
**EMERGENCY PROCEDURES
WITHIN THE MAIN SCHOOL SITE**
(Each House will have its own procedures in place)
See also Fire Safety Procedures and Arrangements Policy

ALARM SIGNALS

- Fire alarm sounds:
- Fire.
 - Evacuate buildings immediately, do not take personal belongings.
 - Assemble for roll call on the Head (staff and visitors) or Lower Hundred (Boys and House staff).

School bells rung: - 5 short rings, a pause, then 5 more short rings, etc:

- Suspicion that there may be a dangerous incident in or near the School.
- Stay inside your classroom or building until School bells ring continuously.

School bells rung continuously for one minute:

- Boys and House Staff assemble for roll call on the Lower Hundred.
- Other staff and visitors to assemble for roll call on The Head.
- This signal may be used, without the preceding intermittent rings, for other emergencies.

Boys and Staff should then remain at their assembly points until the 'all clear' is given by the ringing of the hand-bell. Cancellation of the alarm bells / sirens is not a signal to return to the buildings.

FIRE PREVENTION

Departmental Heads will ensure that all potential fire hazards, e.g. electrical equipment, are regularly inspected and maintained in good condition in liaison with the Estates Department. Each Head of Department should keep a log book recording that inspections have been carried out and any remedial work needed. Departmental Heads are to ensure that hazardous materials are stored correctly, e.g. flammable chemicals in flame-proof cupboards, and that potentially dangerous, combustible rubbish is not allowed to accumulate. Departmental Heads are to ensure that fire exit routes are always freely accessible and kept clear of obstructions.

Heads of academic departments are to report any concerns to the Health and Safety Advisor at once, and likewise Heads of administrative departments should report to the Assistant Bursar/SSO.

The Assistant Bursar is to ensure that regular inspections of fire-fighting appliances are carried out throughout the School and that the inspections are recorded in the appropriate way.

The Assistant Bursar, SSO and/or the Health and Safety Advisor are to carry out periodic inspections Of different areas of the School. The Assistant Bursar will maintain the School's Fire Risk Assessment.

During each academic year, the Assistant Bursar will give a demonstration of the use of firefighting appliances for new members of School staff and boys. There will be refresher training for staff every 3 years.

ALARM RAISING

On the outbreak of a fire, the alarm is set to go off automatically.

If a fire is observed and the alarm has not been automatically initiated, the person discovering the fire should break the glass in the nearest 'break glass point' at once and may make one quick attempt to put out the fire with the nearest appliance, but without taking any personal risk.

EVACUATION – TEACHING STAFF AND PUPILS

On hearing the fire alarm:

All boys are to:

- Leave their books on their desks;
- Vacate classrooms, libraries, labs, etc. immediately;
- Take the shortest route to their House Assembly point on the Lower Hundred;
- Remain at the point until a hand bell is rung to signal the end of the drill, then return to their classroom/activity unless directed otherwise.

Adults, when their room is empty, are to

- Ensure that they or another adult has made certain that the whole building including lavatories basement etc. is unoccupied;
- Close windows and the outer doors of classrooms but NOT lock them;
- Check that main supplies (gas and electricity) are switched off in all laboratories and workshops;
- Check that everyone who might be expected to have been in their building at the time of the alarm has been accounted for;
- Gather on the side of the Head nearest Big School where they should report to their Head of Department who will check members of his Department and report to the Health and Safety Advisor that: the department is clear of all persons and all staff members of the department are accounted for.

House Roll Calls

Housemasters / House Tutors / House Praes are to use a School List to call the roll at the House Assembly Point and record any absentees in writing, making this list available to the Fire Officer as required. The person who has called the roll will notify the Fire Officer / senior staff member present when this is complete.

When all departments and the 12 Houses have been accounted for, a drill will be ended by ringing the hand bell on instruction from the Health and Safety Advisor or the senior staff member present.

If not a drill but a serious incident, then further instructions will be issued as appropriate. This might include returning to the House and awaiting instructions there.

Boys and Staff should then remain at their assembly points until the 'all clear' is given by the ringing of the hand-bell. Cancellation of the alarm bells / sirens is not a signal to return to the buildings.

House Assembly Points

House assembly points will be on the Lower Hundred, facing the Fives Courts, in 'house order'.

EVACUATION – SUPPORT STAFF DURING SCHOOL HOURS

The **School Marshal or Head Porter** is to check the fire panel for the location of the fire, inform the switchboard before proceeding to the fire to establish its exact location and whether or not it is a false alarm; then inform the switchboard by radio, and if a fire, instruct that the Fire Brigade be called.

The **Switchboard Operator** is to inform the Estates Department, Medical Centre, TSC and, if so instructed, the Fire Brigade, informing them of the location of the fire, using the terminology shown on the map held jointly by the Porters' Lodge and the Fire Brigade.

N.B. the Medical Centre, Sports Centre and EAL Support Centre are not connected to the main School alarm system.

The **Assistant Bursar or SSO** is to proceed to the scene of the fire to take charge.

Porters all are to report to the Porters' Lodge. One will take the 'Fire Box' (with the loudhailer and other equipment) onto the Head and remain there as a messenger. The remainder will stay on call and be available in the area of the Porters' Lodge.

The **Estates Bursar** is to go immediately to the scene of the fire and help assess the need for specialist staff.

The remainder of the **Administrative Staff** are to evacuate their buildings and report 'buildings clear and all staff accounted for' to the Fire Officer (Health and Safety Advisor or senior staff member present) on the Head.

Following the roll call on the Head, the all-clear will be sounded on the instructions of the Fire Officer.

The Bursar or Assistant Bursar, once the location of the fire has been established and safety has been assured, may authorise some administrative staff to return to their departments before the all-clear is sounded in order to carry on with essential work, e.g. the preparation of meals.

EVACUATION – SUPPORT STAFF OUT OF SCHOOL HOURS

The Duty Porter/s and any other available staff, are to proceed to the scene to establish whether or not there is a fire. If there is, the Fire Brigade is to be called via the Duty Porter's mobile 'phone. If an incident is confirmed, appropriate Estates Department staff and the Headmaster, Bursar or Assistant Bursar/SSO are to be informed or called out. Other administrative staff are to evacuate their buildings until informed that all is clear.

THE ROLE OF THE FIRE OFFICER

During a fire drill or other School evacuation, the role of the Fire Officer is normally taken by the Second Master. In his absence, this will be undertaken by the Headmaster's Health and Safety Advisor and then in order: the Bursar, the Assistant Bursar, the Director of Studies and then the Director of Teaching and Learning. If none of these are present, the senior Housemaster present will undertake this role.

The Fire Officer will receive information from:

- Heads of Departments that their department area is clear and all staff accounted for;
- Heads of Houses that their roll call is complete;
- The School Marshal or Head Porter as to the cause of the evacuation.

A porter is to remain with the Fire Officer throughout, liaising with the staff at the fire control panel in the games porch by radio. With this information, the Fire Officer will decide whether to sound the 'all clear' or to maintain the evacuation and await arrival of the emergency services and their instructions.

In the event of a false alarm, the Fire Officer will:

- Order sirens to be cancelled if no fire detected at the activation site;
- Order system to be reset if no other obvious cause;
- Instruct the 'all clear' to be given.

In the event of a fire, the Fire Officer will:

- Instruct all to remain at their assembly points (with the megaphone);
- Allow sirens to be cancelled if requested by the School Marshal;
- Collect the lists of names of those missing from Heads of Departments and Houses;
- Consider dispatching staff support to the Switchboard area;
- Consider sending boys back to their Houses, to remain there under supervision of their Housemaster, Tutors, other staff or House Praes, as appropriate.

Roll Calls

The nature of the School routine is such that a roll call of staff and boys is only of limited value. Many boys may be back in their houses and staff might be at home or elsewhere. During afternoons and non-teaching time, this will be the case for many. In the case of a fire, the key information required by the emergency services is that buildings are clear of persons. Housemasters and Heads of Departments will take a roll call and supply a written list of unaccounted persons if required in a real emergency.

The Fire Box

To help the Fire Officer in his role, a porter will bring out the red 'fire box' containing essential equipment from the Porters' Lodge. This includes a torch, megaphone, hand-bell, the current School lists, a checklist of all departments and houses, pencil and a 'hi-visibility' jacket for the Fire Officer. The Porter will remain with the Fire Officer throughout.

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A DANGEROUS SITUATION DEVELOPING IN OR NEAR THE SCHOOL

In the event of a situation arising, such as a report of a gas leak, a chemical spillage near the School, an armed person in the grounds or other situation, the person discovering the situation should contact the Headmaster (4201), Bursar (4210) or Porters' Lodge (4238) direct and ask that the School bell be rung as appropriate:

- Five short rings then a pause, followed by five more short rings and a pause, etc. to warn the School of a potentially serious emergency and to stay where they are until the School bell is rung continuously, when the buildings should be evacuated (as for fire);
- Emails are to be sent firstly from the Porters' Lodge to all staff/all students to alert the whole School to the situation; email templates are saved to office PCs in School Marshall's office and Porters' Lodge.
- The School bell be rung continuously for 1 minute to alert everyone to an emergency and for the School to evacuate. Staff and boys must take their books and BAGS with them (this makes searching for suspect bombs etc. much easier).

ACTION IN THE CASE OF A SUSPECT BOMB

General

If a bomb threat to School personnel or property (e.g. perhaps CCF property) was considered likely, staff and boys would be warned to be extra vigilant and be briefed in advance on the action they should take on discovering or suspecting the presence of a bomb. Copies of this document will then be widely circulated and displayed.

At other, more normal times, the plan will be held by the following people, who are authorised to take emergency action and have access to the Porters' Lodge or other localities where they can initiate the alarms:

The Headmaster	Estates Bursar
The Bursars and SSO	The School Marshal
Officer Commanding CCF	The Duty Porters

These instructions should be taken very seriously, particularly as few members of the School have personal experience of the effect produced by explosives, even in small quantities.

Action to be taken

Anyone suspecting that a parcel, carrier bag, suitcase or holdall lying in or near buildings, or that a vehicle parked suspiciously or having a suspicious object attached might contain explosives and/or timing devices, wires and batteries, should report the facts at once to one of the authorised people listed above. Anyone seeing strangers on School premises acting suspiciously should also report the facts immediately to an authorised person. Under no circumstances should anyone touch or tamper with a suspect object itself.

If the authorised person examining the suspect bomb considers the situation to be a potential hazard they should immediately contact the Porters' Lodge who will initiate "5 Bells" action and a 999 call giving the name of the School, stating "Suspected Bomb" and its location.

In boarding and day Houses the Fire Alarm will be operated and the normal evacuation drill will operate.

LOSS OF ELECTRICITY DUE TO A POWER CUT

Any length of power cut, short or long, is likely to cause disruption to a lesser or greater degree depending on which School area/House/department is affected. Managers and Duty Staff (Porters, Catering, TSC) should treat power cuts as an emergency situation and be immediately available to provide reassurance and any assistance required for as long as necessary.

In the event of a power cut, the Estates Department should be contacted by HoDs immediately. Internal telephone lines are likely to be affected and therefore staff should use their mobile 'phones and contact the mobile numbers as listed on the Estates Department Emergency Call-out System. Power cuts that occur out of normal school or working hours will be dealt with by the Estates Department's usual "on call" procedures. Estates staff may be called back to work to restore power/make appropriate checks in those departments affected by loss of services.

Teachers should remain with boys in classrooms; House Staff should ensure that boys are safe within the House; HoDs should remain with their staff in the department. Event Managers should remain with, or return to, their visiting groups, if applicable.

Short Power Cut

If the electrical power is restored within minutes, continue as normal, bearing in mind that computers and telephones may take a little while to reset. Computers will need to be re-booted/turned on at the main switch; data may have been lost. HoDs, House Staff and Event Managers should check that the power has been restored effectively to all areas and report any problems to the Estates Department.

Prolonged Power Cut

In the event of prolonged loss of electricity and if power is not restored within minutes, the Estates staff will try to find the cause and likely duration of the power cut. The Bursar, Assistant Bursar, School Marshal, Second Master, available members of the ST, and a representative from ICT services will convene at the Porters' Lodge. If it is not possible to continue with normal School activities, a decision may be made to invoke the Critical Incident Management plan. The Incident Management Team may take a decision to evacuate buildings. Out of daylight hours, emergency lighting should provide sufficient light to find the nearest exit routes and to leave safely.

Staff equipped with torches will be assigned to each department/building to assist with escorting staff and boys to safety in order to assemble on the Lower Hundred and the Head for roll call.

Specific areas that will require attention when power is restored include:

- Telephone System: system should be shutdown and re-started by Reception staff;
- ICT inc photocopiers network;
- School bells system;
- Old Judde: boilers needed for heating;
- Kitchens: Orchard Centre, Lowry, Medcentre, Houses;
- OC: Gas and boilers (heating);
- BS: fuse boxes located at the rear of the stage (appointed personnel only to check and switch on).
Lights need to be turned on again at the main switch located at the side of main double doors.

Local network operator: UK Power Networks: 0800 783 8866