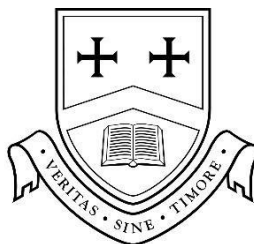


Fire Alarm Procedures Policy



CATERHAM
SCHOOL



CATERHAM
PREP

Policy Author:

Director of Estates

Date Reviewed By Author:

July 2026

Next Review Due:

July 2027

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 pupils must evacuate the area immediately by a designated fire route (away from any danger) and proceed to the assembly points on Home Field for Main school, Beeches Field for the Sports Centre, Lower playground for Shirley Goss, the covered play area for Mottrams, and the Sports Centre Car Park for Beech Hanger. Evacuation should be conducted in silence, purposefully and in an orderly manner. Lifts must not be used during fire evacuation.

All emergency routes are clearly marked and equipped with directional signage and 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 in the event that the first route is not safely available.

The alarm system is organised into buildings and zones:

- 1) Main School Building, inc. Pye Building, Boys Boarding, and Withendean (Zones 1 to 31 and 101, 102, 103, 112, 118)
- 2) Bursary (Zone 33)
- 3) Library (Zone 36)
- 4) PACE & Music School (Zone 37)
- 5) Eothen & Humanities (Zone 38)
- 6) Hillside Centre (Zone 39)
- 7) Davey Building, inc. Science, Dining & Kitchens, and New Science Block (Zone 40)
- 8) Art & DT, Business Studies, Rudd Hall, Leathem Room, Prep Art, and Drama. (Zone 41)
- 9) Sports Centre (Zone 42)
- 10) Beech Hanger (Zone 43)
- 11) Facilities, 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) Facilities Services Manager* (Deputy Team Leader)
- 3) Maintenance Manager* (Deputy Team Leader)
- 4) Facility team* x7 (on a shift pattern; includes Housekeeping Supervisor)
- 5) Head Groundsman*
- 6) Maintenance team* x6
- 7) Sports Centre Manager & Duty Managers x3
- 8) Pre Prep Receptionist
- 9) Prep Receptionist

When the alarm sounds duty members of the Fire Safety Team will switch their radios to channel 4 “back up”, and report to the building indicated on the radio. The first person to arrive at the building indicated on the radio will check that building’s fire panel for the exact location of the incident, go to the indicated area, and ascertain the situation. 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 Fire Safety Team Leader will:

- 1) Ascertain from the radio which area is in alarm state.
- 2) Ensure duty fire safety team are attending the local area of the alarm and feeding back information about the cause of the alarm.
- 3) If a fire is detected advise the fire brigade that this is a confirmed fire and its location. The Team Leader or Deputy would then make the decision to evacuate all buildings by utilising the key switch located on the fire panel 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. The fire pack folder located next to the main fire panel should be handed to the fire brigade. **No-one should return to the buildings until instructed to do so.**
- 4) In the event of a false alarm in a zone, a member of the Fire Safety Team will advise the nearest member of staff from the evacuated building when it is safe to re-enter.
- 5) In the event of a false alarm that is campus wide, the Fire Safety Team Leader will advise the Senior Deputy Head when it is safe to re-enter the buildings.

Whole Senior School Evacuation

When Alarm Sounds During Normal School Day, 7.30am – 4.15pm

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

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 assembly point on Home Field, Beeches Field, or the Sports Centre Car Park. They should leave the building silently in a purposeful and orderly manner by the safest and most direct route.

If teaching pupils with special needs and/or with a Personal Emergency Evacuation Plan (PEEP) such as those who may be physically injured and on crutches, the teacher will ensure they are evacuated safely. Any individual with disabilities that prevents them from evacuating a building independently should go to the nearest refuge point and await assistance in accordance with their individual PEEP.

All should leave the building silently in a purposeful and orderly manner by the safest and most direct route.

Staff with fire roles

Receptionist/School Secretary

Collects the fire box containing register clipboards, list of absent pupils (given to **Senior Deputy Head**), megaphone (given to **Senior Deputy Head**) signing in and out book and a printout of visitors and contractors/visitors and contractors book (Given to **Head's EA/Receptionist**), Professional Services and Catering staff (given to COO). 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 at assembly points on the Eothen playground.

Pupils

All pupils assemble in their tutor group fire lines at the assembly point on Homefield. Pupils evacuating to either Beeches Field or the Sports Centre Car Park should assemble in an orderly fashion as they will not be able to assemble in tutor groups.

Tutors

Register the pupils and report back to the **Head of Year**.

Head of Year

Returns the registers to the **Senior Deputy Head** once complete.

Academic Staff

All staff not involved in the registration of pupils should congregate in silence at the assembly points 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 **Senior Deputy Head**.

Contractors and Visitors

Contractors and Visitors on site should report to the assembly point on the Eothen playground where the **Head's EA/Receptionist** will take a register. Once the contractors and visitors have been accounted for the **Head's EA/Receptionist** reports back to the **Senior Deputy Head**.

Professional Services and Catering staff

All staff congregate in silence at the assembly points on the Eothen playground where the Chief Operating Officer (COO) will take a register. Once the professional services staff have been accounted for the COO reports back to the **Senior Deputy Head**.

Fire Safety Team

The fire safety team will report back to the Senior Deputy Head stating whether it is a false alarm and if so, staff and pupils can return to the buildings. In the event of a real fire, the fire safety team should call the fire service immediately and the fire safety team leader or deputy should wait at the front of school to liaise with the fire service when they reach site. The fire safety team should also activate the key switch located on the fire panel in the main school lobby to ensure the alarm is sounded campus wide.

Zone Evacuation

Evacuation should only take place in the areas where the alarm is sounding e.g. 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 assembly point on Home Field, Beeches Field, or the Sports Centre Car Park. They should leave the building silently in a purposeful and orderly manner by the safest and most direct route.

If teaching pupils with special needs and/or with a Personal Emergency Evacuation Plan (PEEP) such as those who may be physically injured and on crutches, the teacher will ensure they are evacuated safely. Any individual with disabilities that prevents them from evacuating a building independently should go to the nearest refuge point and await assistance in accordance with their individual PEEP.

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. Pupils evacuating to either Beeches Field or the Sports Centre Car Park should assemble in an orderly fashion as they are unlikely to be able to assemble in class groups.

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 Fire Safety Team Leader or Deputy by radio to report either "False Alarm" or "Fire in (confirming the building, devise location and what is on fire)". In the event of a real fire, the fire safety team should call the fire service immediately and the fire safety team leader or deputy should wait at the front of school to liaise with the fire service when they reach site. The fire safety team should also activate the key switch located on the fire panel in the main school lobby to ensure the alarm is sounded campus wide.

By using the zonal system 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 by the Fire Safety Team Leader or Deputy, 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 silently and in a purposeful manner to assembly points on Home Field, Beeches Field, or the Sports Centre Car Park.
- 2) A member of the SMT will attend the assembly point(s) and in the event of a real fire, liaise with the fire service when they arrive onsite. They will inform the fire service that the building(s) have been evacuated to the best of their knowledge.
- 3) The duty fire safety team members will investigate the alarm and attend the fire panels in the usual way.
- 4) If a fire is detected the fire safety team will call the fire brigade and confirm it is a fire and let them know its location. They will also inform the member of the SMT at the assembly point.
- 5) If a false alarm, the fire safety team will advise the member of SMT at the assembly point that the buildings are safe to return to.

When Alarm Sounds Between 6.00pm – 10.00pm

- 1) All Pupils, Staff, Visitors and Contractors should evacuate buildings by the safest and most direct route and proceed silently and in a purposeful manner to assembly points on Home Field, Beeches Field, or the Sports Centre Car Park.
- 2) The duty SMT will attend the assembly point(s) and in the event of a real fire, liaise with the fire service when they arrive onsite. They will inform the fire service that the building(s) have been evacuated to the best of their knowledge.
- 3) The duty fire safety team members will investigate the alarm and attend the fire panels in the usual way.
- 4) If a fire is detected the fire safety team will call the fire brigade and confirm it is a fire and let them know its location. They will also inform the duty SMT at the assembly point.
- 5) If a false alarm, the fire safety team will advise the duty SMT at the assembly point that the buildings are safe to return to.

When Alarm Sounds Between 10.00pm – 7.30am

- 1) All Pupils and Staff should evacuate buildings by the safest and most direct route and proceed silently and in a purposeful manner to assembly points on the Eothen Playground for boys boarding, and the Sports Centre Car Park for girls boarding.
- 2) The housemasters will attend the assembly point(s) and take the register.
- 3) The duty fire safety team member will investigate the alarm and attend the fire panels in the usual way.
- 4) If a fire is detected the fire safety team member will call the fire brigade and confirm it is a fire and let them know its location. They will also inform the housemasters at the assembly point and contact the duty SMT to make them aware of the situation.
- 5) If a false alarm, the fire safety team will advise the housemasters at the assembly point that the buildings are safe to return to.

Pre Prep (Mottrams) Evacuation

- 1) All Pupils, Staff, Visitors and Contractors should evacuate buildings by the safest and most direct route and proceed silently and in a purposeful manner to the assembly point beneath the Covered Playground.
- 2) Class tutors will take a head count and inform the Pre Prep Head when complete.
- 3) The duty fire safety team members will investigate the alarm and attend fire panels in the usual way.
- 4) If a fire is detected the fire safety team members will call the fire brigade and confirm it is a fire and let them know its location. They will also report back to the Pre Prep Head.
- 5) The fire safety team leader or deputy should wait at the front of school to liaise with the fire service when they reach site.
- 6) In the event of a false alarm, the fire safety team members should inform the Pre Prep Head that it is safe to enter the building.

Prep (Shirley Goss) Evacuation

- 1) All Pupils, Staff, Visitors and Contractors should evacuate buildings by the safest and most direct route and proceed silently and in a purposeful manner to the assembly point at the Lower Playground.
- 2) Class tutors will take a head count and inform the Prep Deputy Head when complete.
- 3) The duty fire safety team members will investigate the alarm and attend fire panels in the usual way.

- 4) If a fire is detected the fire safety team members will call the fire brigade and confirm it is a fire and let them know its location. They will also report back to the Prep Deputy Head.
- 5) The fire safety team leader of deputy should wait at the front of school to liaise with the fire service when they reach site.
- 6) In the event of a false alarm, the fire safety team members should inform the Prep Deputy Head that it is safe to enter the building.

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:

Senior School	Senior Deputy Head
Shirley Goss	Prep Head
Mottrams	Prep Head
Boarding	Individual Boarding HMMs' Houses
Sports Centre	Assistant Commercial Manager, Sport

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

Director of Estates Reviewed: July 2026
Next review: July 2027