

Fire Alarm Procedures

The school is protected by a fully automated fire alarm system consisting of smoke detectors, heat detectors, call points and alarm sounders. This system is monitored twenty-four hours a day by an off campus monitoring station, Southern Monitoring. In the event of alarm activation during school hours, Southern Monitoring will telephone the school to confirm that we are aware of the alarm. The fire safety team will investigate the cause of the alarm and if necessary call the fire brigade. Outside normal school hours Southern Monitoring will call the fire brigade before they call the school. Southern Monitoring has been issued with a list of contacts at the school and they will work their way through the list to ensure that the message gets through.

If a member of the school community discovers a fire and the alarm is not already sounding then they should immediately activate the alarm from the nearest call point.

Suitable fire extinguishers are located at strategic points throughout the school and these should only be used by staff who have been trained in their use or in an emergency to facilitate evacuation.

On hearing the alarm all staff and students must evacuate the area immediately by a designated fire route (away from any danger) and proceed to the muster points on Home Field for Main school, Beeches Field for the Sports Centre Lower playground for Shirley Goss and the covered play area for Mottrams. Evacuation should be conducted in silence, purposefully and orderly. Lifts must not be used during fire evacuation.

All emergency routes are clearly marked and equipped with either signage or emergency lighting. That will activate in the event of an alarm. All staff should take time to identify the safest route from their normal place of work and an alternative.

The alarm system is organised into buildings and zones:

- 1) Main School Building, inc. Pye Building, Boys Boarding and Witherndene (Zones 1 to 31)
- 2) Orchard 1 & 2 (Zone 35)
- 3) Library (Zone 36)
- 4) PACE & Music School (Zone 37)
- 5) Eothen & Humanities (Zone 38)
- 6) Hillside Innovation Centre (Zone 39)
- 7) Davey Building inc. Science, Dining and Kitchens (Zone 40)
- 8) Art & 3D Design, Business Studies, Rudd Hall, Leathem Room and prep Art and Drama. (Zone 41)
- 9) Sports Centre (Zone 42)
- 10) Beech Hanger (Zone 43)
- 11) Caretaking, Housekeeping and Laundry (San) (Zone 44)
- 12) Shirley Goss (Zone 45)
- 13) Mottrams (Zone 46)

The alarms will only sound in the area activated and that area will be evacuated immediately.

The Fire Safety Team

The Fire Safety Team consists of the following personnel:

- 1) Director of Estates* (Team Leader)
- 2) Domestic Services Manager* (Deputy Team Leader)
- 3) Maintenance Manager* (Deputy Team Leader)
- 4) Caretaking team* x3
- 5) Head Groundsman*
- 6) Maintenance team* x5
- 7) Sports Centre Manager*
- 8) Transport Manager/CCF
- 9) Pre Prep Receptionist

All the above have received Fire Marshal Training and those marked with * supplied with radios which will be activated in the event of an alarm in any building.

When the alarm goes off the members of the Fire Safety Team who are available will report to the building indicated on the radio and the Director of Estates or deputy go to the main fire panel situated outside reception. The first person to arrive at the building indicated on the radio will check the panel (local) for the exact location of the incident, go to the indicated area, and check the status of the alarm. Using the radio they will inform other members of the team of the status and contact the Director of Estates by radio to report either 'False Alarm' or 'Fire in' (confirming the building, advise location and what is on fire). Reception will contact the fire brigade if necessary.

The remaining members of the fire safety team will assist in ensuring that the building has been evacuated if it is safe to do so.

The Fire Safety Team Leader will:

- 1) Ascertain from the panel which area is at alarm state.
- 2) Send members of the team to
 - a) Establish the cause of the alarm
 - b) check that the relevant building has been fully evacuated
 - c) Sweep the building if safe to do so
- 3) If a fire is detected advise the fire brigade that this is a confirmed fire and its location.
- 4) If a false alarm, advise the Principal Deputy Head that the building is safe to return to.

If there is a fire, the Team Leader or deputy would make the decision to evacuate all buildings by the switch situated in the Main Entrance Lobby. **In any case of risk to pupils and in all cases of doubt** all the alarms must be sounded in order for an accurate head count of pupils to take place.

When the Fire Service arrives the Fire Safety Team Leader or Deputy will report to them and they will take charge. **No-one should return to the buildings until instructed to do so.**

Whole School Evacuation

Alarm during normal school day, 8.15am – 4.15pm

It is the responsibility of all members of staff to know and follow the Fire Drill Regulations.

On hearing the alarm, the class teacher will instruct pupils to leave all books and bags in the classroom, close the door behind them and escort the pupils to the muster point on Home Field or Beeches Field. If teaching pupils with special needs the teacher will ensure they are evacuated safely.

They should leave the building silently in a purposeful and orderly manner by the safest and most direct route. The following routes should be used:

- From the Biology labs B1 and B3 via the North exit (toward School Lane) and from B2 and B4 via the South exit (facing the Library).
- From the Chemistry Labs C1 and C3 via the North exit (toward School Lane) and from C2 and C4 via the South exit (facing the Library).
- From the Physics Labs, P1, P2 and Project Room should be via the rear of the building on the Chemistry floor, and from the labs P3 and P4 should be via the Refectory floor main entrance.
- Ground Floor Eothen Building should leave by the door at the end opposite the Geography rooms.
- Upper Floor (Maths corridor) of the Eothen block and Rooms ML16, ML17, ML18, ML22 and ML23 should use the back door (nearest the library).
- The Humanities Block rooms H1, H2, H3, H8, H9 and H10 should use the side door (facing the Business Studies Rooms).
- Rooms ML21, ML20, ML19 and the Humanities Block - Rooms H4, H5, H6, H7, H11, H12, H13 and H14, should use the main entrance out onto the asphalt.

All other buildings should evacuate by the nearest safest exit.

Staff with fire roles

Receptionist/School Secretary collects the fire box containing register clipboards, list of absent pupils (given to **Deputy Head Pastoral and Wellbeing**), megaphone (given to **Principal Deputy Head**) signing in and out book and a print out of visitors and contractors/visitors and contractors book (Given to **Heads EA/Receptionist**), Bursarial and Catering staff (given to **Bursar**). All staff taking registers should be dressed in a hi-viz jacket to

be easily identified. All registers apart from the pupils will be taken on muster points on the Eothen playground.

Pupils

All pupils assemble in their tutor group fire lines at the muster station.

Tutors register the pupils and report back to the **Head of Year**.

Head of Year returns the registers to the **Deputy Head Pastoral and Wellbeing** once complete.

Once all pupils have been accounted for, the **Deputy Head Pastoral and Wellbeing** informs the **Principal Deputy Head**.

Academic Staff

All staff not involved in the registration of pupils should congregate in silence at the muster station on the Eothen playground where the **Assistant Head Co-Curricular** will take a register. Once the academic staff have been accounted for the **Assistant Head Co-Curricular** reports back to the **Principal Deputy Head**.

Contractors and Visitors

Contractors and Visitors on site assemble at the muster station on the Eothen playground where the **Heads EA/Receptionist** will take a register. Once the contractors and visitors have been accounted for the **Heads EA/Receptionist** reports back to the **Principal Deputy Head**.

Bursary and Catering Staff

All staff congregate in silence at the muster station on the Eothen playground where the **Bursar** will take a register. Once the bursarial staff have been accounted for the **Bursar** reports back to the **Principal Deputy Head**.

The fire safety team will report back to the Principal Deputy Head stating if it is a false alarm where staff and pupils can return back to their buildings or there is a real fire and all persons stay until the fire service say it is safe to return back to the buildings.

Zone Evacuation

Evacuation should only take place in the areas where the alarm is sounding i.e. The Eothen Building. On hearing the alarm, the class teacher will instruct pupils to leave all books and bags

in the classroom, close the door behind them and escort the pupils to the muster point on Home Field or Beeches Field. If teaching pupils with Personal Evacuation Plans – such as those who may be physically injured and on crutches - the teacher will ensure they are evacuated safely. All should leave the building silently in a purposeful and orderly manner by the safest and most direct route.

NB - in a zone evacuation, pupils should assemble on Home Field in their teaching class, rather than tutor group, and their subject teacher should ensure that all pupils present in their class are accounted for by doing a head count/informal register.

Members of the fire safety team will identify the exact location of the incident, go to the indicated area, and check the status of the alarm. They will contact the Director of Estates or Deputy by radio to report either “False Alarm” or “Fire in (confirming the building, devise location and what is on fire)” Reception will contact the fire brigade if necessary.

By using the zonal system in order to reduce disruption, it will not always be possible to have an accurate register. In particular, outside of lesson times it may be that many Tutors will not be in the area which needs to be evacuated so will not be there to register. **However, in any case where the pupils are at risk from an actual fire all alarms will be sounded and an accurate register of the whole school can be taken.**

When Alarm Sounds Between 4.15pm – 6.00pm

- 1) All Pupils, Staff, Visitors and Contractors should evacuate buildings by the safest and most direct route and proceed to point on Home Field or Beeches Field silently in a purposeful and orderly manner.
- 2) A member of the SMT will be there to coordinate the taking of a register.
- 3) The Duty Caretaker would go to the exact place of the incident/alarm and Security would go to the main fire panel.
- 4) If a fire is detected call the fire brigade and confirm it is a fire and let them know its location.
- 5) If a false alarm, advise the member of SMT that the buildings are safe to return to.

When Alarm Sounds Outside Normal School Hours 6.00pm – 8.15am

When the alarm sounds, all pupils and Staff must evacuate the building by the Safest and most direct route.

- 1) All Pupils, Staff, Visitors and Contractors should evacuate buildings by the safest and most direct route and proceed to point on Home Field or Beeches Field silently in a purposeful and orderly manner.
- 2) A member of the SMT will be there to coordinate the taking of a register.

- 3) Boarders should assemble in House Groups and be registered by the Head of House as per their own fire drill regulations.
- 4) If a fire is detected call the fire brigade and confirm it is a fire and let them know its location.
- 5) If a false alarm, advise the member of SMT that the buildings are safe to return to.

FIRE ALARM TESTING

The Fire Alarms will be tested by the maintenance team on **Tuesdays between 8am and 8.30am.**

Regular Fire evacuation drills will also take place as stated in the fire policy, dates and times will be determined as follows:

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|----------------------|----------------------------------|
| Senior School | Principal Deputy Head |
| Shirley Goss | Prep Head |
| Mottrams | Prep Head |
| Boarding | Individual Boarding HMMs' Houses |
| Sports Centre | Sports Centre Manager |

We all have a duty to ensure that fire drills are properly and professionally conducted and everyone's safety is dependent upon it.