



**St. JOSEPH'S PREPARATORY SCHOOL**  
Part of the Edmund Rice Family

**FIRE REGULATIONS**

**Fire/Emergency Procedure**

- Instructions are posted in all classrooms and other points around the School.
- Staff must make themselves familiar with the instructions and discuss them with the children. Staff must know where the nearest fire exit and fire extinguisher are sited.
- One fire drill will take place each term. This will be timed and recorded.
- The fire alarm will be checked and tested regularly by the Caretakers.
- The fire alarm equipment will be checked annually by a qualified engineer.
- Fire fighting equipment will be checked annually by a qualified technician.
- All fire doors must be kept closed (not wedged open). They must be kept free of obstacles so that people can get out as quickly as possible.
- Smoking is not allowed on the premises.

St Joseph's Preparatory School  
Stoke-on-Trent

**INSTRUCTIONS IN CASE OF FIRE**

**ADULTS**

- **IF YOU DISCOVER A FIRE, OPERATE THE FIRE ALARM**
- **YOUR FIRST RESPONSIBILITY IS TO THE CHILDREN.**

ENSURE THAT THEY ARE TAKEN TO THE ASSEMBLY POINT IMMEDIATELY (THE ASSEMBLY POINT IS THE JUNIOR PLAYGROUND)

- **CLOSE ALL THE DOORS BEHIND YOU.**
- **THE SCHOOL SECRETARY WILL RING THE FIRE BRIGADE AND BRING THE SCHOOL REGISTERS TO THE ASSEMBLY POINT.**

**IF A PERSON IS MISSING, INFORM THE HEADTEACHER IMMEDIATELY**

ST JOSEPH'S PREPARATORY SCHOOL  
STOKE-ON-TRENT

**INSTRUCTIONS IN CASE OF FIRE**

**CHILDREN**

If you hear the fire alarm **STOP** what you are doing and listen to the teacher.

**BE VERY QUIET AND CALM.**

When you are told, line up and walk **IN SILENCE** in single file, through the fire exit to the Junior Playground.

Line up in **SILENCE** and listen to the class register being called.

**DO NOT** return to the school building until the teacher tells you.

**ST JOSEPH'S PREPARATORY SCHOOL  
STOKE-ON-TRENT**

**INSTRUCTIONS IN CASE OF FIRE**

**ALL VISITORS TO OUR SCHOOL**

**If you hear the fire alarm please vacate the premises immediately, closing all doors behind you.**

**The muster point is on the Junior playground.**

**Please report to the School Secretary who will be able to account for you via the Visitors book.**

**DO NOT RETURN TO THE BUILDING UNDER ANY CIRCUMSTANCES UNLESS INSTRUCTED TO DO SO BY A MEMBER OF STAFF.**

**OUT OF HOURS / HOLIDAY TIME**

***If you are working in the School during holiday time or out of School hours and there is no member of staff available, please dial 9 999 (if using the School Telephone) and report the Fire. Our School Address is: St Joseph's Preparatory School, off Rookery Lane, Trent Vale, Stoke on Trent ST4 5RF Tel: 01782 417533. PLEASE VACATE THE BUILDING IMMEDIATELY AFTERWARDS.***

**MANY THANKS FOR YOUR CO-OPERATION.**

St Joseph's Preparatory School  
Stoke on Trent

Fire Instructions

As you will be working unsupervised by staff at St Joseph's Preparatory School, it is necessary for you to have read and understood our fire procedures, please can you sign below to confirm that you have done so.