

<b>12b: Fire Procedures</b>		<b>Implementation Date</b>	June 2019	
<b>Author</b>	Facilities Manager	<b>Reviewer</b>	Head	

## PURPOSE

To describe the procedure for the immediate safety of all staff, pupils and visitors in the event of a fire or incident that requires the evacuation of the school buildings. The secondary purpose is to ensure that individuals are accounted for as quickly as possible, thus enabling prompt action to be taken to locate missing personnel. The principle which is to be followed, therefore, is that if an incident occurs which requires the evacuation of part of the School, a whole-school evacuation will be implemented.

## SCOPE

This procedure applies to all pupils, staff and visitors in the event of a fire. The procedure should also be followed in the event of any incident that requires the evacuation of the school site, for example:

- Explosion
- Bomb threat
- Intruder
- An incident which requires the evacuation of any of the School buildings.

## RESPONSIBILITIES

Role	Responsibility
Head of School	Identifying and establishing documentation requirement.
Author	Implementing, reviewing and maintaining document control.
Staff	Ensuring the most up to date procedure is followed and report any changes required.

## POLICY

Staff are to note that an incident or evacuation can only be closed by the Safety Officer.

## **Immediate Action**

If a fire is discovered quickly, immediate action with first aid fire appliances may be sufficient to extinguish the blaze. Staff should still summon assistance by the most practical means but in such instances the full implementation of this plan may not be necessary. However, it must be stressed that the safety of individuals is paramount and staff should not hesitate to follow this plan if they are in any doubt as to the extent of the fire.

## **Detailed Action**

### **1. All staff – On becoming aware of a fire or event which requires an evacuation:**

- Active nearest fire alarm if not sounding
- Ensure School Office is notified by the quickest and safest practical means of the nature of the fire or incident, its location and that an evacuation has started. This can be by either:
  - Task another member of staff
  - Task a Senior School pupil, if nearby, to notify the office
  - Send two Prep School pupils to School Office
- Evacuate area by nearest and safest emergency exit
- Move quickly and safely to emergency assembly point on the field at the rear of the Cloisters

**NOTE: The location of the incident may mean that the rear gates on Fulmerston site or the Losinga car park gates are to be used to approach the assembly point**

- Report to Safety Officer for roll call recording

### **2. All Staff – On hearing the fire alarm**

*(Note: Maintenance personnel have additional responsibilities which are detailed in section 8)*

- Evacuate area by nearest and safest emergency exit
- Move quickly and safely to emergency assembly point on the field at the rear of the Cloisters
- Staff evacuating through the fire door by the DT workshops should sound the external fire alarm to alert the Drama Studio

- If the Drama Studio is in use the internal fire alarm should be sounded and the building evacuated onto the field at the rear of Cloisters

NOTE: The location of the incident may mean that the rear gates on Fulmerston site or the Losinga car park gates are to be used to approach the assembly point

- Report to the safety officer for roll call recording

### **3. School Office Staff – on hearing the fire alarm**

*(Note: The School Secretary has additional responsibilities which are detailed below in section 6)*

- If necessary, and only if safe to do so, phone emergency services, giving details and location of incident
- Evacuate office, taking fire register, Inventory Fire Report, red Emergency Action folder and mobile phone
- Rendezvous with Safety Officer at the emergency assembly point on the field at the rear of the Cloisters.

### **4. Safety Officer – on becoming aware of the nature and the extent of the fire or incident**

- Report as soon as possible to the emergency assembly point on the field at the rear of the Cloisters
- Take charge of the incident and assume responsibility for Emergency Action folder
- Decide whether alternative access to Fulmerston Site is required
- If necessary, dispatch individual to open Fulmerston site rear gates or Losinga car park gates, using keys from Emergency Action folder
- Carry out actions detailed in the Emergency Action checklist

### **5. Head – on being informed of a fire or incident**

- Report to the emergency assembly point on the field at the rear of the Cloisters

- Assume the duties of the Safety Officer, in the event of the absence of the safety officer and Fire Wardens and carry out actions as detailed in the emergency action checklist

#### **6.School Secretary – on hearing the fire alarm**

- Report to the emergency assembly point on the field at the rear of the Cloisters
- Assume the duties of the Safety Officer, in the event of the absence of the safety officer, fire wardens and Head and carry out actions as detailed in the emergency action checklist

#### **7. Form Tutors – on arrival at the emergency assembly point**

- Obtain register from School Office staff
- Carry out full roll call of form
- Report results of roll call to Safety Officer/School Secretary
- Return to pupils and remain in charge of Form until emergency is declared over by Safety Officer

#### **8.Maintenance Staff – on hearing the fire alarm**

- Report to the Safety Officer
- Support the safety officer and carry out tasks as detailed

#### **9. Senior Staff**

- For the purposes of this Plan, the Senior Staff are:
  - Head
  - Deputy Head
  - Head of Sixth Form
  - Head of Prep School

## 10. Emergency Duties

- Assuming all senior staff are present the following roles will be assumed
  - **Head.** The Head will report to the emergency assembly point and assume the duties of the Safety Officer if the Fire Warden is absent.
  - **Deputy Head.** The Deputy Head is to report to the assembly point to assist with the roll call of teaching staff.
  - **Head of Sixth Form.** The Head of Sixth Form is to report to the assembly point and assist the Safety Officer as required.
  - **Head of Prep School.** The Head of Prep School's priority is the safe evacuation of his/her own form pupils and then the remainder of the Prep School
- There are likely to be occasions when one or more are absent. In that event, the priorities for action (excluding the Head of Prep School) are:
  - Assuming role of Safety Officer
  - Roll call of teaching staff
  - Safe crossing of Bridge Street

### Fire Procedures during Boarding time.

For the purposes of this policy, boarding time is all time outside the regular school hours and runs from 1800 in the evening and until 0800 in the morning of each school day, and all night and day at weekends.

- Fire drills should take place at least once a term during boarding time. These should be recorded in the Fire Log book located in the Head of House's annex.
- The boarding team are given basic fire-fighting instruction from the Fire Marshall although in the case of fire, their main role is to ensure the safety of the boarders and not to put themselves at risk.
- The log book is checked by the Fire Marshall at half-termly intervals to ensure compliance.

### On Discovery of a fire in the Boarding house

- The member of staff should raise the alarm to begin the evacuation procedures.
- All boarders should exit the boarding house by one of the three exits, depending on safety and assemble in the car park of the residence for roll call.
- If the alarms sound at night the boarders should put on their slippers and a dressing gown before leaving their rooms.
- The member of the boarding team will collect the fire folder and take a roll call of pupils.
- If fire is evident then the boarding team will call for the emergency services and the Head in accordance with the Major Incident Policy.

- If possible, the boarding team should check the fire panel to assess the location of the fire and report this to the emergency services on arrival.

Following a fire drill, or the alarm sounding with no fire, the boarders will return to the common room and wait until the Head of House has conducted a thorough search of the house and reset the alarm panel.

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- The boarding team are given basic fire-fighting instruction from the Fire Marshall although in the case of fire, their main role is to ensure the safety of the boarders and not to put themselves at risk.
- The log book is checked by the Fire Marshall at half-termly intervals to ensure compliance.

## REVIEWS

Date	Summary of Changers	Author	Reviewer
June 2019	New procedure to be in line with ISI template. Content previously held in Emergency Evacuation Plan and Fire Procedures Addition of Boarding	Dan Ford	Michael Brewer