



ALLEYN'S SCHOOL FIRE POLICY AND PROCEDURES

| | |
|-----------------------------------|---|
| Name of Policy | Fire Policy and Procedures |
| ISI Regulation | Part 3: Welfare, Health and Safety; 12b |
| Reviewed by | SMT |
| Author/SMT | Mr SR Born, Bursar |
| Date of school review | September 2021 |
| Date of next school review | September 2022 |

Please read in conjunction with the "Get In, Stay Put procedures" for when evacuation is not appropriate

This policy applies to both the Junior and Senior Schools.

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General Points

The Governors, Head and the Senior Management Team ensure the safety of everyone legally on the School site including pupils, staff and visitors. Everyone on the site is provided with fire safety information. All staff are provided with Fire Safety training. Fire drills are conducted termly.

- The School system is 'zoned' and activated by heat/smoke detectors and by the usual 'break glass' system. Each zone has a sound alarm which is made familiar by a drill in the first quarter of the academic year and is checked each Monday before school. **This means that at a first alarm only the building affected will be evacuated, until such time as a real fire has been discovered.** A real fire always necessitates a Full-School – Level 2 – evacuation.
- Fire Safety Rules are displayed in every classroom together with an evacuation map showing the route from classrooms to the nearest exit from the building (actually the fire map shows the route from the exits to the FAPs).
- Supervision of pupils is paramount. So if a teacher has to evacuate a building for a Level 1 Single Building evacuation, but has a class waiting or about to start elsewhere, they should first accompany the pupils in the class being taught to the Fire Assembly Point (FAP), and after completing the registration, they should go to the next lesson if it is in a building unaffected by the fire alarm. The zonal alarm system means that it is perfectly safe to remain in a building that does not have an alarm sounding.
- The CCF have an ammunition storage facility where they occasionally hold ammunition in the Armoury. It is on the lower level of the Main Building. Teaching Staff and Support Staff should be aware of this facility, the fire service should be informed, and no one should attempt to fight the fire if any ammunition is involved (see Appendix 6).
- The procedure in an emergency is designed to check that the buildings are evacuated and are empty. At a **LEVEL 1 Single-Building Evacuation** this will be done by class teachers checking timetabled classes from that building at the Year 7 Fire Assembly Point (FAP) on the Playing Fields, see Appendix 2: Fire Evacuation Map. If a real fire is discovered, a **LEVEL 2 Full-School Evacuation** will be called and all Forms will assemble with their Tutors at the FAPs on the Playing Fields in front of the Pavilion, see Appendix 2: Fire Evacuation Map.

It is worth noting that at BOTH LEVEL 1 and LEVEL 2 alarms, the Fire Brigade is called to attend, and only the Fire Brigade can give the initial permission to return to the building(s).

The following procedures will apply during class time and also between classes, during break and lunch and during assemblies (i.e. 8.30am until 3.45pm):

Alarm activation

The Alarm bell will be sounded throughout a building following activation of a Call Point in that same building. If required these may be supplemented by a series of short rings on the electric bell or short blasts on a whistle or a hand bell.

Note: The alarms will be tested for approximately 30 seconds every Monday morning at 8.05am -. No action should be taken unless the bell continues. One building is also tested in isolation after the whole-site test, so there may be two bells heard in any one building during the Monday morning test.

Procedures for Pupils and Staff

A: During registration/lessons

Pupils in the affected building should leave immediately and in silence using the nearest fire exit, accompanied and supervised by staff, leaving all personal belongings behind.

Once outside the building, they should gather at the FAPs; in a LEVEL 1 alarm this is with **class teachers** at the FAP for Year 7; in a LEVEL 2 alarm this is with **tutors** (including substitute registration teachers for absent staff), see Fire Evacuation Map, Appendix 2. Pupils should be prevented from approaching the building, entering or re-entering it. Special care should be taken when a lesson is about to start because classes will be heading between buildings. Pupils should be directed to FAPs.

Remind pupils in unaffected buildings that it is perfectly safe to remain in their building unless the fire alarm is sounding in that building.

Safety points

- Staff should close windows and doors if possible before leaving their room last.
- Pupils and staff must not search for/collect belongings.
- Staff should supervise a silent and orderly evacuation of rooms and buildings by the nearest convenient and unobstructed route. NB: the nearest staircases should be used to reach ground level. The lifts in the Edward Alleyn Building, Science Building, Lower School, Library or Swimming Pool building should **not** be used. Fire doors should be closed. Those passing through fire doors should ensure they are closed.
- There **MUST** be no running or pushing by pupils.
- All pupils must remain silent for the duration of the drill until released by the Senior Deputy Head following registration with their tutor and the accounting for all students by relevant staff.

In addition:

- If possible, laboratory technicians should cut off the gas supply at the main. This should not be done at a practice drill.
- Any traffic entering the School gates should be directed away from School buildings and ordered to stop. No other movement of vehicles should take place on the campus from the first sounding of the Fire Alarm.

Return to buildings

The signal to return will be issued by the Senior Deputy Head, who will be stationed at the Control Point. No one should enter a building until they receive the go ahead, which cannot be given until all affected zones have been checked and the Fire Brigade have given permission to do so. Remember, the rule is: **“Get out, stay out”**.

B: Evacuation outside lesson time

During Assemblies

- Pupils should leave the **Great Hall** using the nearest exit and proceed to the nearest external door, *i.e.*
- Rear of Hall door to East side door (facing Astro pitch);
- Side of Hall doors to Main front door;
- Back of stage doors to West side door (by Bursary);
- Gallery to stairwell and to East side door (facing Astro pitch);
- For assemblies in the **MCT at Alleyn’s**, evacuation is by the nearest exit, using the stairs from the upper levels.

Pupils in the Junior School should leave by the nearest exists in the temporary buildings: through the ground floor exit opposite the Dining Hall, or through the rear exit, round the back of the Gym and out onto Hillsboro’ Road.

Other Assemblies/School Functions

As above.

During Breaks or Lunch

All pupils in the Dining Hall, Sixth Form Centre, Library, Reception etc. should leave by the nearest exit and assemble at FAPs on the Playing Fields.

All pupils in corridors should leave the building by the nearest exit and make their way to the FAPs on the Playing Fields. The important safety point is to get outside the building directly. The Main Building front door should only be used by pupils for whom it is the nearest exit (e.g., from the Great Hall).

During Examinations

Examination Candidates evacuated from the Sports Hall, Old Gym, EAB or computer suites will assemble at a separate FAP in order to comply with examination protocols, see Appendix 2 – Fire Evacuation Map. They will be registered and supervised by invigilation staff. Further details will be issued prior to examinations.

Lower School Evacuation

All classes and staff evacuated from the Lower School building should be directed towards the FAP past the Dining Hall and across the quads, between the EAB and E Block and onto the field.

In the event of mechanical failure of the Fire Alarm System

A Fire Watch will be manned by Maintenance/Support staff. The Fire Alarm will be raised by verbal warning "FIRE! FIRE!". This will initiate procedures as per normal evacuations.

5. During Holidays

The compulsory holiday signing-in procedure is the necessary check on personnel on site. Staff scan their Uniware cards and upon the sound of the fire alarm, the Commissionaire is able to print a list of all staff and visitors on site, providing a register. Level 1 and Level 2 evacuations operate as per a school day evacuation.

SUMMARY EVACUATION PLANS

LEVEL 1 EVACUATION (SINGLE-BUILDING EVACUATION)

EXIT BY: nearest clear exit from all rooms as indicated on Fire Evacuation Map (Appendix 2).

FIRE ASSEMBLY POINT (FAP): All Senior School pupils and staff in the affected building should use the Fire Assembly Point for Year 7 on the Main Playing Fields by the corner of the Edward Alleyn Building. All Junior School pupils and staff in the affected building should proceed to the JS FAP on the field.

SUPERVISION: pupils will assemble in the **classes** they were in when the alarm went. They will be supervised by the member of staff who had been teaching them at the point when the alarm sounded, or who was about to teach them in that building when the alarm sounded during pupil transfer between buildings.

END OF PROCEDURE: the Estates Bursar OR Senior Deputy Head will issue one of the following instructions:

Either pupils and staff will be released to return to the affected building as per **A: 'Return to buildings'**, thus ending the evacuation; **OR** the Fire Alarm will be sounded throughout the School and the procedure will move to **LEVEL 2 Full-School Evacuation**. In this case, pupils will move to their form/tutor group in the appropriate Fire Assembly Point for their year group.

LEVEL 2 EVACUATION (FULL-SCHOOL EVACUATION)

EXIT BY: nearest clear exit from all rooms as indicated on Fire Evacuation Map.

FIRE ASSEMBLY POINT (FAP): use Form FAPs arranged by year group on the Main Playing Fields in front of the Pavilion.

SUPERVISION: pupils will assemble in their **Form/Tutor Group**. They will be registered and supervised by their Tutor (or substitute registration staff).

END OF PROCEDURE: after stand down by the Fire Brigade, a return to lessons will be announced (by Senior Deputy Head).

FIRE AND EMERGENCY STAFF DUTIES

PROCEDURE FOR LEVEL 1 (SINGLE-BUILDING EVACUATION)

Staff should check for their name or role and highlight any areas of responsibility and action required. [NB – a formal registration of Pupils and Staff is not taken at LEVEL 1, however, any missing pupils should be notified to the Deputy Head (Personnel & Administration) asap].

| MEMBER OF STAFF | DUTY |
|---|---|
| HEAD | IN OVERALL CHARGE |
| ESTATES BURSAR & Premises Manager | <ol style="list-style-type: none"> On hearing fire alarm liaise with Reception – Senior Deputy Head (or Deputy Head(s)) to be informed. Proceed to building involved and then if necessary, set off alarms in all other buildings to evacuate pupils. Await arrival of Fire Brigade. <p>Estates Bursar or Premises Manager report to Senior Deputy Head:</p> <ol style="list-style-type: none"> the building involved; that all alarms operated successfully; any area where assistance may be required and nature of assistance. |
| MAINTENANCE/SECURITY/ PORTERS | <ol style="list-style-type: none"> Line up, in alphabetical order, at FAP (Support Staff) adjacent to cricket pitch by the MUGA. After assembling, be detailed to take up stations at School gates as directed by the Estates Bursar or Premises Manager On being detailed to man School gates, close the gates to prevent entry into the School apart from the Emergency Services who should be directed to the building concerned. |
| SECTION ADMINISTRATORS/PA to Deputy Heads/RECEPTION | <p>On being advised of Level 1 Single-Building Evacuation:</p> <ol style="list-style-type: none"> Proceed to Control Point, taking signing-out book from Reception and the teaching staff absence book . Section Administrators take pupil absence lists and signing in sheets |
| COMMISSIONAIRE | <ol style="list-style-type: none"> Bring down visitors' log (when alarm sounds during the school holidays, an automatic print-out of all staff and visitors is available. The print-out is delivered to the Control Point). |
| FIRE WARDENS | <ol style="list-style-type: none"> Check their designated area according to Fire Warden's duties (Appendix 5) and report to the Bursar at the Fire Wardens FAP. CCF area Fire Warden to inform the Estates Bursar if any ammunition is held in the armoury. |
| SENIOR DEPUTY HEAD / BURSAR'S PA | <ol style="list-style-type: none"> Set up Control Point on Pavilion steps with Deputy Heads. Microphone for PA system is in the Fire Box. Ensure that Fire Box containing building-by-building timetables (for LEVEL 1) and staff and form registers (for LEVEL 2), signing-out sheets for staff and pupils, signing-in-late sheets for LS, MS and US and Section absentee lists have been received from Section Administrators. Receive report from Estates Bursar or Premises Manager on which building(s) is affected. |
| SUPPORT STAFF AND UNATTACHED TEACHING STAFF | <ol style="list-style-type: none"> Assemble, in alphabetical order, at FAP (Support Staff and Unattached Teaching staff) adjacent to cricket pitch. Section Administrators to assemble at Control Point (Pavilion steps) with Section signing-in-late sheets and Section absentee lists. |
| SCHOOL NURSE | Main Building Evacuation only. |

| | |
|-------------------------------|---|
| | <ol style="list-style-type: none"> 1. Check that the Medical Room is evacuated and assemble at Support Staff FAP adjacent to cricket pitch by the MUGA. |
| HEAD OF CATERING | <ol style="list-style-type: none"> 1. Kitchen/ Dining Hall Evacuation only evacuate kitchen staff. 2. Line up in alphabetical order, next to FAP (Support Staff) adjacent to cricket pitch. |
| CLASS TEACHERS | <ol style="list-style-type: none"> 1. Assemble teaching set at Year 7 Fire Assembly Point (FAP) on the main playing field by corner of Edward Alleyn Building. Junior School should assemble at Junior School FAP. 2. Check with available lesson register that class is accounted for. 3. Give names of all missing pupils to Section Head/Deputy Head. |
| BURSAR | <ol style="list-style-type: none"> 1. Liaise with Support Staff Registrars at FAP (Support Staff) adjacent to cricket pitch. 2. Receive confirmation from Fire Wardens that designated areas have been checked and are clear. 3. Register Fire Wardens. |
| JUNIOR SCHOOL HEAD | <ol style="list-style-type: none"> 1. Oversee Junior School registration. Receive report on Level 1 Evacuation from Estates Bursar OR Premises Manager |
| DEPUTY HEAD (where available) | <ol style="list-style-type: none"> 1. Receive report on Level 1 Evacuation from Estates Bursar OR Premises Manager. 2. Decide on return to classes OR move to Level 2 (Liaise with Bursar and Estates Team). |

**FIRE AND EMERGENCY STAFF DUTIES
PROCEDURE FOR LEVEL 2 (FULL-SCHOOL EVACUATION)**

Staff should check for their name or role and highlight any areas of responsibility and action required.

[NB: A FULL REGISTRATION OF STAFF AND PUPILS IS TAKEN DURING THIS PROCEDURE].

| MEMBER OF STAFF | DUTY |
|--|---|
| HEADMASTER | IN OVERALL CHARGE |
| ESTATES BURSAR & Premises Manager | <ol style="list-style-type: none"> 1. On hearing fire alarm report to Reception – Senior Deputy Head/Deputy Head(s) to be informed. 2. Proceed to building involved and then, if necessary, set off alarms in all other buildings to evacuate pupils. 3. Await arrival of Fire Brigade. 4. Estates Bursar or Premises Manager Report to Senior Deputy Head/Deputy Head(s): <ol style="list-style-type: none"> a) The building involved; b) That all alarms operated successfully; c) Any area where assistance may be required and nature of assistance; d) Keep Reception informed. |
| MAINTENANCE/ SECURITY/PORTERS | <ol style="list-style-type: none"> 1. Line up at FAP (Support Staff) adjacent to cricket pitch. 2. After assembly and registration, be detailed to take up stations at School gates as directed by the Estates Bursar or Premises Manager. 3. On being detailed to man School gates, close the gates to prevent entry into the School apart from the Emergency Services who should be directed to the building concerned. |
| SCHOOL ADMINISTRATORS/ RECEPTION/DEPUTY HEADS PA | <p>On being advised of a LEVEL 2 Evacuation,</p> <ol style="list-style-type: none"> 1. 2. Deputy Heads PA to take staff absence list to Control Point. 3. Section Administrators take pupil absence lists and signing in sheets |
| FIRE WARDENS | <ol style="list-style-type: none"> 1. Fire Wardens check buildings in accordance with their list of duties and report to the Bursar at the Fire Wardens FAP |
| COMMISSIONAIRE | <ol style="list-style-type: none"> 1. Bring down visitors' log to Control Point. |
| SENIOR DEPUTY HEAD / BURSAR'S PA | <ol style="list-style-type: none"> 1. Set up Control Point on Pavilion steps with Senior Deputy Head/Deputy Head(s). 2. Ensure that unattached teaching staff, support staff and form registers signing-out sheets for staff and pupils, signing-in sheets for LS, MS and US and Section absence lists (where available) have been received from Section Administrators. 3. Receive report from Estates Bursar or Premises Manager on which building(s) is affected. 4. Distribute registers to Section Heads/Section Deputies. 5. Receive and collate missing persons reports from Deputy Head (Personnel & Administration)/Deputy Head (Academic)/Bursar. 6. ADVISE ON SAFE RETURN TO BUILDINGS |
| UNATTACHED TEACHING STAFF: Deputy Head (Academic)/Assistant Head (Teaching & Learning)/Assistant Head (Co-Curricular & Partnerships) | <ol style="list-style-type: none"> 1. Assemble, in alphabetical order, at FAP (Unattached Teaching Staff), on field separate from and behind pupils. You may be called upon to stand in and take registers for absent Form tutors. 2. Senior Deputy (Personnel & Admin) will take a register of ALL teaching staff list. |
| SCHOOL NURSE | <ol style="list-style-type: none"> 1. Check that the sick room is evacuated and assemble at FAP (Support Staff) adjacent to cricket pitch. |
| CATERING MANAGER | <ol style="list-style-type: none"> 1. Evacuate kitchen staff. |

| | |
|---|---|
| | <ol style="list-style-type: none"> Line up with staff at FAP (Support Staff) adjacent to cricket pitch, in alphabetical order. Take register and report to Bursar any staff not accounted for. |
| SUPPORT STAFF | <ol style="list-style-type: none"> Assemble, in alphabetical order, at FAP (Support Staff) adjacent to cricket pitch, in four lines in alphabetical order. AV Technician to be present on Pavilion steps. |
| SECTION HEADS JUNIOR SCHOOL: LOWER SCHOOL Head and Deputy Heads MIDDLE SCHOOL Head and Deputy Heads UPPER SCHOOL Head and Deputy Head & SECTION ADMINISTRATORS, DEPUTY HEADS ASSTS. | <ol style="list-style-type: none"> Collect registers from Fire Box and distribute to form tutors. Request unattached teachers to deputise as required. Compare completed registers with absentee list (from Section Administrators on Pavilion steps. For JS from JS Admin at JS FAP and compile missing pupil lists. Check staff absence list. Prepare list of missing persons form-by-form and list of missing teaching staff and hand to Deputy Head (Personnel & Administration) (for JS hand to JS Deputy Head/Director of Studies). |
| HEAD OF INSTRUMENTAL STUDIES | <ol style="list-style-type: none"> Take register of VMTs and hand to Control Point. |
| FORM TUTORS (INCLUDING COVER REGISTRATION STAFF) | <ol style="list-style-type: none"> Tutor (or the registration cover teacher) join Form at FAP where register will be brought to you by Section Head. Take full register (head counts are not satisfactory). Clearly mark all absent from line with an x. Give names of all missing pupils to Section Head. |
| EMERGENCY CONTROL DEPUTIES Deputy Head (Personnel & Administration) | <ol style="list-style-type: none"> Appoint Unattached Teaching staff as deputies for Section Heads, Form Tutors etc. |
| BURSAR | <ol style="list-style-type: none"> Liaise with Support Staff Registrars at FAP (Support Staff) adjacent to cricket pitch. Ensure that register is taken of all Support Staff, Ensure register is taken of Fire Wardens. Report to Head any people unaccounted for. |
| BURSARY STAFF | <ol style="list-style-type: none"> Assemble at FAP (Support Staff) adjacent to cricket pitch and take register. Bursar's PA to Control Point with Fire Box. |
| JUNIOR SCHOOL HEAD | <ol style="list-style-type: none"> Oversee JS registration. Receive report on Level 2 Evacuation from Estates Bursar OR Premises Manager |
| ARRANGEMENTS FOR SWIMMING LESSONS (when pool re-opens) (Senior School and Junior School) | <ol style="list-style-type: none"> Get pupils out of the pool, line them up by the door, take the register and send one of the staff to report absences and ensure missing pupils accounted for. Allow back into the water when Deputy Head (Personnel & Administration) advises it is safe to do so. |

Appendix 1: Fire Assembly Points

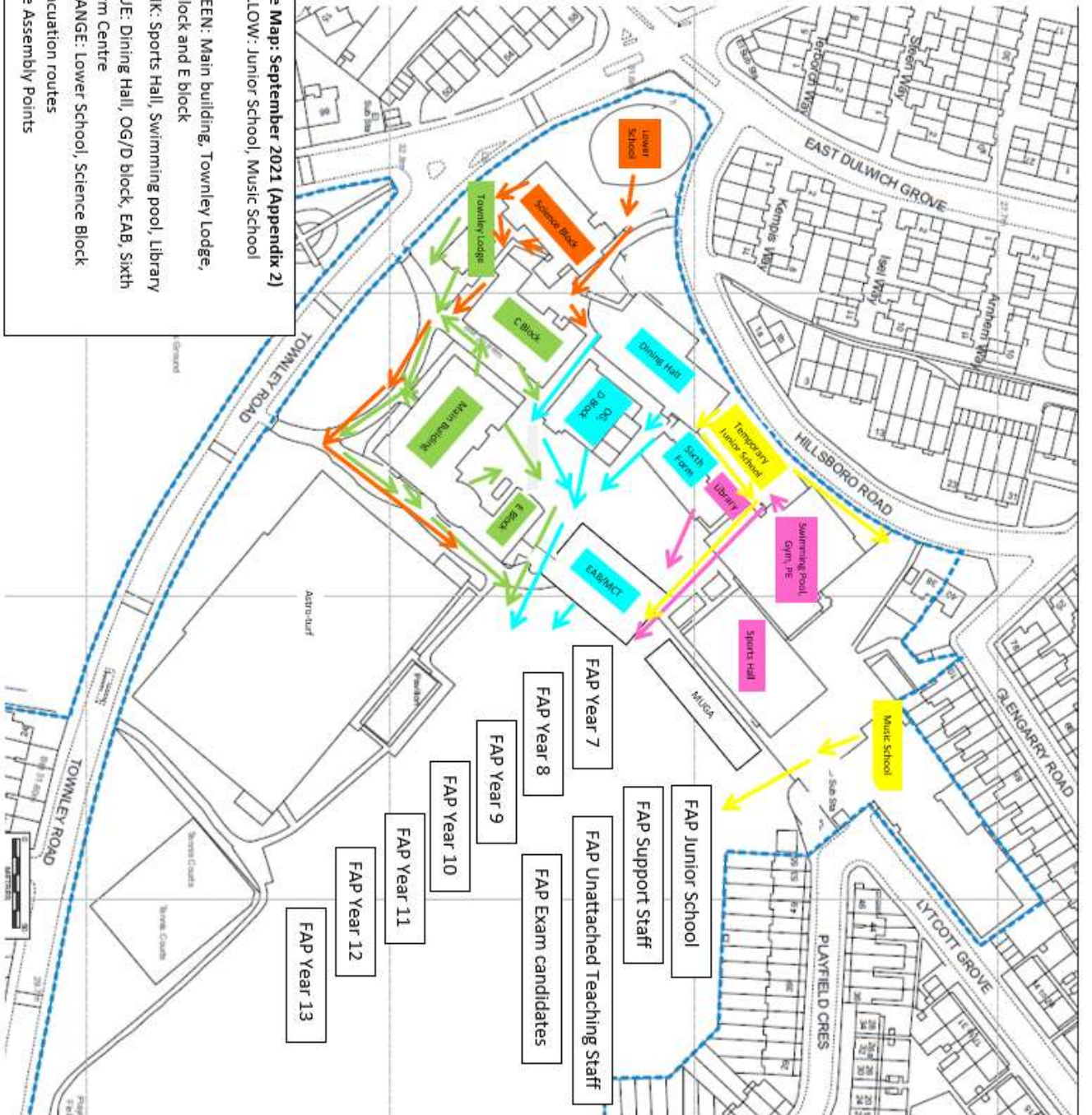
| Tutor Group | Tutor | Form Room | Tutor Group | Tutor | Form Room |
|-------------|---------------------|-----------|-------------|--------------------|-----------|
| 7CM | Mrs CA Mines | LS02 | 11AB | Miss A-KM Bott | 307 |
| 7DW | Miss DR Wynter | LS14 | 11JP | Ms JA Platten | 201 |
| 7JM | Miss JH Malings | LS16 | 11KC | Miss KL Chambers | 304 |
| 7JS | Mr EJ Sharp | LS04 | 11NT | Mrs NL Timpson | 204 |
| 7ME | Miss ML Ellery | LS12 | 11PS | Mr PN Saville | C6 |
| 7MR | Mr MP Riedel | LS06 | 11SK | Ms S Kingston | 103 |
| | | | 11SP | Mr SR Parkin | 003 |
| 8JM | Mr JM Maskill | LS01 | 11WH | Mr WJ Howell-Harte | 217 |
| 8ME | Miss RM Edwards | LS03 | | | |
| 8OB | Mr OW Beauchamp | LS05 | 12AS | Miss AC Smith | 206 |
| 8RE | Ms R Edenbrow | LS11 | 12CF | Mr CM Fish | 002 |
| 8TM | Mr TO Mitchell | LS13 | 12ED | Mr ES Delamare | 007 |
| 8VA | Ms VJ Arter-Furlong | LS15 | 12GJ | Dr GL Jenkins | 006 |
| | | | 12JC | Miss JR Carlsson | 219 |
| 9JB | Mr JF Beatty | 302 | 12JL | Mr JW Lothian | S13 |
| 9JD | Miss JA Draper | 102 | 12JP | Mr JS Piper | D1 |
| 9JW | Mr JD Wylde | 012 | 12KP | Mrs KA Pryse-Lloyd | S0 |
| 9LC | Miss LM Copeland | 210 | 12LW | Mrs LA Willetts | 005 |
| 9LH | Mr LF Hogan | 013 | 12MS | Mr MB Stevens | 220 |
| 9MG | Dr MJ Greetham | 207 | 12OB | Dr OJ Blaiklock | 120 |
| 9PC | Mr PM Cochrane | 010 | 12SK | Mrs SC Kent | 221 |
| 9SB | Mr SD Benest | 111 | | | |
| | | | FORM | TUTOR | |
| 10CJ | Mr CM James | 014 | 13AS | Miss A Schüller | 303 |
| 10CM | Miss CH McCutcheon | 205 | 13BJ | Mr B Jones | S1 |
| 10CO | Miss CE Ody | 202 | 13CD | Mr CW Dearmer | EA11 |
| 10OH | Dr DO Hawes | 112 | 13CL | Miss CM Low | 218 |
| 10MW | Mr M Workman | 216 | 13ED | Mrs EC Doherty | 026 |
| 10RP | Mr RD Payne | 305 | 13KA | Ms KS Ackerman | EA12 |
| 10TN | Dr AM O'Neill | 211 | 13KW | Miss KE Wright | 301 |
| 10VT | Miss VP Tampin | 001 | 13LM | Dr LJ Moore | S2 |
| | | | 13SM | Miss S Martin | EA13 |
| | | | 13SR | Ms SC Reynolds | 121 |
| | | | 13SS | Dr S de Silva | S14 |
| | | | 13TS | Mr TR Strange | 025 |

Appendix 2: Fire Evacuation Map

Fire Map: September 2021 (Appendix 2)

- YELLOW: Junior School, Music School
- GREEN: Main building, Townley Lodge, C block and E block
- PINK: Sports Hall, Swimming pool, Library
- BLUE: Dining Hall, OG/D block, EAB, Sixth Form Centre
- ORANGE: Lower School, Science Block

FAP = Fire Assembly Points



Appendix 3: Fire Alarm Arrangements

Technical and Administrative Summary

Summary of fire system

The fire system is linked between all the buildings and also set up to call the fire brigade on a Redcare alert. In a real fire, a full evacuation and the quickest possible response by the fire brigade would be vital to save lives. The fire brigade are clear that they will treat any alert from school premises as a priority.

The Estates Bursar walks the buildings on a regular basis to ensure that all fire exits and evacuation routes are clear and can be opened. Fire and smoke detectors, alarms, emergency lighting and extinguishers are all checked annually. Checks are conducted by a competent company/person (ISO9001 certified/BAFE approved).

In the Dining Hall, Sports Hall and EAB Atrium, because of the shape of the spaces, smoke beam detectors are installed. In the Great Hall we have a VESDA (Very Early Smoke Detection Alarm) because of the size of the room and its construction. Elsewhere the system uses smoke/heat detectors and manual call points with a break-glass. Additionally, in the EAB there are smoke vents on all stairs and in the Atrium. The EAB lift will return to park position, with doors open, on the ground floor in the event of the fire alarm sounding.

The system is an L2 system, and so the detectors are positioned to protect corridors and escape routes. This is the standard for schools.

In order to ensure that the system is not triggered unnecessarily and to manage the disruption to the School of any minor incidents which trigger the alarm but are not threatening, the following should be noted.

Heat detectors in sensitive areas

The detectors in the following areas are on Heat setting between 8.00am and 6.00pm. Science, Art, Food Technology, DT, Sixth Form Centre, the EAB café, EAB Auditorium and the Dining Hall Kitchen. This means that the detectors in those areas will only go into alarm mode if they detect a temperature above 60°C. The system will switch over automatically to Heat setting at 8.00am (weekdays and weekends) and back to Smoke at 6.00pm but can be overridden manually at any panel.

LEVEL 1 Single-Building Evacuation

Following the advice of the Fire Officer, the system we employ is a partial-evacuation system, allowing for single-building evacuation as well as whole-site evacuation.

The fire alarm system is set off when smoke or heat is detected, or by someone breaking the glass on a call point. When the fire alarm is set off in a building the bell will sound in that building only. That building should evacuate to the designated assembly point on the Field. The fire brigade will be called automatically by the Redcare system.

When the bells are activated, an alarm panel in Reception will flash (new flashing light above the panel) and in the Maintenance Workshop the sounder will sound intermittently. At the same time the system will alert four designated mobile phone numbers in succession. The system will ring each number in turn until it is answered by pressing 8. Reception will be visually informed by the flashing beacon.

The person alerted (or other persons alerted by Reception or by Maintenance) will investigate the alarm. All panels will show which detector has been activated and where. On a full evacuation the access control system will be disabled for ease of evacuation.

If it is found that there is no fire, then the rest of the site will not be alerted. The fire brigade will attend and as soon as they have given the all clear then those in the affected building can go back.

If it is found that it is a fire, the signal will be given to the Estates Bursar or Premises Manager to evacuate the rest of the site by pressing the 'evacuate' button on a fire panel. This will evacuate the whole site by activating all sounders. The reason for evacuating the whole site is to enable a full registration to be taken.

LEVEL 2 Full Evacuation

Once the sounders have been sounded across the whole site then the fire box, microphone, signing-out sheets and staff and pupil absence information should be taken to the Control Point by administrative staff. Reception should still be manned unless it is dangerous to do so, when the Junior School office will be used as an alternative.

Copies of fire risk assessments are available from the Bursary.

Appendix 4: Fire Training

Staff receive site information relating to fire and basic fire awareness training, soon after they join Alleyn's, with refresher training at appropriate intervals. Fire wardens receive a higher level of training appropriate to their duties.

The basic fire awareness training is a course that covers:

- Chemistry of fire
- Common causes of fire
- Basic safety features in buildings
- Introduction to fire extinguishers
- What to do in cases of fire

The HR department maintain a record of this training.

Appendix 5: Fire Wardens' Duties

Fire Wardens have sufficient training, experience and knowledge to carry out their duties.

Staff expected to undertake the role of Fire Warden will be expected to:

- Help those on the premises to leave;
- Check the premises to ensure everyone has left;
- Use fire-fighting equipment if safe to do so;
- Perform a supervisory/managing role in any fire situation.

Training for this role may include:

- Detailed knowledge of the fire safety strategy of the premises;
- Awareness of human behaviour in fires;
- How to encourage others to use the most appropriate escape route;
- How to search safely and recognise areas which are unsafe to enter;
- Understanding difficulties that some people, particularly if disabled, may have in escaping under any special evacuation arrangements that have been pre-planned;
- Additional training in the use of fire-fighting equipment;
- Reporting of faults, incidents and near misses.

Appendix 6: Fire in the Armoury

Fire Fighting

All staff should be made aware that at certain periods throughout the year, the armoury in the Maths corridor will hold a small amount of small arms ammunition and pyrotechnics. This is a key component to the training of the cadet contingent at Alleyn's School. If a fire develops in the immediate area then there is a risk that the ammunition and pyrotechnics could be involved.

The sign below will be displayed in the door to the secure area and will identify to the Fire Service that ammunition and pyrotechnics are in the vicinity. They will then be able to treat the incident with the correct caution as they are trained to do.

An outbreak of fire in the vicinity of ammunition, or amongst the ammunition, is a great and immediate danger to life and property. The safety of people takes priority; cadets must be removed from danger without delay.

In the event of a fire the Local Authority Fire Brigade and other emergency services must be called without delay.

Ultimately, no attempt is to be made to fight any fires where ammunition or explosives have become involved.

For further information and specifics please refer to the CCF Policy on Fire within the Armoury Compound which is held by the CCF SSI.



Fig 1 Hazard Division 1.4 Sign

Appendix 7: Fire Wardens

| FIRE WARDENS REGISTER | |
|--|---|
| Building | Names |
| Physics Dept, Science Block ground floor | Andreas Tober |
| Chemistry Dept, Science Block 2 nd floor | Darius Pranckevicius / Nilupa Silva Armstrong |
| Biology Dept, Science Block 1 st floor | Irena Lukawska |
| Music Building – Upstairs | Alpha Hopkins |
| Music Building – Downstairs | Paul Smith |
| EAB – ground floor | Peter Stormont |
| EAB – first floor | Gina Visram |
| EAB – second floor | Felicity Thomas |
| Lower School – all floors | Felicity De Salis |
| Library | Esther O'Donnell |
| IT Building – ground floor | Mike Rose |
| DT/Art– ground floor | Danny Cork |
| DT/Art/IT Building – FT suite and IT rooms on the same floor | Showers Jalloh |
| DT/Art/IT Building – Art rooms on first and second floor | Ray Brown / Alix Bizet |
| Dining Hall | Gulsah Gunaydin / Ryan Pybus |
| Sixth Form Centre | Kaye Halstead |
| Main building – basement (covering E-Block also) | Jeff Weekes / Julia Howe |
| Main building - ground floor (covering E-Block also) | Nahid Husain |
| Main building – first floor (covering E-Block also) | Annie Reeve |
| Main building- second floor (covering E-Block also) | Hollie Tillsley / Jennifer Briggs |
| Townley Lodge/Development Office | Louise Mawer |
| Sports Hall, changing rooms, dance hall and fitness suite | Louise Campbell |
| Pool/changing rooms | Stefan Gibberd |
| Estates | Tim Pease |
| Pavilion | Colin Hemington |
| The Old Gym/Drama office and Learning Support | Louise van der Valk |
| Junior School – ground floor | Janet Bowen |
| Junior School - middle/first floor | Heloise Healey-Plummer |
| JS Art room / DofE office | Caroline Dewar |
| EAC Burbage Road | James Freeman |
| CO | Matilda Smith |

Appendix 8: Sept '21 Fire Evacuation Route from Temporary Junior School

ALLEYN'S JUNIOR SCHOOL TEMPORARY BUILDING FIRE ESCAPE

Advent Term 2021

Always take the most convenient route for your location and be ready to change that route in light of any hazards that appear.

FRONT DOOR



If using the Main Front Door go down the ramp and through the gates



Turn left and go along the side of the Swimming Pool building and alongside of Quad heading for the MUGA



Go onto Field on other side of MUGA and then assemble in normal point on the field



the



BACK DOOR

If using the Back Door go out of door and down ramp and follow route by side of New Gym to Junior School Car Park. Take care when stepping over pipe near foot of stairs.





The gate into the Junior School car park should not require your swipe card as they are released when the fire alarm is sounded.

Turn left and exit the car park onto Hillsboro Road



Walk up Hillsboro Road to the Lower School Gate and access pass into the School site (a swipe card should not be required as the fire alarm releases the gates. If that is not possible walk around to Townley Road Entrance and enter that way.

Make your way down to the MUGA and assemble on the field.

If the fire is near the Dining Hall or Lower School, then assemble outside 38/40 Hillsboro Road (turn right out of the car park) and await further instructions. Call Erica Olley for more information.