

FIRE POLICY & EVACUATION PROCEDURE

Prior Park Gibraltar

<p>Policy Owner</p> <p>Chair of H&S Committee and Facilities and Resources Manager</p>	<p>Applies to</p> <p>Prior Park Gibraltar (PPSG)</p>	<p>Superseded documents</p> <p>NA</p>
<p>Associated documents</p> <p>Health and safety Policy Risk Assessment Policy</p>	<p>Review frequency</p> <p>Every year (unless the legislation/regulations update before this time)</p> <p>Implementation date</p> <p>26 February 2024</p>	<p>Legal Framework</p> <p>The Regulatory Reform (Fire Safety) Order HSE Guidance DfE Guidance ISI Regulations and Statutory Guidance COBIS Inspection Standards</p>

This policy is reviewed annually, or more regularly as required, prior to approval by Trustees (if applicable)

Last reviewed by:	Facilities and Resource Manager (Ms B Navarro) Estates Director (Mr T Tootill) and Head of Compliance (Miss E Wickham)
Date last reviewed:	January 2024
Approved by Trustees:	NA Reviewed and approved by Estates Director
Date last approved:	26 February 2024
Date for next approval:	January 2025

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

2. Aim

To ensure students, staff, contractors and visitors evacuate the building, quickly and safely in the event of a fire emergency.

For every relevant person to understand their role and responsibility in the event of an emergency evacuation.

Key Items

- A. Assembly Points
- B. Fire Marshal Team
- C. Head of House (HoHs) and Teachers' Role and Responsibilities
- D. Fire Evacuation Procedure
- E. Fire Marshal Role and Responsibilities
- F. Fire Escape Routes
- G. Fire safety maintenance
- H. Emergency evacuation during examinations procedure
- I. Emergency evacuation outside of School hours
- J. Fire Exit Route Map

A. Assembly Points

All students, staff, contractors and visitors will follow the designated fire escape route and assemble in the established assembly points detailed below for the roll call:

- Lower playground (x2)
- Arengo's Palace Road car park
- Lime Kiln steps
- Assembly points will be clearly marked with the appropriate signage.
- Students and staff have been briefed to assemble in their assigned House.
- Unsupervised visitors to assemble outside main gates for Wellington FM to check.
- Members of the cleaning team briefed to assemble in the lower courtyard - not by house.
- Escorted visitors to assemble in the area of their respective member of staff.

B. Fire Marshal Team

- All Staff are to be acquainted with the Fire Procedure and Fire Notices.
- Fire Marshals will be clearly identified with a HIVIS jacket. Staff Members exiting via fire exit bridge and escorting students towards lime kiln steps to wear HIVIS vest which is available from the hook outside the Caretaker's office in LG fire exit.
- A Fire Log is recorded and reviewed after each Fire Drill and Fire Evacuation
- The Team meet after every fire drill to review actions and also on an as and when basis to review/confirm team, roles and responsibilities.

Head Fire Marshal and Facilities & Resources Manager is responsible for reviewing and amending the procedure after each fire drill.

Summary of roles

Head Fire Marshal	Headmaster
Deputy Fire Marshals	Deputy Head Deputy Head Deputy Head Pastoral / H&S Chair
Fire Marshals	Facilities & Resources Manager / Fire Marshal 1 - middle courtyard / lower playground Maintenance Caretaker / Fire Marshal 2 - Front gate Receptionist Fire Marshal 3- Arengo's (Wellington House) Head of Support Services / Fire Marshal 4 - Lower playground MAO Fire Marshal 5 - Lime Kiln steps (Elliott House) Health & Welfare Coordinator / Support Fire Marshal 6 - Arengo's (Wellington House)
House specific procedures	Elliot House - HoH Deputy - Deputy Elizabeth House - HoH Deputy - Deputy Wellington House - HoH Deputy - Deputy Rooke House - HoH Deputy - Deputy

	<p>All Staff to assemble with their respective Houses and make themselves visible to their HoH for roll call</p> <p>All Staff to be aware of procedures should they need to deputise for HoH</p>
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C. HoH's and Teachers' Role Responsibilities

Fire Assembly Points	<p>Elliott House: Assemble in Lime Kiln Steps by Sacred Heart Church</p> <p>Elizabeth House: Assemble in lower playground, closest to School building</p> <p>Rooke House: Assemble in lower playground, closest to the exit gates</p> <p>Wellington House: Assemble in Arengo's outdoor car park</p> <p>(Tutees to line up in alphabetical order)</p>
Fire Marshals Deputy Fire Marshals Except Head Fire Marshall and Deputy Head FM	<ol style="list-style-type: none"> 1. Collects fire register from Reception (for their specific area). 2. Collects Reception log in printed list- on site visitors etc 3. Attend applicable Fire Assembly Point. 4. Take own walkie talkie or Collect on route
HOH	<ol style="list-style-type: none"> 1. Collects fire register from Fire Marshal 2. Check Staff Members 3. Receive absence roll call from Tutors. 4. Communicates with Tutors regarding all clear or any students that seem to be missing. 5. Give the 'all clear' or missing students to Fire Marshal 6. Any students or staff members marked present on their fire register but not at Assembly point needs to be cross checked with Fire Marshal sign out list from Reception 7. Responsible for distribution of duties to Deputies and Tutors' 8. Responsible to delegate in case of absence
Tutors	<p>Tutors to take head count of Tutor Group and contrast with the actual number in their group.</p> <p>Tutor to report into HoH: 'There are X in my tutor group, and they are all here' or 'There are X in my tutor group and Y are missing today'</p>
Link Tutors and other PPSG staff members	<p>Fill in for Deputy, HoH or Tutor if absent.</p>

D. Fire Evacuation Procedure

Fire procedure Time A - Time A means a normal School Day 8:30am to 4.00pm, weekdays.

Fire procedure Time B - Time B means after normal School hours which usually includes the extended co-curricular programme (4.00pm-6.00pm).

Examination arrangements - will have specific procedure - detailed at the end of this document.

Events which fall out of Time A or B i.e. after 6:30pm and weekends will have their own risk assessment and modified fire evacuation procedures.

Fire alarm is activated either by the detectors or manually via a call point.

Upon hearing the Fire Alarm, the building should be evacuated via your nearest escape route. These are clearly defined in the fire escape route plan, enclosed.

All students and staff should assemble at their appropriate Fire Assembly Point.

E. Fire Marshal Roles and Responsibilities

Head Fire Marshal	Headmaster <i>or DHOP in HMs absence</i>	Hi-vis Vest on <ul style="list-style-type: none"> • Check Fire Panel • Meet Deputy FM at panel • Check and verify location of fire • Call Fire Brigade from reception 190 or instruct BN to call • Fight fire if safe to do so • Evacuate the building, communicate with FM 1 at main entrance re: fire brigade arrival • Proceed to Assembly point • At Assembly point receive messages re: 'all clear' or 'unaccounted' from MM / LP / BN from Wellington • Proceed to main gate if possible, to communicate information to the Fire Brigade upon arrival
Deputy Fire Marshal	DHOP <i>In the event of both Headmaster and Deputy Head Operations and Pastoral are absence, Deputy Head Academic to deputise.</i>	Hi-vis Vest on <ul style="list-style-type: none"> • Meet at Fire Panel to communicate with Head FM • Fill in for Head Fire Marshal in case of absence • Fill in for any fire marshal in case of absences • If filling in not required, assemble by stairs to lower playground to ensure evacuation and assembly are carried out in a swift, orderly and safe manner • Stay at the top of the stairs to be able to have an overview of courtyard, divert crowds to avoid bottle necks/risk areas if needed
Fire Marshal 1	Facilities and Resource Manager <i>or Receptionist in F&R's absence</i>	Hi-vis Vest on <ul style="list-style-type: none"> • Check HFM at Fire Panel • Check any absences in FM team • Communicate with FM1 and Head Fire Marshal of all clear • Ensure all exits are clear

		<ul style="list-style-type: none"> • Keep close to main gate for fire brigade arrival and comms with Alfredo / Wellington • Collect House registers (except Wellington) and distribute to HoH's outside the reception area to ensure flow • Collect Staff Singing in sheet from reception • Communicate any "fill ins" for FM duties to Deputy Head FM
Fire Marshal 2	Maintenance Caretaker	Hi-vis Vest on <ul style="list-style-type: none"> • Assemble at main gate, ensure it is open and held open for Wellington House • Be able to communicate with Fire Marshal about location of fire • Relay information between Wellington and BN / PW
Fire Marshal 3	Receptionist	Hi-vis Vest on <ul style="list-style-type: none"> • Have House registers ready for Deputy FM to collect • Keep Wellington House Register to give to Maxine Porro at Assembly point • Print out signing in - staff x2. One to Bianca, one keep for Wellington House Assembly point • Students x3 copies - one for FM 4, one for Eliott and one for Wellington • Proceed to Wellington Assembly Point • Provide support for students crossing the road • Can support HoH in cross checking student absences • Once roll call completed confirm: <ul style="list-style-type: none"> - If there is any staff missing - If all students accounted for • Check visitors
Fire Marshal 4	Head of Support Services	Hi-vis Vest on <ul style="list-style-type: none"> • Collect First Aid Kit from Reception and proceed to lower Assembly Point • Have student print out copy • Receive any student absences from HoH's • Be readily visible and available for Teachers to raise any student absences in their headcount - Tutors to raise their hand to attract FM 4 attention to flag up an absence in their headcount - ('Missing Students') • HC number to be cross checked with student absence register • Head to lower gate to communicate with Eliott, possibly go down to their assembly point for ease and speed.
Fire Marshal 5	Marketing and Administration Officer	Hi-vis vest on <ul style="list-style-type: none"> • As above FM4
Fire Marshal 6	Welfare Co-Ordinator	Proceed to Wellington assembly point with First Aid kit to support as per "Reception role" unless has an unwell

		student, in this case, report to gate FM name and House of student.
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F. Fire Escape Routes

- A fire escape plan is in place and reviewed regularly.
- The Gibraltar Fire Brigade reviews any works done on the building to ensure compliance with fire regulations.
- In the event of a fire the quickest route should be used.
- Due to the small numbers assembling in the lower playground, it is deemed safe to assemble in the lower courtyard and evacuate the area via Sacred Heart Church steps should this be required.
- The Arengo's car park Assembly point also has an exit via the residential block of Police Barracks.
- In the event access to this courtyard is blocked or unsafe. The main school gate and fire exit bridge in the lower ground can also be used.
- Assembly in the area of Arengo's car park and Police Barracks steps has been deemed safe by the Gibraltar Fire brigade (January 2020 and September 2020).
- Anyone exiting via the lower ground exit bridge, will need to join their Houses for roll call.
- Subject teacher/s to escort students down Bruce's Gully steps and safely onto Castle Road and head towards Lime Kiln steps. Students and staff to join Elliott by the steps or any members of Rooke / Elizabeth to continue to the lower courtyard. Upon arrival, announce to their Tutor that they have arrived from the LG exit bridge.
- Those students from Wellington can join the usual assembly point.

In the event that the subject teacher is part of Wellington, they should still escort students to Lime Kiln steps safely and return to Wellington for roll call.

G. Fire Safety

Fire Alarm and Panel maintenance:

- Bi annual visits by IFS - certified
- Weekly checks of call points and fire alarm by Caretakers:
 - A call point is activated on a weekly basis, every Wednesday 4pm. If the alarm continues to sound for more than 30 seconds, the evacuation procedure should be followed.

Fire Equipment

- FSG Gibraltar (Chubb) survey the equipment on an annual basis
- FSG Gibraltar (Chubb) are available to check, repair and replace any parts of equipment which becomes damaged
- Weekly visual checks are performed by Caretakers - tags, pressure
- Regular visual checks are encouraged and performed by staff. These are promptly reported and rectified
- Extinguishers and fire blankets are found in key locations around the building

Emergency Lights

- Visual checks performed by Caretaker
- Checks of back up batteries and illumination will be performed on a regular basis - to be confirmed by IFS

Fire Training

- Performed by FS (Chubb) on an annual basis to Staff as part of induction or as and when required
- Staff complete relevant EduCare courses

H. Emergency evacuation procedure for examinations

The invigilator must take the following action in an evacuation emergency:

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Assemble the group together in the designated point*
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body.

During formal examinations please follow the specific evacuation procedures for each exam room. These will be easily visible on the door or wall next to the exit.

*Examinations in the gym - assembly point is by the Table Tennis courts - they can evacuate the courtyard if needed via the south stairs toward Lime Kiln.

*S19, S2 and those with alternative access arrangements to be escorted by the Invigilator / Facilitator and assemble at a distance by the LG external wall in the lower Courtyard.

*Should there be a risk to assembling in this area, they can be escorted to the multi storey car park in Arengo's to ensure separation from the rest of the School.

A risk assessment, amendments and arrangements are to be considered prior to examinations and dissemination among those relevant (Responsibility: Data and Exams Officer)

I. Emergency evacuation procedure for out of hours - TIME B

- Members of staff to ensure all the club's attendees leave the area/classroom they are in when the fire alarm sounds.
- Sweep classroom/area and make their way to the lower courtyard as main assembly point.
- Assemble in single file by co-curricular club.
- Alternative fire exits if needed can be accessed via the fire exit bridge and also the main entrance by Arengo's (if required).
- Member of staff to perform headcount of students at roll call against current register of participants and alert Fire Marshal on duty of any missing students.
- Fire Marshal Team is reduced at this time of the day. Head Fire Marshal role will be fulfilled by the Caretaker on duty supported by any additional Fire Marshals on site.

J. Fire Exit Route Map

