



STONYHURST

Cross Campus Fire Safety Policy **2020-21 Academic Year**

Name of Policy:	Fire Safety Policy
Date of Policy Revision:	16 November 2020
Revised by:	Health, Safety & Security Manager
Approved by:	The Bursar
Date approved:	17 November 2020
Date of next revision:	Summer 2021
By whom:	Health, Safety & Security Manager
Location(s) where Policy can be found:	<ul style="list-style-type: none"><input checked="" type="checkbox"/> ISI Portal<input checked="" type="checkbox"/> College Website<input checked="" type="checkbox"/> Intranet<input checked="" type="checkbox"/> Hard copy files in the following offices:<ul style="list-style-type: none">❖ Compliance & Inspection Manager❖ Headmaster's PA❖ SMH Headmaster's PA❖ Bursar's PA



STONYHURST

FIRE RISK MANAGEMENT POLICY STATEMENT

This is the Fire Risk Management Policy Statement of

Stonyhurst College

Our statement of policy is to:

- ◆ Provide adequate control of the fire risks arising from our work activities;
- ◆ Consult with our employees on matters affecting their fire safety;
- ◆ Carry out and action Fire Risk Assessments;
- ◆ Provide and maintain safe detection, alarm, protection / suppression systems for fire risk management;
- ◆ Provide and maintain safe means of emergency evacuation;
- ◆ Ensure all employees are competent to carry out their tasks in an emergency, and to give them adequate training / information and supervision to enable them to safely carry out those tasks;
- ◆ Prevent fire from occurring;
- ◆ Maintain safe working conditions; and
- ◆ Review and revise this policy as necessary at regular intervals.

Signed: *Simon Marsden* Bursar

Date: October 2020 Review Date Summer 2021

Fire Safety Policy

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

This policy requires a Fire Risk Assessment for both Stonyhurst College, and Stonyhurst St Mary's Hall, to be carried out by a competent person or persons (currently Aegis Services Ltd, of Preston), and to be reviewed annually.

In addition this policy requires Stonyhurst to appoint a Designated Fire Officer appointed from within employed personnel to ensure that the Fire Safety Policy is correctly implemented and that the annual review of the Fire Risk Assessment is properly undertaken. The annual review will include a meeting with the Designated Fire Officer(s) and the competent person or persons appointed to undertake the annual review. The competent person will have both appropriate training and experience on Fire Safety and Fire Risk Management. The competent person is authorised to bring to the attention of Stonyhurst Management (Heads and/or Bursar) any issues that require notification or discussion.

The fire safety policy, procedures and risk assessments at Stonyhurst College and Stonyhurst St Mary's Hall school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

DESIGNATED COLLEGE FIRE OFFICER the designated College Fire Officer is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the Leadership Group/SMT.
- The Fire Safety Policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Fire Induction Training is given to new academic staff and pupils by Pastoral Heads.
- The training requirements to ensure that all staff (new as well as existing) understand fully what is required of them during any fire alarm procedure – is properly dealt with at the start every academic year.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire Risk Assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire Procedures and Risk Assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

At Stonyhurst College the designated Fire Officer is the Deputy Headmaster (Pastoral). Specific instructions are issued on a regular basis.

At Stonyhurst St Mary's Hall the designated Fire Officer is currently Mark Hughes.

Several of the above responsibilities are reviewed in conjunction with both the Bursar and Maintenance Co-ordinator through the regular Health and Safety Meetings.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are made aware of fire evacuation procedures (named as 'Fire Alarm Procedures' in the Staff Handbook), either through a notice, verbal instruction supported by Staff Handbook, specific instructions on Visitors Badge given to all visitors. Instructions cover the following:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit. We have automated fire alarm sensors providing a comprehensive system of fire detection across the Campus.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point – there are thirteen located around Stonyhurst College, and three for Stonyhurst St Mary's Hall.
3. If you are teaching a class, do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Designated Fire Picket/Security Officer will summon the Emergency Services if a fire is discovered.
5. Should you have a disabled pupil in your class specific instruction will have been given as to the procedures to be followed for evacuation. You should move him or her downstairs and outside in the manner agreed upon through the risk assessment for that pupil's disabilities OR direct him or her, together with his or her career, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the nearest fire picket, who will coordinate with the Fire Officer who will inform the Fire Service if appropriate. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
7. Remain at the assembly point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day on Campus. We hold specific induction programmes for all new pupils in which this knowledge is imparted. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone from the buildings - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE SERVICE

Staff are on hand throughout the whole year, 24 hours a day. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in a secure and accessible location. The Pastoral Heads will always be given advance warning of fire practices. If the alarm goes off for any other reason, there are standing instructions to summon the Fire and Emergency Service at once.

The Security Staff have standing instructions to summon the Fire and Emergency Services if the alarms go off outside of any hours when Stonyhurst College and Stonyhurst St Mary's Hall are not in session with pupils present, (unless warned of a planned fire practice).

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in either at Reception, or at the Building Director's office, where they are issued with a visitor's badge, which should be worn at all times that they are on Campus property. They are made aware of the emergency evacuation procedures either by way of notice (see above) or with reference the text on the visitor badge. In view of the size of the building complex and the extent of the building areas under one roof, emphasis is placed on exiting the building as a priority and walking around to find the nearest Fire Assembly Point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

In the event of disabled pupils or staff becoming part of our community, we will hold special one to one induction on fire safety for disabled pupils and their carers(or other members of staff) and for disabled members of staff.

We will have designated safe refuge points on every floor of every building for disabled pupils who are with us, with signs advising of their location, (usually in a stair well). We are currently implementing this as a general strategy in all new build areas and areas of refurbishment. For any new pupil joining us who is disabled and through use of risk assessment for fire evacuation particular to their level of disability, we will develop a specific procedure for that pupil and the parts of the buildings that they use so that it is clear as to the procedures that need to be followed whenever the fire alarms are sounded. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her career, together with the location of their safe refuge point, are passed to the Fire Picket Officer as soon as he or she reaches the assembly point. It is the responsibility of the Fire Officer to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Fire Piquet, who will liaise with the Fire Officer (Appendix 2). It is the responsibility of Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Responsibilities of teaching staff are clearly set out in the Staff Handbooks – which are issued to staff at the start of every academic year.

On no account should anyone return to a burning building.

RESPONSIBILITIES OF FIRE PICKETS are outlined in the appendices.

FIRE PRACTICES

We hold frequent fire practices at both Stonyhurst College and Stonyhurst St Mary's Hall – including night-time or early morning evacuations for boarders. These happen throughout the year with a higher incidence in the first term to ensure that procedures are understood and pupils become familiar with where the fire assembly points are and how they must conduct themselves.

This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Pickets helps to ensure that there can be safe evacuation in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place:

Escape Routes and Emergency Exits

There are at least two escape routes from every part of all buildings

- Fire notices and evacuation signs are displayed in every corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic lock releases that are activated by the fire alarms are fitted on doors leading onto escape routes.
- The master panel for the College alarm system is located in the main reception, and for SMH is located in the main entrance foyer on the ground floor. These panels show the location of a fire. The panels are fitted with an uninterrupted power supply.
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
 - Sound-proofed music practice rooms
 - WC
 - Recording studio
 - A large number of boarding areas
 - The swimming pool
 - Refectory
- Keeping fire routes and exits clear at all times. All emergency exit doors are automatically unlocked or have a ceramic break glass in the event of an alarm activation, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Maintenance Co-ordinator who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights, o Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Maintenance Department.
- All curtains and seating are either treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas and electricity shut off points are lodged with the local Fire Service (Blackburn and Clitheroe).

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses in-house NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations. In all refurbished areas we are now RCB protected and we meet throughout the Campus the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. A Laboratory technician has been trained in this role, we also have in-house qualified electricians to undertake testing, and we use an outside company to regularly come onto Campus and test and certificate electrical equipment.
- Records of all tests are kept in the Maintenance Department.
- The technicians (DT, ICT, and Scientific) check that all Scientific and DT equipment is switched off at the end of the school day.

Lightning Protection

The areas of highest risk have lightning protection. Lightning protection is being extended through refurbishment.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Maintenance Department, or for specific kitchen equipment, with the Catering Managers.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.
- All appliances using gas are tested by outside contractors on an annual basis. Records are Kept in the Sciences departments.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Weapons and ammunition used by the CCF are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the designated rubbish compounds.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. Security Staff with fire responsibilities are always on duty when either Stonyhurst College or Stonyhurst St Mary's Hall is let or hired for an outside function or event.

PART 3: FIRE RISK ASSESSMENT

The Fire Risk Assessments for Stonyhurst College and Stonyhurst St Mary's Hall, both meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard methodology deemed to be appropriate (through outside professional guidance) as most appropriate. We are progressively updating them to follow the format of "Specification 79: 2005.

Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Copies of Fire Risk Assessments are held with the Health & Safety Manager.

Any comments or suggestions for improvement are always welcome. There is an active scheme to promote this through our PIR forms. (Blank forms in Staff Handbooks, register of suggestions and follow up kept with Campus Chair of Health & Safety). Any request received has to be responded to and a record kept.

All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

ALL SENIOR MANAGEMENT ON SITE should report to reception in the event of an alarm during the school day.

There they will be made aware of the unit that has activated the Fire Alarm. Either SECURITY or The member of SMT on duty will then proceed to this point that has been activated to determine whether or not there is a fire.

Contact should then be made with the FIRE OFFICER.

In the event of an alarm sounding, all communications concerning the drill / alarm will take place on **Channel 1**



STONYHURST COLLEGE FIRE PROCEDURES AND ARRANGEMENTS

Addendum Covid-19 update:

The requirements of social distancing in consequence of Covid-19, require all members of the Stonyhurst community to maintain social distancing at all times. This also must be practised during Fire Evacuations.

Social distancing must be maintained during the evacuation procedure as well as when at muster point locations. Fire Marshalls and deputies should insist that this is carried out.

After the all-clear has been given from the Fire Piquet, all staff and pupils must sanitise their hands when re-entering the building.

DETAILED RESPONSIBILITIES

The aim of this procedure is to prevent uncontrolled fire or other emergency from happening or, if this aim is not achieved, to ensure that injury or damage is reduced to a level as low as is reasonably practicable.

All staff, employees and students will be trained in the fire procedures. Frequent evacuation drills will be carried out and recorded together with comments on how the procedures work. All fire fighting equipment including fire extinguishers will be inspected monthly and remedial action taken where necessary.

Responsibilities of Bursar / Chairman of Health & Safety

- Safety, security and effective maintenance of the assets of Stonyhurst College
- Facilities Management / Estate Management within the boundaries of the Stonyhurst campus
- Covering the position of Building and Maintenance Manager should he be absent
- Ensuring that Fire Risk Assessment has been carried out / reviewed annually
- Implementing fire procedures and arrangements
- Ensuring that appropriate training is carried out

Responsibilities of the two Headmasters:

- Overall responsibility for the strategic planning of Stonyhurst College
- Implementing the contingency plan in the event of a fire

Responsibilities of the Deputy Headmaster (Pastoral), senior leadership team

- Producing and maintaining with the Building and Maintenance Manager procedures for the Management of the maintenance and testing of fire systems, equipment and means of escape
- Ensuring fire drill arrangements are in place and that all employees and students are aware of the actions to take
- Taking on the role of Fire Officer / Fire Piquet should the Deputy Headmaster (Pastoral) be unavailable

Responsibilities of Heads of Playroom and House Parents

- Regular inspections with the Building and Maintenance Director of Stonyhurst College, focusing on fire hazards, electrical equipment, use of sockets, care of furniture, tidiness, fire fighting equipment etc., and ensuring compliance with school regulations. At least one inspection should be carried out per term
- Ensuring damage and maintenance issues are reported to the Building and Maintenance Manager for action.
- Liaising with the Deputy Head Pastoral regarding fire drill arrangements
- Complete weekly fire inspection checklist and action issues highlighted as necessary
- Carry out the role of duty fire officer as outlined in the termly rotas
- Implementing COSHH Regulations, Risk Assessments and overseeing electrical appliance testing
- Ensure pupils are provided with suitable instructions, training and information in what to do in the event of the Fire Alarm sounding.

Responsibilities of the Duty Fire Officer

- Collect Playroom / House radio, Clipboard and registration sheets, Torch (if necessary)
- Go to your Assembly Point and ensure that the roll call is proceeding. Insist on high standards of behaviour.
- Ensure all students line up in alphabetical order
- Give each Playroom / House time to assemble. Contact each Assembly Point in turn by radio to establish that they are staffed, ensuring that any additional staff muster points are also manned as appropriate. Tick the relevant boxes on the Fire Officer Check List.
- Insist on radio discipline. Only you should initiate communication unless there is a breakdown.
- Give the Assembly Points time to complete their roll calls and then contact them a second time in order to establish:

a) how many pupils are unaccounted for

b) how many staff are present

(place the number only in the relevant boxes); the names can be registered at the individual Assembly Points for information if required later.

(By this time the Fire Picket should have ascertained whether or not there is a fire and the information should be passed on to the Duty Fire Officer and Reception.

- Contact each Fire Point in turn and either release them back into the College if the Fire

Picket has indicated that there is no fire or tell them to hold their positions until the Fire Service arrive because there is a fire.

- Liaise with the Fire Picket to ensure that all procedures have been completed.
- Ensure that all information pertaining to the Fire Alarm is passed on to the Deputy Head (Pastoral)

Responsibilities of Department Heads

- Regular inspection of their department with the Building and Maintenance Manager, focusing on fire hazards, electrical equipment, use of sockets, care of furniture, tidiness, fire fighting equipment etc. At least one inspection should be carried out per term
- Implementing COSHH Regulations, Risk Assessments and overseeing electrical appliance testing
- Ensuring the Department remains tidy
- Ensuring damage and maintenance issues are reported to the Building and Maintenance Manager for action
- Liaison with the Deputy Head Pastoral regarding fire drill arrangements
- Checking of fire doors, escape routes, associated lighting and signs, firefighting equipment, fire alarm and detection points. Carry out the weekly inspection checklists

Responsibilities of Co-ordinator of Special Need (S.E.N.C.O.)

- Ensuring that a Disability Access Audit has been carried out and updated in line with the changing environment
- Identifying persons with a disability (disability can also include heart and lung conditions, pregnancy etc.) who may require assistance in an emergency situation
- Ensuring each disabled person completes an Emergency Egress Questionnaire
- Completing Personal Emergency Egress Plan (PEEP) for each disabled person and discussing the plan with them

Responsibility of Building Director

- Producing and maintaining with the Deputy Head Pastoral / Health & Safety Manager procedures for the Management of the maintenance and testing of fire systems, equipment and means of escape
- Liaising with the Deputy Head Pastoral and Fire Officers regarding fire drill arrangements
- Sounding the fire alarm weekly, ensuring a different manual call point is activated each time
- Keeping a fire log record up to date
- Regular inspections of Stonyhurst College with the Playroom Master / Mistresses, Heads of Department focusing on fire hazards, electrical equipment, use of sockets, care of furniture, tidiness, fire fighting equipment etc
- Checking the fire alarm panel daily and action as necessary
- Dealing with damage and maintenance issues
- Regularly inspecting fire fighting equipment to ensure it is all intact
- Ensuring electrical equipment is PAT tested every year
- Making Contractors aware of site rules and procedures before they start work

Responsibility of the Fire Officer / Fire Piquet

- Ensure Pastoral Heads are aware of their responsibilities in relation to fire prevention management at Stonyhurst.
- Ensure weekly fire inspection checklists are completed via Pastoral Heads.
- Ensuring Pastoral Heads are aware of the Fire Officer's Rota and they in turn notify their cover should they be unavailable
- Attending Fire Officers training courses
- Telephoning the Fire Service in an emergency
- Ensuring evacuations and fire drills run smoothly and that a roll call occurs
- Radio fire muster points for head count
- Liaise with the Fire Service once they arrive, ensuring they are aware of any missing persons.
- Alert the Headmaster should a fire occur so that the contingency plan can be implemented
- Reset any detectors, via security, should they be activated
- Record any incident / fire drills and forwarding to the Maintenance / Health and Safety Manager
- Carry out fire drills twice a term, once during the day and once during the night for the benefit of boarders. (They should not take place at the same time each term, they must be varied)
- Communicate with the co-ordinator of special needs to establish whether disabled persons are present in the buildings and their requirements

Responsibilities of Domestic Manager

- Ensuring damage and maintenance issues are recorded on Maintenance Report Sheets form and sent to the Building and Maintenance Manager to be actioned.
- Delegating responsibility to ensure that all areas of campus (buildings and grounds) are maintained in a clean and tidy condition. Rubbish must not be allowed to accumulate.

Responsibilities of all Employees / Teachers

- Ensuring you are familiar with the Fire & Emergency procedures and report any defects or problems with the fire precautions, procedures and equipment including fire hazards`. Life threatening conditions must be reported immediately to the Building and Maintenance Manager.

In the event of an alarm teachers should:

- Instruct the students to stand quietly behind their chairs
- When the teacher is satisfied that the students are ready and attentive he/she should instruct the students to leave the room row by row and go straight to their Playroom / House muster point.
- The teacher should then ensure that no student has been left behind, and if possible they should close all doors and windows.
- Any toilets within close proximity to the classroom should also be inspected.
- The classroom should then be made secure so the fire brigade knows that this area is clear of persons.
- The teacher should then proceed to their allotted muster point.

Responsibilities of Health, Safety & Security Manager

- Carrying out the role of Fire Officer out of term times, ensuring they notify their cover should they be unavailable. (See Responsibility of Fire Officer).
- Checking of fire doors, escape routes, associated lighting and signs, firefighting equipment, fire alarm and detection points.
- Ensuring they are aware of their responsibilities as Fire Officer / Fire Piquet
- Ensuring they are aware of the Fire Officer's Rota and notify their cover should they be unavailable
- Attending Fire Officers training courses
- Carrying keys to the buildings at all times including keys to the main gate, which needs to be unlocked should a fire occur after 10pm
- Responding to their bleeps should the fire alarm be activated
- Resetting any detectors should they be activated
- Resetting the safe guarding devices (locks) when safe
- Recording any incident / fire drills and forwarding to the Deputy Headmaster (Pastoral)
- Advising Fire Officers of any changes to Fire Procedures

Fire Marshal

- To collect a radio as appropriate and register staff at their designated muster point when the fire Alarm is activated.
- To seek cover from the Deputy Marshal when absent.
- To insist on strict behavior
- To inform the fire officer of the number of staff present at their muster point.
- To report to the fire piquet, status of other assembly points if applicable.
- **To insist that social distancing is maintained during the period of the evacuation.**

Deputy Marshal

- To provide support to the Fire Marshal during roll call.
- To provide cover for the Fire Marshal when they are not in school.
- To carry out the Fire Marshal duties when providing cover.
- **To insist that social distancing is maintained during the period of the evacuation.**

DUTY FIRE PICKET RESPONSIBILITIES

Please note that when the Fire Alarm is activated you should:

1. Go to Main Reception
2. Collect: Radio from reception (Channel 1) and Fire Picket Checklist from behind the reception desk
3. The member of security on duty will proceed to the source of the alarm
4. The Fire Picket should announce over the radio "Fire Picket is in position" "Fire Officer, please proceed with the roll call when ready"
5. The Fire Picket should use the registers in the Fire Picket Checklist folder to record registration numbers as the Fire Officer goes through the roll call.
6. Once security has assessed the source of the alarm they will either radio back details to the Fire Picket or return to reception to alert the Fire Picket in person to the circumstances of the alarm
7. If the alarm is false, the Fire Picket has the authority to interrupt the evacuation procedure. He/she should announce to the Fire Officer that the alarm is false and that all persons can safely return to the building.
8. If the alarm is due to a fire, the Fire Picket should let the drill continue as planned and alert the Fire Service to the situation.
9. The Fire Picket should ensure that details of the alarm and any learning from the event are recorded on the Fire Picket Checklist register. This should then be then forwarded to the Deputy Head Pastoral.
10. All information pertaining to the Fire Alarm must be passed on to the Deputy Head Pastoral within 24 hours.

In the event of the fire alarm, sounding all communications concerning the drill / alarm will take place on Channel 1

DUTY FIRE OFFICER RESPONSIBILITIES

Please note that when the Fire Alarm is activated you should:

1. Collect: Playroom / House radio
Clipboard and registration sheets
Torch (if necessary)
2. Go to your Assembly Point and ensure that the roll call is proceeding. Insist on high standards of behaviour and that students line up in alphabetical order
3. Give each muster point time to assemble and then contact each point in turn by radio to establish that they are staffed, **ensuring that any additional staff muster points are also manned as appropriate** at all times (including evenings and weekends)
4. Insist on radio discipline. Only you should initiate communication unless there is a breakdown.
5. Give the Assembly Points time to complete their roll calls and then contact them a second time in order to establish: a) how many pupils are unaccounted for
b) how many staff **are present**
(place the number only in the relevant boxes); the names can be registered at the individual Assembly Points for information if required later.
6. (By this time the Fire Picket should have ascertained whether or not there is a fire and the information should be passed on to the Duty Fire Officer and Reception.)

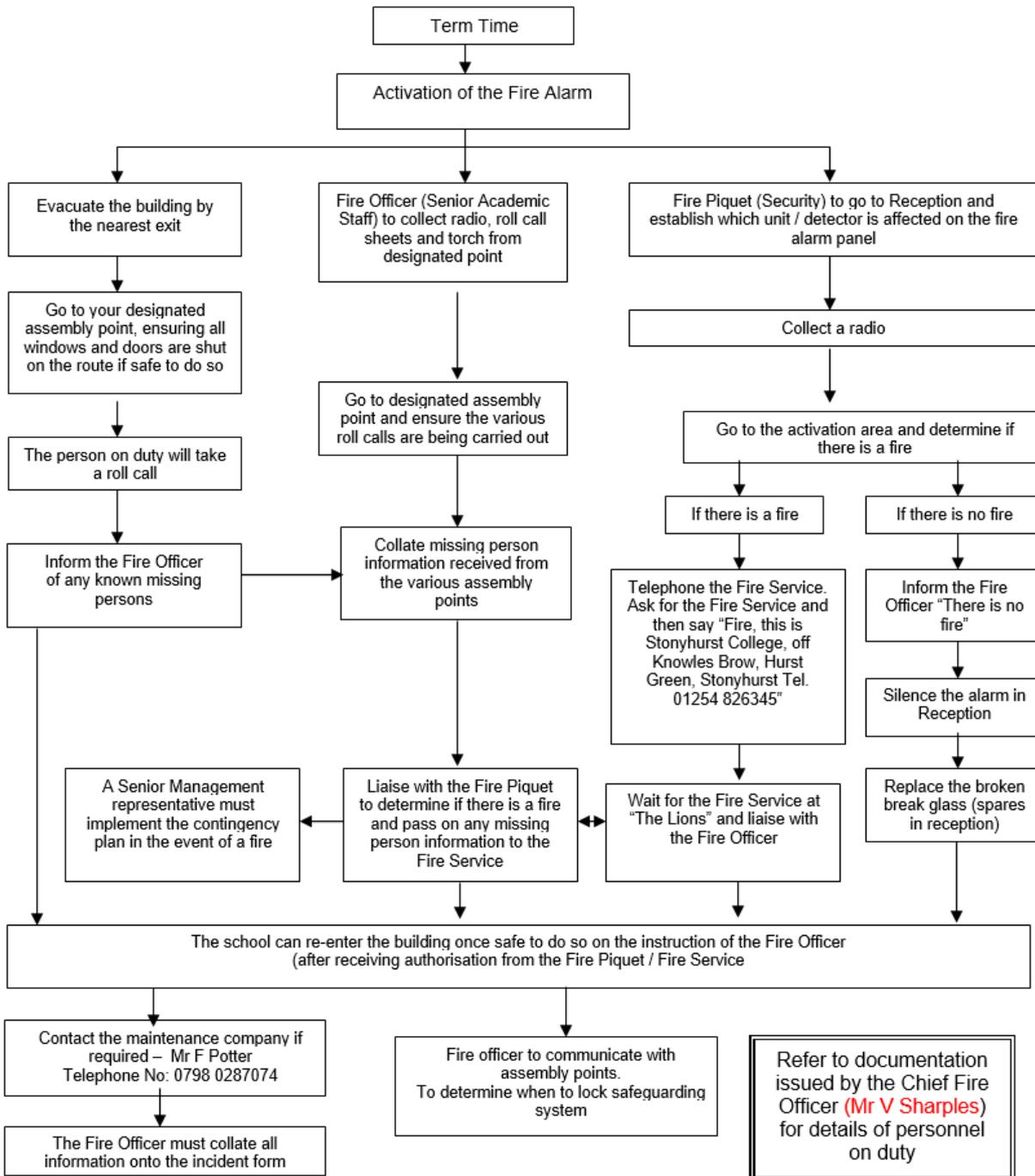
Release each fire point back into the College if the Fire Picket has indicated that there is no fire or tell them to hold their positions until the Fire Service arrive because there is a fire.
7. Liaise with the Fire Picket to ensure that all procedures have been completed.
8. Ensure that all information pertaining to the Fire Alarm is passed on to the Deputy Head Pastoral within 24 hours.

In the event of the fire alarm, sounding all communications concerning the drill / alarm will take place on **Channel 1**



STONYHURST COLLEGE
FIRE PROCEDURES AND ARRANGEMENTS
TERM TIME

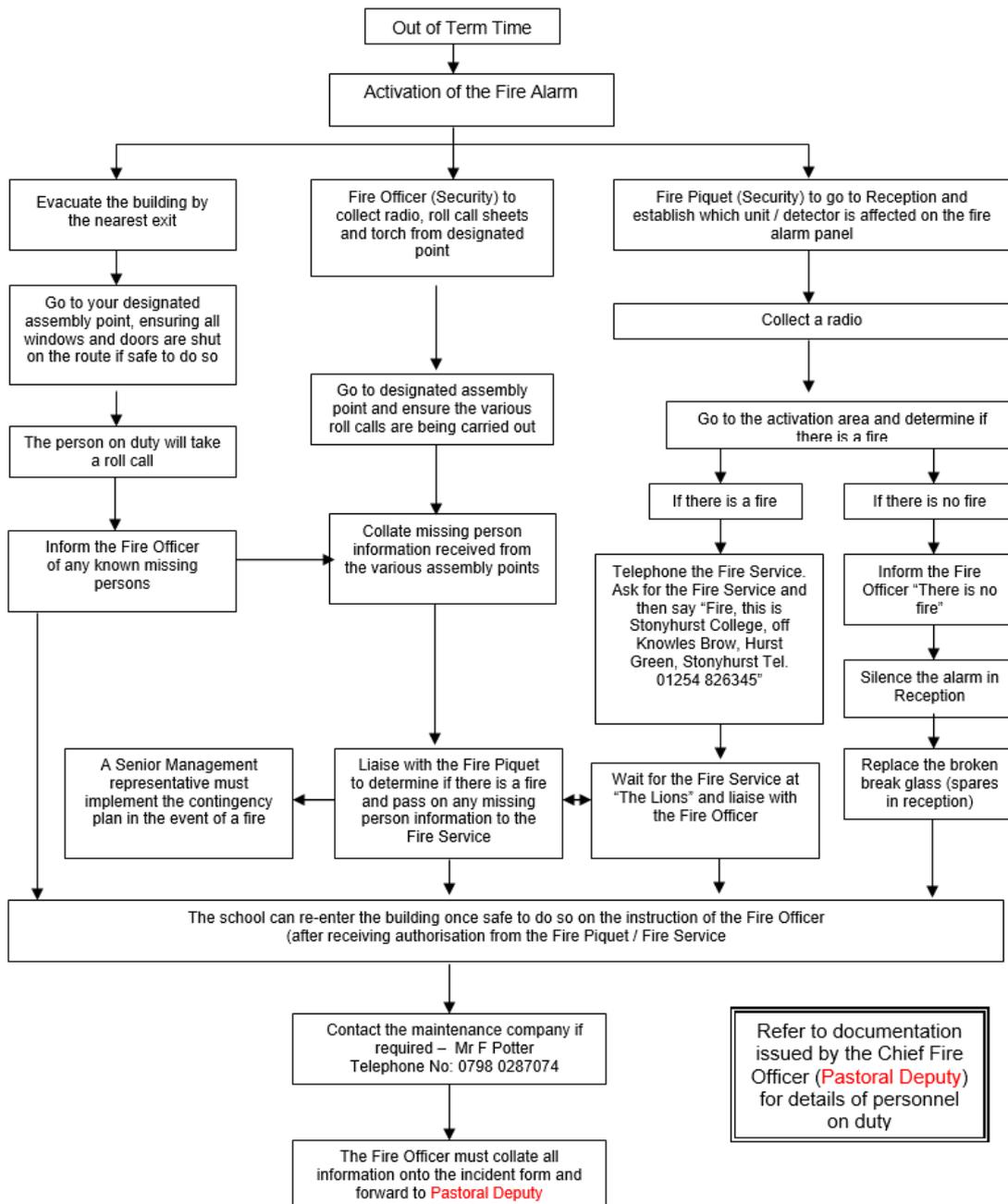
ACTION ON HEARING THE FIRE ALARM





STONYHURST COLLEGE
FIRE PROCEDURES AND ARRANGEMENTS
OUT OF TERM TIME

ACTION ON HEARING THE FIRE ALARM

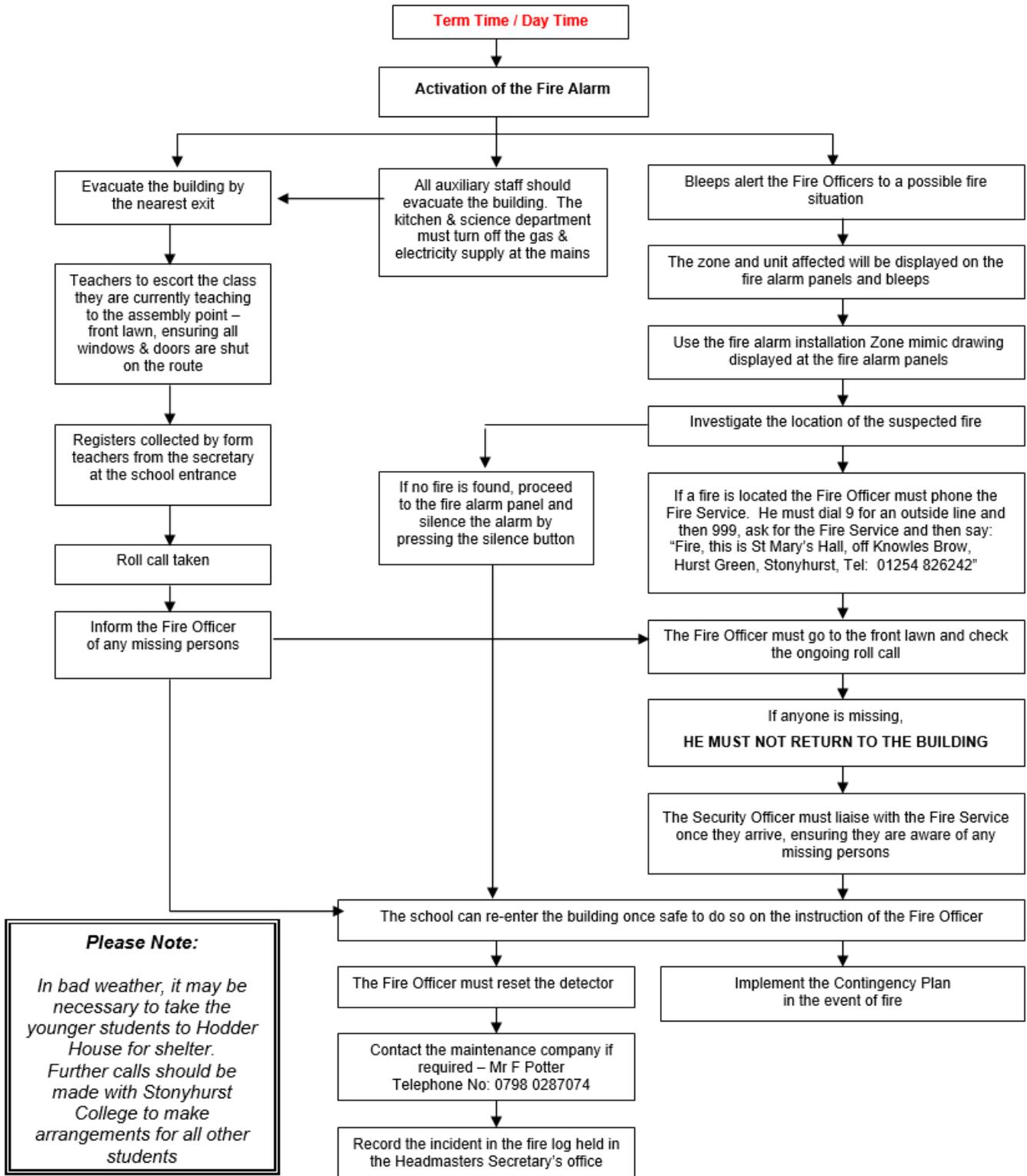




ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS

TERM TIME

ACTION ON HEARING THE FIRE ALARM – DAY TIME



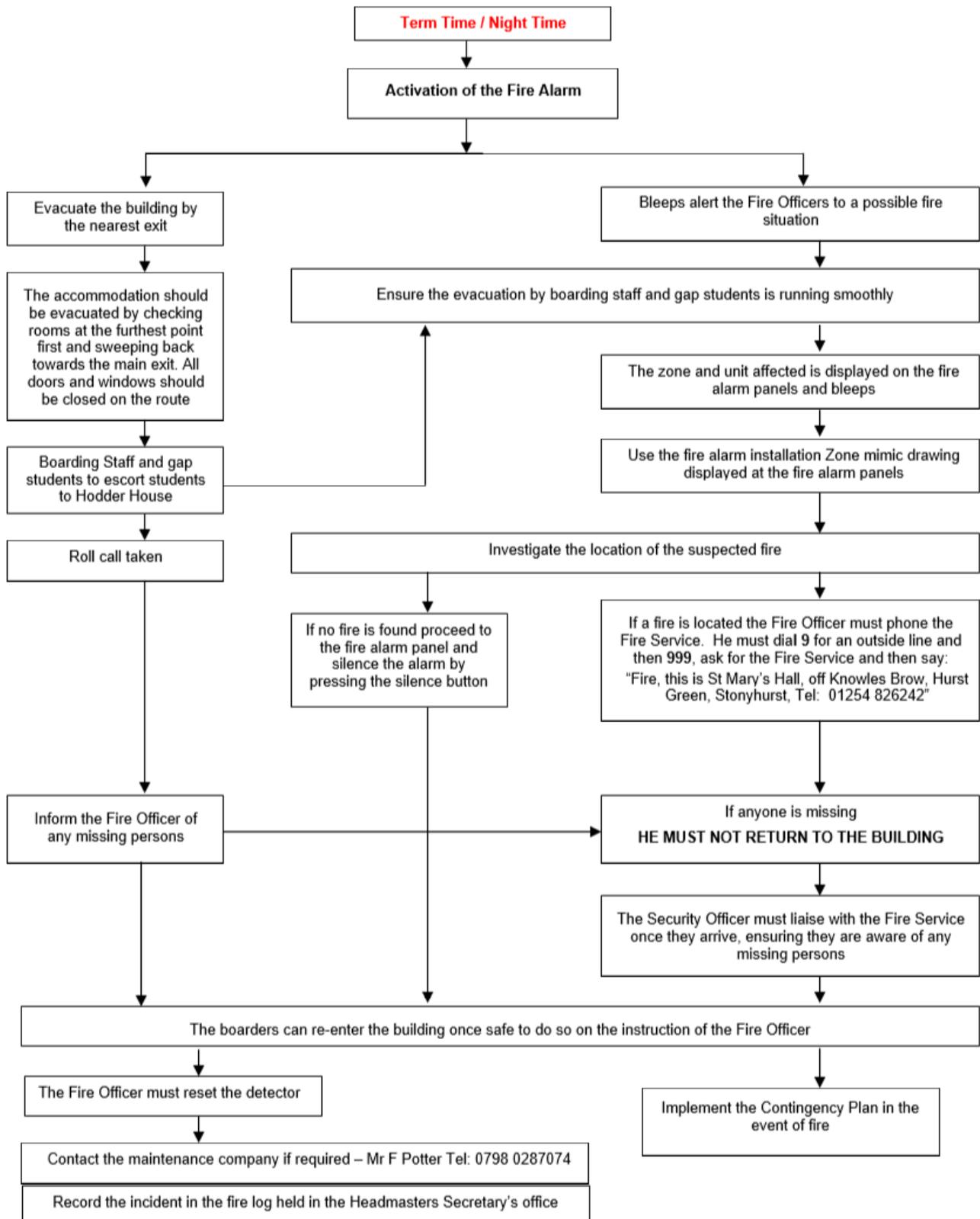
Please Note:
In bad weather, it may be necessary to take the younger students to Hodder House for shelter. Further calls should be made with Stonyhurst College to make arrangements for all other students



ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS

TERM TIME

ACTION ON HEARING THE FIRE ALARM – NIGHT TIME

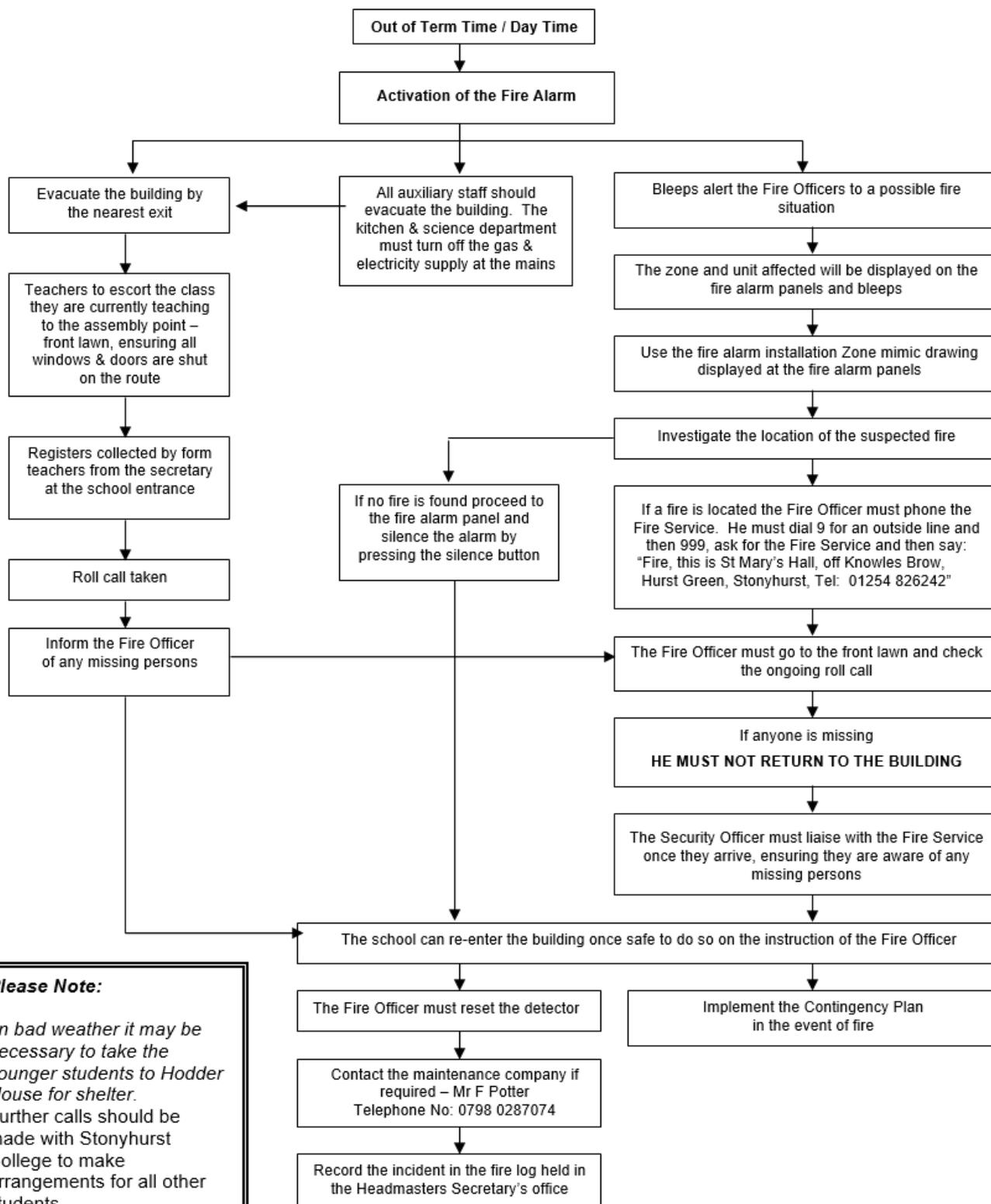




ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS

OUT OF TERM

ACTION ON HEARING THE FIRE ALARM – DAY TIME



Please Note:

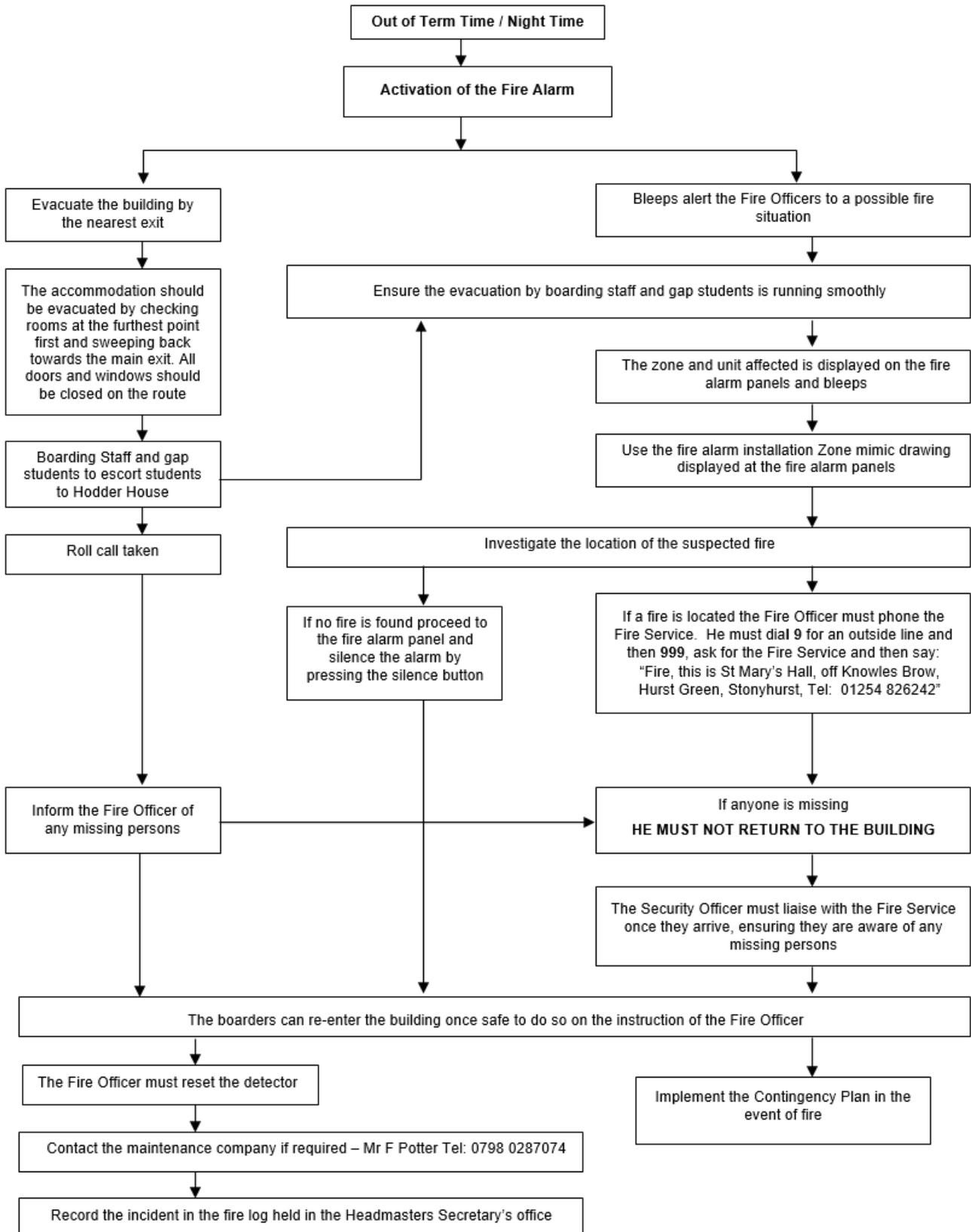
In bad weather it may be necessary to take the younger students to Hodder House for shelter. Further calls should be made with Stonyhurst College to make arrangements for all other students



ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS

OUT OF TERM

ACTION ON HEARING THE FIRE ALARM – NIGHT TIME





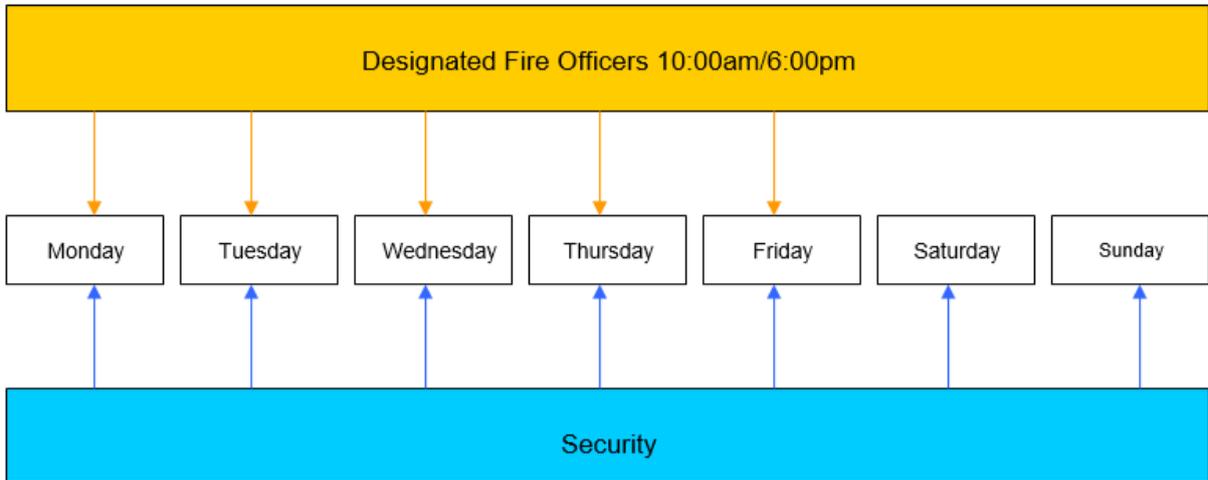
STONYHURST

ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS

OUT OF TERM

FIRE OFFICERS ROTA

ACTION ON HEARING THE FIRE ALARM / OUT OF TERM TIME



Security
Out of term times

Designated Fire Officers