



## **FIRE INSTRUCTIONS POLICY**

### **Responsibilities**

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 - Operations.
- Bursar (or, in their absence, the Facilities Manager or member of the SLT) is 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**.

**Assembly Point** – the grass slope in front of the school.

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, St Anne's (DT and Art) and 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 go to the assembly point. 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. Everyone should proceed to the primary assembly point, located on grass slope opposite the main building. 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 their absence, the Facilities Manager and/or Head Caretaker) - will locate the position of the fire, investigate and if deemed necessary, dial **999 'FIRE' (or 999 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 the mobile number of the person who makes the call</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 their 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.

The School Office will phone the School Nurse on a school mobile, as soon as the fire alarm is activated, in order to ascertain if assistance is needed evacuate a pupil. If the School Nurse identifies that help is required in evacuating a pupil from the Rennie Surgery area, the School Office should then inform the Facilities Manager (or Bursar in the Facilities Manager's absence) where they are standing outside at the evacuation area to alert them of this. The Facilities Manager will then arrange the next steps.

5. **The Bursary Assistant** 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 - Operations after having checked the Exeat books with

School Office staff. The Deputy Head - Operations 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 line up 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 or School Office.
- d. Bursary, administrative staff, caretaking staff, visitors and visiting contractors are to muster at the top of the slope behind the fence on the left-hand side of the entrance gate and are to be checked by the Bursary Assistant or Finance Manager.
- e. Catering and housekeeping staff are to muster at the top of the slope behind the fence on the right-hand side of the entrance gate and are to be checked in by the Chef Manager/Head of Housekeeping.
- f. Assistant Head, Bursary Assistant and Chef Manager/Head of Housekeeping are to present the Deputy Head - Operations with their completed checklists. The Bursar or Facilities Manager/Duty Caretaker should 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 their 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 - Operations, –another member of SLT is to assume the tasks and responsibilities of the absent authority.

## **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 2025

## 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 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.
6. If there are swimmers in the pool, supervising staff should call through to the Bursar, ensuring that the pupils change as quickly as possible and then make their way to the slope.