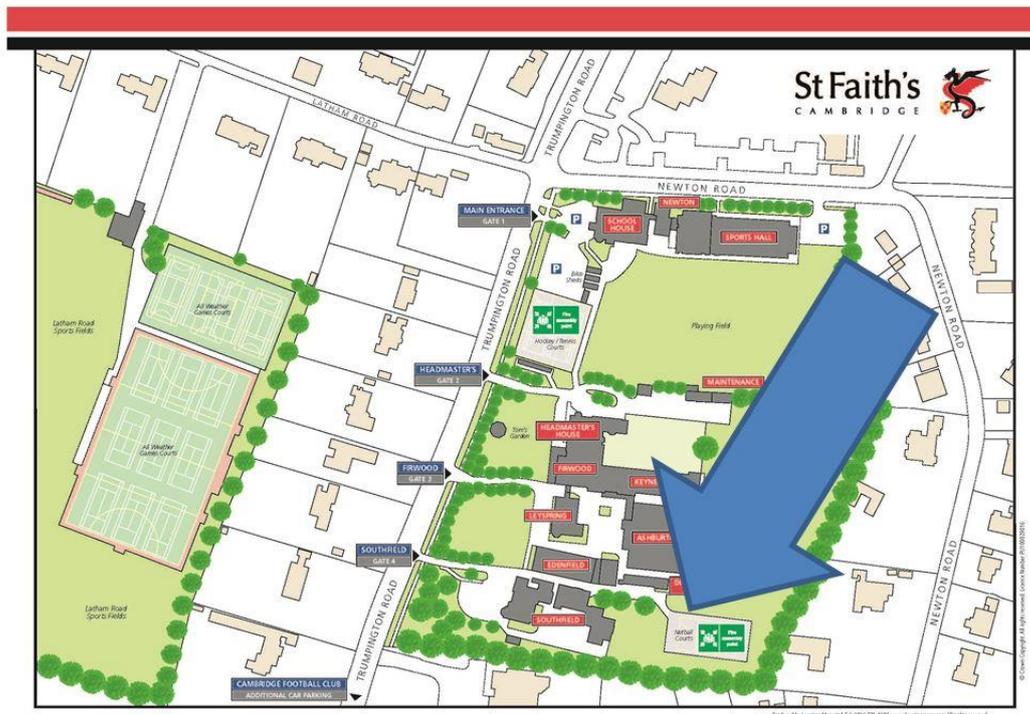


In the Event of a Fire Alarm

We are sending this periodic reminder to you because parents are welcome in school, particularly before and after the teaching day and, of course, for special events. That means that, as some have found out in the past, there is the chance that you'll be caught up in a fire alarm or practice. We regularly review our fire procedures; we recently updated all of our fire risk assessments and we conduct regular drills. This is part of our on-going work to ensure the safety for all pupils, staff and parents - and drills are sometimes scheduled to test late stay procedures.

In order to ensure that you know what to do if the alarm sounds when you are on site, we would like to draw your attention to the following:

- **The Fire Alarm.** This is a clearly audible siren; it will sound continuously in the event of a fire related incident.
- **If the Alarm Sounds.** If the alarm sounds continuously, please make your way directly to the hard playing surface on the back field to the rear of Southfield – as indicated on the map below.



- **Please:**
 - Take the most direct route to the fire alarm assembly area.
 - Remain at the fire alarm assembly area until such point as a member of the Senior Management Team or another member of staff has provided an update on the situation, or the all clear is given.
 - Assist any children who may be confused or disorientated, particularly in the event of an incident outside normal school hours.
 - **Do not...** Ignore a continuous fire alarm. If in any doubt, please move directly to the fire alarm assembly area.
 - **Do not...** Enter any building if the alarm is sounding.
- **School Responsible Persons.** The following school staff are responsible for fire safety in St Faith's; any queries relating to this letter should be directed to them in the first instance:
 - **Ms D Johnson.** Director of the VLE and School Health and Safety Coordinator.
 - **Mr R Brent.** School Bursar.
 - **Miss A Pearson.** Operations Manager.

Ms D Johnson