7** External corridor linking Infant and Junior Ends

**Zone 8** Junior Hall

**Zone 9** Pupils toilets x2 - Junior End

**Zone 10** Music Hut

**Zone 11** Outside space

## FINCHLEY CHILDREN'S MUSIC GROUP

### EVACUATION PROCEEDURE FOR BROOKLAND SITE

#### Meeting Point Locations

There are 3 specified meeting points for FCMG:

- 1) Top Junior Playground (along the wall near the swimming pool)
- 2) Lower Junior Playground (in the middle near the apparatus)
- 3) Lower Junior Playspace behind Penguin classroom

#### Exit Points

On Hearing the alarm:

**Beginners** - Exit through the fire door leading from Penguin Classroom, around the building through x2 gates and into the outside play space - **DO NOT** go via the dining room

**Intermediates** - Exit through the fire doors leading from the Hall to the outside and file up to the Junior Playground - **DO NOT** go via the foyer entrance

**Seniors and Chambers** - Exit through the fire door leading from the Hall to outside and file up to the Top Playground

#### **People occupying:**

**Library and corridor at Infants End** - Exit through the disabled entrance/exit in the corridor

**Staff toilets, Dining Room and Foyer at Infants End** - Exit through main entrance

**External Corridor linking Infants and Junior Ends** - Exit through nearest available fire door (either foyer or school office)

**Both sets of toilets and communal space at Junior End** - Exit through fire door by school office

**Music Hut** - Exit through available fire door

**No one must re-enter the building once outside.**

## **Roles and Responsibilities of FCMG Committee:**

2 designated leaders are required in the event of an evacuation (for Infant and Junior ends respectively). These roles will be shared on a rotational basis by members of the FCMG committee.

### **Responsibilities of the Designated Fire Lead on hearing the alarm**

#### **Infants End**

Ensure clearance of: dining room, library, staff toilets, pupil toilets and foyer

#### **Junior End**

Ensure clearance of: communal space, external corridor linking Infants and Junior Ends, x2 sets of toilets and music hut.

First go to: the **Beginners meeting point**, then the **Intermediates meeting point\***

### **Be the last to leave the building, taking their mobile phones with you**

On arrival at the Meeting Point(s)\*, call:

"All Beginners/Intermediates/Seniors/Chambers present?"

"All parents and family members accounted for?" (parents have a public responsibility to remember who might be missing as per any other public area)

Phone through to the other designated lead on mobile when satisfied no one is missing

Confirm all clear

Await further instructions from Fire Crew if live fire situation or James (caretaker) if fire drill

### **Responsibilities of Music Staff for Evacuation**

#### **Choir accompanists**

Lead the singers to the meeting points

#### **Choir conductors**

Ensure registers are taken as soon as practical following singers arrival at rehearsal

Be the last to leave the rehearsal space taking their registers with them

Encourage calm but rapid and safe exit from rehearsal space

Call registers as soon as singers are assembled at the Meeting Point

#### **Choir chaperones**

To assist as required



## **Brookland Junior School Evacuation Procedures**

See site map for location of assembly point, alarms and extinguishers.

**ALARM** Any child or teacher discovering an outbreak of fire should without hesitation sound the nearest fire alarm by breaking the glass with something hard. (All alarms & extinguishers code marked on map)

**CALLING THE FIRE BRIGADE** All outbreaks of fire (or suspected fire), however small, should be reported immediately to either (1) Secretary, (2) Welfare Officer, (3) Senior Person in charge who will then call the Fire Brigade.

**EVACUATION** On hearing the alarm pupils should stand by their desks and when instructed by the person in charge of their class should leave the classroom in single file, with the adult in charge checking and closing the door behind them. Fire Doors in corridors should be closed. Children must be silent.

**Leave by the shortest possible route to the nearest exit:**

All internal classrooms – fire exit doors

External classrooms – fire exit doors

Computer room/SEN room/Library – through either door

Office Block – through main doors

Hall – fire exit door

Swimming Pool – main door

**N.B.** If exit cannot be used, leave by the most suitable alternative route.

All individual classroom routes maps are on the fire exit doors.

All persons should go immediately and directly to the assembly point on the *Junior Top Playground* and wait silently for roll call and further instructions.

***DO NOT talk, run, and overtake.***

***DO NOT stop to collect personal belongings.***

***DO NOT re-enter the building.***

**Designated persons will check specific areas of the building before proceeding to assembly point:** (1) Y5/6 + toilets + den = DHT/Inclusion Leader (2) Y3 + toilets + admin. block = Y3 TAs (3) Y4 + Y4/5 + ICT/Library = Kiran ICT technician (4) pool liaison and reserve = Sophie

**(Re- entry to building:** The only exception, with the consent of the Fire Brigade, is a search for a missing person. In their absence or during fire drill the Senior Person in charge (1) Head Teacher (2) Deputy Head (3) Member of the Senior Management Team will re-enter the building without placing themselves in a position of danger)

**ASSEMBLY POINT** is found at the far side of the top playground against the low brick wall. (If necessary, the field will be used).

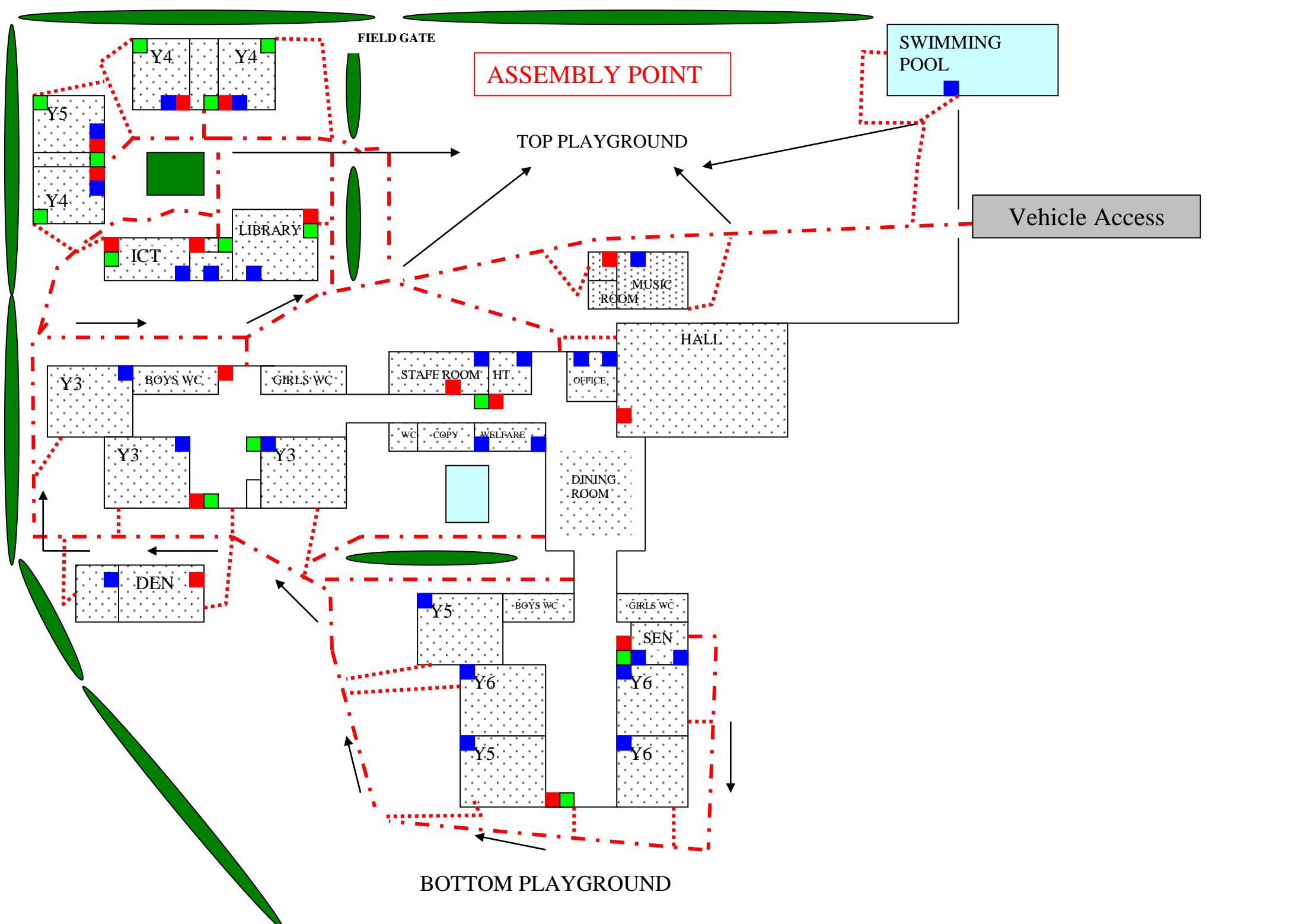
**ROLL CALL** The (1) Secretary (2) Welfare Officer will bring the following to the assembly point: class registers, lists of all adults working in the school, the visitors book, the late book, the appointment book, LA + Christ's College contact numbers, the driveway Gate Key (found in office, to right of hatch on hook) and mobile phone.

Roll call of class to be taken by adult in charge of class immediately; children answer and raise hand. Adult raises hand/register once checked. Secretary checks staff and visitors. Any missing person(s) to be reported immediately to the senior person in charge

**BOMB ALERT/OTHER EMERGENCY** If there should be any reason to evacuate the building other than for fire, the same siren will be heard, ***further instructions will be given at the assembly point and after the roll call.***

**TEST DRILLS** Test drills will be held at least once a term.

**FIRE FIGHTING** Fire fighting must always be secondary to life safety. If staff members are available after evacuation they may attack the fire with nearest fire extinguisher or hose reel providing they ***DO NOT*** place themselves in a position of danger and feel confident to do so. No one should tackle the fire alone. Note: ***NO*** water hoses should be used with an electrical fire i.e. television, computer, etc. In those cases the extinguishers should be used.



ASSEMBLY POINT

SWIMMING POOL

Vehicle Access

TOP PLAYGROUND

FIELD GATE

BOTTOM PLAYGROUND

Y4

Y5  
Y4

LIBRARY

ICT

MUSIC ROOM

HALL

Y3

BOYS WC

GIRLS WC

STAFF ROOM

HT

OFFICE

Y3

Y3

WC

COPY

WELFARE

DINING ROOM

DEN

Y5

BOYS WC

GIRLS WC

SEN

Y6

Y5

Y6

Y6