



## **FIRE INSTRUCTIONS POLICY**

The safe evacuation of everyone - staff and pupils alike, is the 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. Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Form Tutors are responsible for checking registers 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 the Deputy Head - Academic. It is the responsibility of the Bursar or, in his absence, the Facilities Manager to ensure that this information is passed to the Fire and Emergency Service as soon as they arrive.

***On no account should anyone return to a burning building.***

When an emergency is signalled, teachers in charge of classes are to immediately evacuate their classrooms to outside the School by the quickest route. Do not take anything else, and do not allow the pupils to take anything. If possible shut doors and windows behind you and leave the building by the nearest exit. Teachers should familiarise themselves with the layout of the School buildings and be aware of available exits. Make your way to the assembly point.

In the event of the fire alarm sounding during break time or lunchtime then staff on duty or working in areas close to classrooms should ensure that they are evacuating the School immediately.

Teachers without a class should make their way outside to the assembly point by the nearest exit.

Procedures for classes in the Sports Hall/DT1 and DT2/Art/Swimming Pool buildings are detailed at Appendix A of these Instructions.

### **The Fire Alarm is activated in two ways:**

1. By automatic smoke/heat detectors.
2. By manually operated fire alarm call points.

If a fire breaks out the person discovering it should, if it is small enough and considered safe to tackle, extinguish it with the appropriate fire extinguisher ensuring that the correct extinguisher is used for the blaze viz.:

Chemistry laboratories	CO2
For oil or petrol or fat fires	powder
For electrical fires	CO2
For other fires (except laboratory fires)	standard water

or where one is provided, and if its use is appropriate, a fire blanket (e.g. for a pan on fire in the kitchen). If available, a second person should be sent to **notify the Bursar's Office or School Office by telephone or in person** of the location and nature of the fire. The immediate area of the fire, however small, should be evacuated and those evacuated should assemble at the appropriate assembly point on the grass slope in front of the main school building. If the fire is in any danger of being inextinguishable by apparatus in the immediate vicinity or if there is the slightest risk that it constitutes a hazard to those in its immediate neighbourhood, the area should be evacuated as described above and if the fire alarm has not been activated by a smoke or heat detector, the nearest fire alarm call point should be sought out and the button operated.

## RESPONSE TO FIRE ALARM

When the fire alarm sounds all members of staff, pupils and visitors should evacuate the building immediately. Pupils should proceed to their Form assembly point, as given on Form Lists, Staff and visitors should proceed to their allocated assembly point, with the exception of the following who will first carry out the tasks listed below:

1. **The Bursar** (or, in his absence, the Facilities Manager and/or Head Caretaker) - will locate the position of the fire, investigate and if deemed necessary, dial **999 'FIRE' (or 9999 from any internal extension)**. The operator will request the following information:

<b>Location:</b>	<b>Farnborough Hill, 312 Farnborough Road, GUI4 8AT</b>
<b>Tel No:</b>	<b>01252 545197 or 07906 988960</b>
<b>Whether Evacuation is in process?</b>	<b>YES/NO</b>

2. **The Head Caretaker and Caretaking staff** will immediately report, in person or on the School mobile radios, to the Bursar (or in his absence, to the Facilities Manager) for instructions.
3. **A member of the Grounds staff is** to proceed to the entrance drive and prevent traffic from entering and, if necessary, divert traffic from the drive onto the tractor path or grass area. Only emergency services are to be allowed access until clearance is received from the Bursar, Facilities Manager or Head Caretaker. The remainder of the Grounds staff are to report to the Bursar/Facilities Manager.
4. **The School Office** will collect all the School Registers, Staff and Pupil Exeat Books, Form Check Lists and Visitor Registers from the School Office and take to the Assembly Point.
5. **The Bursar's Assistant or Finance Manager** will collect Contractor and Visitor Registers from the Bursary and take them to the Assembly Point.
6. **At the Assembly Point:**
  - a. Each Form assembles in alphabetical order at its allotted point.
  - b. All Heads of Year, or the Assistant Heads of Year, will collect a copy of the Form check lists for their Year group from the School Office staff and distribute to their Form Tutors (including Sixth Form Tutors). The Form Tutors then call the Roll and give the completed Form check list to the Head of Year who then reports to the Deputy Head - Academic after having checked the Exeat books with School Office staff. The Deputy Head - Academic will then inform the Head of any unaccounted absentees. In the absence of a Form Tutor, the Deputy Form Tutor will carry out the above duties.
  - c. Teaching staff with no responsibility for a class and Peripatetics are to muster at the top of the slope adjacent to the Form groups behind the fence on the left-hand side of the entrance gate and are to be checked in by the Assistant Head.
  - d. Bursary, administrative staff, caretaking staff, visitors and visiting contractors are to muster at the top of the slope at the exit drive end and are to be checked by the Bursar's Assistant or Finance Manager.
  - e. Catering and housekeeping staff are to be checked in by the Chef Manager or the Assistant Chef Manager who then reports to the Bursar's Assistant or Finance Manager.
  - f. Assistant Head and Bursar's Assistant are to present the Deputy Head - Academic with their completed checklists. The Bursar and/or Facilities Manager are to liaise with the Fire Service on arrival.

After the building has been checked and the rolls called, all members of staff, visitors and pupils will wait at the Assembly Points until notified by the Head or Bursar that it is safe to return to the building. It is the Bursar's responsibility (or in his absence, the Facilities Manager) to liaise with the Fire Brigade and ascertain when it is safe to re-enter the building.

In the absence of either the Head or Deputy Head - Academic, the Deputy Head - Pastoral is to assume the tasks and responsibilities of the absent authority.

Fire Instructions for the Sports Hall, St Anne's and the Swimming Pool are detailed in Appendix A.

## **OUT OF SCHOOL HOURS**

Out of school hours, security rounds are conducted twice a day by the Resident Caretaker or the assigned Duty Caretaker. When not on site, the Duty Caretaker is contactable by mobile phone should his presence be required. In the event of an emergency, or should the fire alarms go off, if the Resident Caretaker or a Duty Caretaker is on site he will summon the Emergency Services. Teaching staff are to have registers of pupils who are on site out of school hours.

This policy is reviewed annually by the Bursar.

The next review is due in September 2022.

## APPENDIX A

### FIRE PROCEDURES FOR THE SPORTS HALL, ST ANNE'S AND SWIMMING POOL

#### IN THE EVENT OF THE FIRE ALARM RINGING IN THE MAIN SCHOOL BUILDING

1. The duo-tone alarm will sound and the outside light will flash.
2. Staff and pupils evacuate both buildings immediately.
3. PE, Art or Technology staff to inform other staff in the location, including those in the Swimming Pool.
4. Staff to ensure that the Sports Hall, Art Rooms (including the first floor classrooms, Technology Classrooms DT1 and DT2, and the Swimming Pool are evacuated.
5. Staff and pupils proceed by the quickest and safest route to the Main Assembly Point for the whole school with staff positioning themselves at the front and back of the pupils' lines during transit.

#### IN THE EVENT OF THE FIRE ALARM RINGING ONLY IN THE SPORTS HALL OR ST ANNE'S

1. The continuous tone klaxon alarm will sound.
2. Staff and pupils evacuate both buildings immediately.
3. Staff to ensure that the Sports Hall, Art Rooms (including the first floor classrooms), Technology Classrooms DT1 and DT2, and the Swimming Pool are all evacuated.
4. Staff inform the Bursar or School Office as quickly as possible, by telephone if practical, otherwise by sending two runners.
5. Staff and pupils proceed to the muster point (marked by appropriate signage) between the main tennis/netball courts and Farnborough Road.
6. Staff check that all pupils and colleagues are accounted for.
7. Everyone remains standing on the grass until either the Fire and Rescue Service, or a member of the School's Senior Leadership Team arrives and indicates that it is safe to re-enter the buildings.