



# AZBUKA Russian-English bilingual school

## Fire Safety Procedures

PERSON RESPONSIBLE: Head Teacher  
Approved by: Governors of AZBUKA Foundation  
Approved: September 2023  
DATE OF NEXT REVIEW: July 2024

We undertake a fire drill at least once a term and record it in the fire log book.  
All staff, student, parents and children are aware of the fire exits, assembly area and emergency shelter for the nursery.  
All members of staff will be aware of fire safety procedures and their responsibilities. One member of staff will be designated as the key Fire Safety Officer.

### In the event of a fire:

- On hearing the fire alarm, Fire Safety Officer and staff check the main hall and classrooms and collect children in their care by the door.
- At least one adult will stay with the children.
- Fire Safety Officer, Staff and children evacuate the building in a calm and prompt manner. The fire exits green signs are operated by batteries and clearly visible in the dark.
- Head teacher/Deputy head teacher checks the children toilets, hall, hallways, kitchen and classrooms for any other children and takes staff register/board. The EYFS manager takes EYFS registers.
- The Head teacher/Deputy head/class teachers or person on charge shall conduct a roll call of children and staff.
- We do not return to the building until authorized.
- **On discovering a fire the teacher**  
\*goes to the nearest FIRE ALARM SERVICE and activate the alarm  
\*On way out and asap DIAL 999 and ask for the fire service
- Emergency assembly point and emergency shelter are:

**DALLING ROAD OPEN SPACE**  
(emergency assembly point)  
Flora Gardens School (emergency shelter)

(0) 208 392 2286 (AZBUKA contact number)