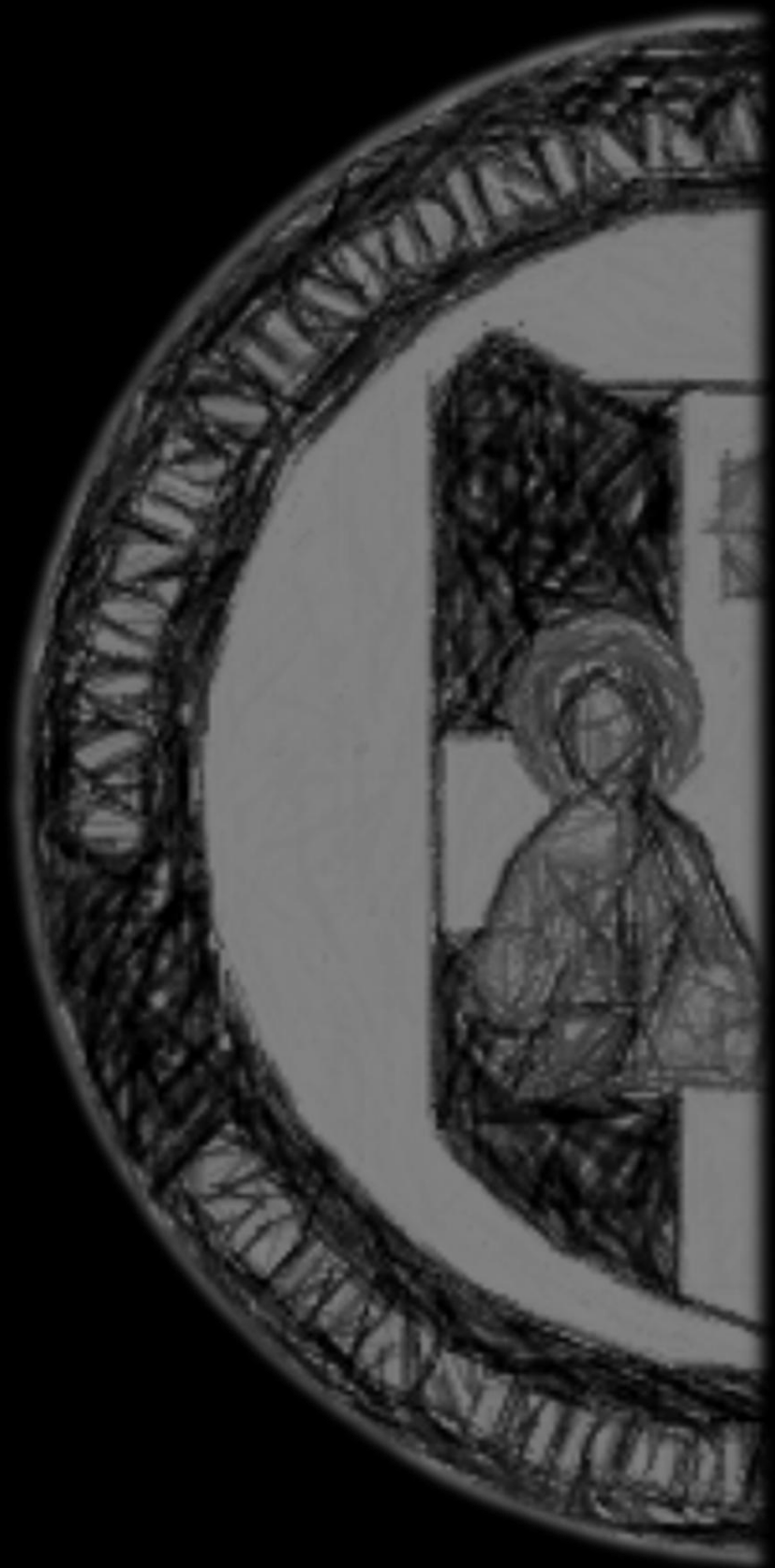


**Greek School
of
Ayia Triada
Birmingham**

**Fire Drill Plan
Statement**



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Fire Drill Plan and Actions- School Summary

(Greek School of Ayia Triada Birmingham)

The Greek School of Ayia Triada conducts **two fire drills each year, one per term**, across **all days of school operation**. These include **one announced drill** and **one unannounced drill**, in line with expected fire-safety practices requiring regular fire risk assessment reviews and familiar staff/pupil evacuation routines. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[legislation.gov.uk\]](https://www.legislation.gov.uk)

During each drill, the **Fire and Emergency Alarm** is activated to simulate a real emergency. When the alarm sounds, **teachers immediately and calmly escort pupils out of the building** using the designated evacuation routes, ensuring a **safe and timely evacuation**. Schools are required to maintain safe means of escape and ensure staff and pupils are familiar with emergency evacuation procedures. [\[hse.gov.uk\]](https://www.hse.gov.uk)

Once outside at the assembly point, teachers complete **register checks** and confirm pupil and staff presence. **Records of each drill** are kept as part of the school's fire-safety management responsibilities, which include maintaining up-to-date fire precautions and reviewing procedures regularly. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[legislation.gov.uk\]](https://www.legislation.gov.uk)

All staff are provided with the **school building plan**, showing evacuation routes and assembly points, along with the full **Fire and Emergency Procedures** so they are aware of their roles and responsibilities during an emergency. This supports the requirement for staff to be informed, trained, and instructed on fire-safety arrangements. [\[hse.gov.uk\]](https://www.hse.gov.uk)

Frequency of Drills

Each academic year, the school conducts **two full fire drills, one per term**, covering **all operational days** of the school. This includes:

- **One announced drill** to support rehearsal and staff awareness.
- **One unannounced drill** to test real-time readiness and ensure pupils and staff can respond appropriately without prior notice.

Regular fire-drill practice helps ensure that fire precautions remain current and adequate, and that evacuation procedures are known and can be executed swiftly. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[legislation.gov.uk\]](https://www.legislation.gov.uk)

Activation of the Fire and Emergency Alarm

A drill begins with the **activation of the Fire and Emergency Alarm**, which replicates the conditions of a real fire situation. This aligns with national fire-safety guidance advising schools to maintain functional alarm systems and ensure all occupants can recognise and respond to an alert. [\[hse.gov.uk\]](https://www.hse.gov.uk)

Staff Responsibilities During Evacuation

Upon hearing the alarm:

1. **Teachers escort pupils immediately**, leaving belongings behind.
2. Staff lead pupils along the **designated evacuation routes**, ensuring calm, orderly, and timely movement toward the external assembly point.
3. Teachers maintain supervision at all times, ensuring safe use of escape routes, consistent with fire-safety recommendations for schools to maintain clear and usable means of escape. [\[hse.gov.uk\]](https://www.hse.gov.uk)
4. Additional staff support children who require extra assistance.

Assembly Point & Accountability Checks

Once outside:

- Each class lines up at the **designated assembly area**, away from buildings and potential hazards.
- Teachers take a **register (roll call)** immediately and confirm attendance with the fire-marshal or senior leader.
- Any absences or concerns are reported without delay.
- A **record of the drill**—timings, attendance, issues identified—is kept as part of the school's fire-safety management requirements, which include maintaining documentation and reviewing procedures regularly. [\[legislation.gov.uk\]](https://www.legislation.gov.uk)

Staff Preparation and Familiarity with Procedures

To ensure readiness:

- All staff are given access to the **school building plan**, indicating evacuation routes, fire exits, assembly points, and locations of fire equipment.
 - Staff receive and review the school's **Fire and Emergency Procedures**, which outline their roles, responsibilities, and expectations during an evacuation.
 - This aligns with legal guidance requiring schools to ensure staff and pupils are familiar with escape procedures and that fire-risk assessments and precautions are kept up to date. [\[hse.gov.uk\]](https://www.hse.gov.uk)
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Review and Learning

After every drill:

- Leaders evaluate the evacuation's effectiveness (timing, movement, route safety, communication).
- Any issues identified are recorded and addressed promptly in line with good fire-safety management practice requiring continuous review of fire precautions and procedures. [\[legislation.gov.uk\]](https://www.legislation.gov.uk)
- Staff may receive updated instructions if changes are made.