

# GUIDANCE IN THE EVENT OF A FIRE 2014-15

(This guidance should be familiar to every member of Staff, including all non-teaching staff).

Any person detecting what might appear to be a fire, must activate an alarm point. If for whatever reason the fire alarm is disabled the period change bell will be rung for three long bursts in succession to indicate that there is a fire.

Under no circumstances must anyone enter a room where they suspect a fire to be, neither should any person carry out any fire-fighting other than "first aid fire-fighting" as taught in a training session. **The absolute priority is the evacuation of the building to the main assembly point in the School Playground.**

## 1. All Teaching Staff Responsibilities

It is the duty of all teaching staff to initiate and control orderly and silent movement from the buildings; to ensure that all windows are closed in the rooms they have occupied; that pupils take no bags etc. with them; and that the door is closed (**but not locked**) when the room is empty.

After evacuation, each form tutor will be issued with the register from their Head of Year in the playground and call the roll noting down any absences. **Heads of Year** (or their deputies) will collect the registers and report immediately to **Mr. Dyer (or another member of SLT in his absence)** the fact that all pupils in their section of the school are accounted for, or the names of missing pupils. All staff issued with school mobile phones to have them on their person.

## 2. Fire Warden Responsibilities

Having arranged the evacuation of any boys in their charge, these members of staff will be responsible for checking the whole buildings of the school to ensure that nobody remains inside. For deputation purposes and added safety, they will operate in pairs, and the areas of responsibility will be as follows:-

Mrs. Wales & Ms. James	Medical Room, Dining Room, ladies sixth form toilets, Crush Hall area and School Office/Corridor
Mr. Stanlake, Mr. Courtenay	All rooms on the upper corridor
Mr. Taylor & Mr. Ledoux	All rooms on the lower corridor & pupils' toilets (not DT, Art, Food) but to include Science labs if Mr. Sheather is away
Mr. Sheather	Science Labs and prep rooms
Mr S. Sykes/Mrs N. Roberts	All DT, Food Technology and Art rooms and downstairs staff toilets
User	Pavilion, Gymnasium and Sports Hall,
Mrs. Lucas & Mrs. Evans	The Main Hall, Stage and Drama Studio
Mr. Hiscock	Music room, Recording Studio and practice rooms
Kitchen manager	The Kitchen, and kitchen changing rooms
Mrs. Kirkpatrick & Mrs. Waterston	Temporary mobiles 39, 40
Mr. Biggs, Mrs. Price & Mr. Aston	The JJCC
Duty Caretaker	Report to the Business Manager at the Fire Control Panel, identify the

<b>Julian Burchett/Peter Cresswell</b>	<b>source of the fire and accompany her to meet the Fire Brigade on the Drive.</b>
<b>Mrs. Baldwin</b>	<b>Meet with Duty Caretaker at the Fire Control Panel, identify source of the fire and meet Fire Brigade on the Drive. The fire alarm will be switched off only on the recommendation of the Fire Officer.</b>
<b>Mrs. Williams / Mrs. Green</b>	<b>Report to Mr. Dyer (or SLT member i/c) concerning the safety of any Cleaning Staff, visitors or Workmen who are on the School premises</b>

It is important that every room should be checked, cleared, and all windows closed, including those rooms usually regarded as private. The above named staff will report to the Deputy HM or SLT member i/c that their areas have been checked and the safety of all persons accounted for.

In the case of a practice fire drill the alarm will be switched off on the orders of the Headmaster, or in his absence, the Deputy Headmaster.

The Deputy Headmaster (or SLT member i/c) will receive Fire Control Sheets from Heads of School and building checks to determine that the building has been safely evacuated. He will liaise with the Business Manager about the location of the fire/alert and report to the Headmaster. He will liaise with the Headmaster, Business Manager and attending Fire Officer about dismissing the school and returning to the building when assured that all is safe, or otherwise in the event of a fire

Assistant Heads, Heads of Year, together with form staff, are responsible for maintaining good order and should proactively supervise the behaviour and noise levels of their tutees.

#### **Tutors should remain with their Tutor Groups at all times**

All Non-Tutors & Supply Staff should report to the Office Staff to collect registers for any groups whose Tutor is absent or join the back of a tutor group and help in the maintenance or good order.

The building may only be re-entered upon the specific instruction of the Senior Fire Officer. It is strictly forbidden to return to the building for any other reason, until his permission has been obtained.

### **3. Office Staff Responsibilities**

- A. Dial 999 and call the fire brigade
- B. Collect registers, signing out book, sick room register, games lists
- C. Locate mobile phone and megaphone
- D. Distribute registers to form tutors : Mrs. Wales – Years 10 – 13; Mrs. James – Year 7 – 9

### **External Examination Invigilation**

In the event of an alarm being sounded when external examinations are being held: the candidates should be told to remain where they are and to await further instructions from the Business Manager, unless immediate evacuation is essential. Fire doors in the Hall should be opened. There is a stand alone procedure for evacuation in the event of examinations in progress.

### **Evacuation of the Main Hall**

The evacuation of the school hall, for example during Assembly or school event is as per the separate procedures which are made available to all staff each September.

## Annex A

### Fire Procedures – additional note

#### 1. Absence of the DHM

If the fire alarm is sounded, the DHM (NCD) will normally take charge. This role will include: imposing silence; ensuring that all areas of the school buildings have been checked and are clear of pupils, staff and visitors; checking all pupils, staff and visitors have been accounted for; liaising with the Business manager about the safe return of pupils, staff and visitors back into the school buildings.

In the event that the DHM is absent then an Assistant Head should take overall charge of the situation.

Reserve 1: Phil Stanlake

Reserve 2: Adrian Courtenay

Reserve 3: Rob Biggs

Reserve 4: Janet Waterston

Reserve 5: Charlotte Sturge

Fire control sheets will be brought out by Sue Wales or another member of the School office staff in her absence.

#### 2. Absence of the Business Manager

If the fire alarm is sounded the Business Manager will normally report to the Fire Control Panel in Reception to ascertain the location of the alarm sounded/or fire and contact the fire control station. If the fire engine arrives at school, the Business Manager will normally liaise with the lead fire officer about the safe return of pupils and staff into the school buildings. The Business Manager will be responsible for terminating the fire alarm and phoning the DHM (or relevant Assistant Head) to authorise the safe return of pupils, staff and visitors into the school buildings.

**In the absence of the Business Manager this role will be fulfilled by: Duty Caretaker**

Fire Station contact number: 01452 753333

Control panel code: see over

#### 3. Absence of Duty Caretaker

The Duty Caretaker will normally assist the Business Manager at the Fire Control Panel located in Reception. Therefore the absence of the Duty Caretaker will only be an issue in the absence of the Business Manager.

**In the unlikely event of the absence of both the Duty Caretaker and Business Manager the role will be fulfilled by:**

Nigel Ledoux or Gordon Taylor

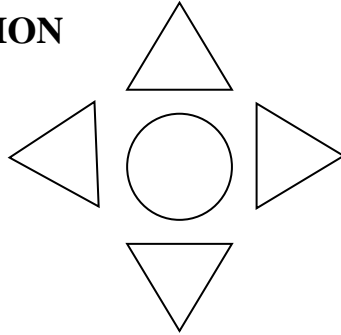
#### 4. After-school alarms

If the fire alarm is sounded after or before normal school hours everybody on the school premises should evacuate to the Basketball Yard. The most senior member of staff present should take charge. No one should be allowed back into any school building until the all clear is given by the Business manager or Duty Caretaker.

## **PANEL OPERATION**

Zone 1 – Ground Floor

Zone 2 – 1<sup>st</sup> Floor



If panel activates

1. Press arrow 2
2. Enter code 2 2 2 2 by pressing arrow 2 four times
3. Press **ENTER** button
4. Press **ACKNOWLEDGE ALARM** to silence sounders

*( Only to be done once given the all clear by Fire Officer )*

5. DO NOT PRESS RESET until source of problem is found
6. To reset, follow steps 1 2 3 again then press reset.