

Fire Evacuation Procedures 2018 / 2019

If the alarm goes off in lesson time:

1. Evacuate class to Main School Playground or Broadfield Lawn, depending on which end of the school you are teaching. Occupants of the **Harrison Centre** must evacuate (using the external paths) to Broadfield Lawn.
2. Occupants of the Swimming Pool should assemble on the patio under the instruction of the swimming teacher present at the time. The Fire Warden/Officer should be alerted to anyone using the toilets/changing rooms so that in the sweep of the area any remaining students can be directed outside as necessary. If the incident does not impact the Swimming Pool area the students may remain in the building but the pool Fire Warden must report to the main Fire Officer in the playground to account for occupancy and status.
3. Gather your class up in front of the relevant assembly sign (1st to 6th Form). Once you have accounted for all the students you were teaching, you do not need to report to the Fire Officer unless:
 - **You are a Fire Warden**
 - **You have a concern about a member of your class or a colleague who you think might still be inside the building**You must stay with your class to manage behaviour, safety and oversee an orderly return to the buildings.
4. **Do not re-enter the buildings** until instructed to do so by the Fire Officer, even if the fire alarm has stopped.

Fire Wardens

Fire Wardens have been appointed and trained. On hearing the fire alarm, they will 'sweep' their areas, checking for any remaining occupants inside the buildings. Once this is complete they will report to the Fire Officer outside.

Fire Officers will be identifiable by a high-viz jacket. They will tick off areas as each Fire Warden reports that their area has been cleared.

- Main School Fire Officers: **MAC, AJB or other SLT members or Senior staff - ALC**
- Broadfield Fire Officers: **SJA, BPS or other SLT members or Senior staff - CHL, HTJ, NMB, TXC**
- Hartswood Fire Officers: **Grounds team, Sports Staff, SLT Members on duty at the time**

If the alarm goes off outside lesson time but within school hours:

Everyone on site should make their way to the nearest assembly area and gather in form groups by the relevant assembly point, although it is likely that these groups will be incomplete, as students may be completing activities in other areas of the site. Staff should stand with their form group, or if they are not a form tutor, help to keep order with forms whilst the tutor may be elsewhere around the site. Everyone must wait outside until allowed to re-enter the buildings by the Fire Officer.

If the alarm goes off outside school hours:

Everyone should make their way to the nearest assembly area. They should wait outside until allowed to re-enter the buildings by the Resident Caretaker or Facilities Manager, Steve Fairclough or Fred George or in their absence the Fire Service Officer. *NB. If you are looking after an after-school activity, you are responsible for the evacuation of your group and supervision at the assembly area.*

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If you see a fire:

Set off the nearest fire alarm (call point) and **contact the Porters' Desk or Main Reception 01737 222231 x 424 or x 346 (day time) or duty person out of hours** who will act as contact for the Fire and Emergency Services and inform SLT members and the Estates Team. The Fire Service can be provided with the data held by the Porters or Residential Caretaker indicating the location of hazardous materials and shut off points for key utility services.

Office

If the fire alarm sounds on the Main Site, the office staff are responsible for escorting any students from the medical room out to the assembly point. They will also bring out the signing in/out books. Visitors should be accounted for.

Support staff and teachers who are not teaching

All staff (teaching and non-teaching) must evacuate the building, as must contractors and visitors.

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2018-2019 Fire Wardens - Main School Buildings

<u>Area of Responsibility</u>	<u>Fire Warden Coverage</u>
Swimming Pool	Ben Rutland - (Report to Fire Officer) <i>Swimming staff to manage the students as appropriate</i>
DI/2	Karen Hancock, Simon Collins & Gail Baker
Hamlin Building	Anthony Davies, Gary Sillience and Julie Miles
Geography	Malcolm Cline and Vanessa Ramsden
Art & Food Technology Room and area immediately outside	Liz Burns, Emma Bader Soizick Genillard
DT/Wright Gallery/ Wright Gallery Toilets	Martin Hallpike and Sydney Biggs
Fitness Suite / Sports Hall and Sports Hall toilets	Nikki De Sousa
Headmaster offices, “runway” student & accessible toilet areas, Concert hall & Stage area	Bronwen Eustace
Reprographics cabin and Classrooms 6, 7 and 8	Aimee Parr, Jo Davies and Alex Hillman
Languages corridor, Room 19, down the main staircase	Fanelie Chartain - Martina Sowa and Anna Vaughan
Admin Building	Claire Bishop and Philippa Watkins
‘Tweenies’ – corridor, kitchen and toilet. SLT office off main staircase	Sally Wadey and Dawn Holmes <i>(and supervising member of staff in the Old Library)</i>
Old Library, Board Room and Classroom 19	
English top corridor and stairway down past the dance studio	Robert Shaughnessy and Stuart Chevalier
School Office, Medical Room and ladies and gent staff toilets	Jane Tyson & Front Office Team
Entrance Hall, Staff Room and SLT support once outside at Assembly point	Steve Carey or Duty Porter
English, Sports corridor offices and Rooms 1,2, 3, & 4	Matthew Stenning and Karen Holbrook Wilson
Reception	Duty Receptionist

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2018 – 2019 Fire Wardens – **Broadfield Buildings P.I.**

Area of Responsibility	Fire Warden Coverage
Harrison Centre	Huw Jones, Rhodri James, Chloe Green, Lucy Budden (or supervising member of staff in the HC 6 th form area) <u>6th form centre and other areas – Ground Floor</u> Library Team: Anne Lloyd, Hazel Light, Grace Chandler and Harry Ingham and Michael Murray <u>Library and Associated Areas 1st floor</u> Matt Buzzacott and Library Team as above <u>2nd floor Areas</u>
Drama Studio 1 and 2	Hugh Edwards and Drama Team
Cornwallis	Nick Newman, and Sandra Clarke
Broadfield	Sarah Branston & Drama Team – <u>Ground and 1st floors</u> Cherie Stockil & IT Team - <u>1st, 2nd and Grd floors</u> CCF team members on duty – <u>2nd, 1st and Grd floors</u>
Café – beside Drama Studio 2	Catering staff or Supervising member of Teaching Staff present
Ground Floor Ballance Building S1, S2a, S2b, S3, S4 and S5, prep rooms, lift and disabled toilet	Susan Lockyer and Rhys Tyler
Ground Floor Ballance Building S6, S7, S8, S9. Prep Room and student girls and boys toilets	Richard Crook and Christine Foster
First Floor Science – S10, S11, S12 and prep rooms	Ed Stonard
First Floor Ballance Building – BL10–14 and toilets	Ed Hogarth and Ellen Childs
First Floor S13 lab, S14 to S16 classrooms, CStudies & Science Offices plus local staff toilets	Phillippa Lewty, Mary Walsh and Tom Dare
Second Floor Ballance Building – BL20-25, toilets and offices	Llywelyn Morgan and Frances Gunning

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2018 – 2019 Fire Wardens – **Broadfield Buildings P.2.**

<u>Area of Responsibility</u>	<u>Fire Warden Coverage</u>
Kitchens and PMH	Paul Rosser / Mervin Rydar
Music School	Nick Lobb and Kelly O Hara

Fire Wardens – **Hartwood Sports Site**

<u>Area of Responsibility</u>	<u>Fire Warden Coverage</u>
Hartwood Site	Nick Hobbs, Kevin Ford, Robert Bartholomew and Jack Bellars

2018-2019 - AFTER SCHOOL EVENTS –

Fire Evacuation Procedures for PERSONS IN CHARGE

(Evenings and Weekends – All School Areas)

The person running the event must act as the FIRE OFFICER and be the principle contact and control person should an evacuation or emergency situation arise. This person should be identified prior to all events on the relevant event plan and/or risk assessment

This person should:

- Ensure he/she is aware of the Estates team member on duty or on call
- Ensure he/she has access to a mobile or school telephone as necessary for obtaining support.
- Be aware of the fire exits and the location of fire extinguishers in place in the relevant venue/s.
- Undertake the appropriate fire announcement as the beginning of the event to ensure fire exits and assembly points are pointed out to audience/guests.
- Take control in the event of a fire alarm activation, act as the point of contact with the Fire or Emergency Services (999), Estates Team and Senior Leadership Team as necessary. Take responsibility for providing clear incident information and any concerns regarding people unaccounted for or other relevant facts.

Events requiring fire officers are	
1. Small events (e.g. play in Drama Centre, Concert in RR, Information evening, quiz events etc.) <i>60 or less attending as a guide.</i>	Member of staff can be the Fire Officer, who can also be involved in the production/concert/event etc.
2. Larger events (e.g. Plays/Concerts/ Parent's evening) in CH, PMH, Old Library, Drama Centre, HC Library, HC 6 th Form area – <i>70 or more attending as a guide.</i>	Member of SLT or Senior Staff acts as Fire Officer.
3. PFA or outside hire events	The organiser/s must appoint a Fire Officer who is capable of fulfilling the duties and is issued with the procedures

The Fire Officer, with support from colleagues, should oversee the evacuation of the premises. The people on the school site is likely to include:

- Cast, crew, performers - should be known in advance
- Staff / student helpers involved - as above
- Catering staff
- Parents/visitors/audience etc - max no. pre-authorised (ticket sales or pre-agreed attendance)
- Governors, business visitors & school staff involved in meetings

The duty Fire Officer should alert the Estates Team member on duty as quickly as possible and proceed to the fire panel to determine which area has caused the activation – The main panels (linking individual buildings) are located as follows:

- **Main Building:** behind the Porters' office
- **Broadfield:** south entrance lobby of Harrison Centre and main lobby of the Ballance Building
- **Hartswood:** 1st floor landing in main pavilion building (*see separate HW procedures*)

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The area of activation will be physically checked by the duty estates team member to see if any further action is required or if the system can be deactivated and reset. The fire service on 999 should be called if attendance is definitely needed.

The Fire Officer should verbally inform the Fire Service upon arrival about any persons not accounted for. A fire file is held at both locations (Porters' Office and Panel cupboard in Ballance Building Lobby) providing information regarding gas shut off points, chemical locations etc. and this should be provided to the Fire Officer as necessary.

Venue information: (spaces generally used for events)

Venue & location ↓	Fire Exits	Route out	Assembly Point	Fire Panel to check
Sports Hall (SH)	4	To the front car park or past the Hamlin building to the playground		
Concert Hall (CH) and Wright Gallery (WG)	4	To the front car park or via WG into playground	Bottom of playground ↓	Panel at the back of the Porters office. ↓
Old Library	2	Entrance door and down the stairs into main lobby, then out into the playground or back exit down via the East stairs (English Dept.) and around into the playground.		
HC Library 1 st & 2 nd floors	2	2 main routes down the main or secondary stairs and out through the main entrance doors onto Church Walk or out via the doors nearest the coach park. Then follow the paths around other buildings to reach Broadfield Lawn	Broadfield lawn ↓	Panel in Harrison Centre linked to Ballance building lobby and whole top site
HC 6 th form Ground floor	2	2 exits via main entrance onto Church Walk or out via the doors nearest the coach park. Then follow the paths around other buildings to reach Broadfield Lawn		
Drama Studio 1	2	Studio 1 - Entrance door and around past Drama Studio 2 to Broadfield Lawn. Single fire exit at back of Studio 1 onto patio area by the side of the PMH.		
Drama Studio 2	3	Studio 2 – exits out to science lobby then out external door and around to Broadfield Lawn or exit out to patio area by PMH.		Panel in Ballance building lobby
Studio Café adjacent to Drama Studio 2	2	To the lobby of Science and out via Broadfield car park or out via the patio area by the side of the PMH		Panel in Ballance building lobby
PMH (& servery) – Main Dining Hall	6	To the coach park, roadside pathway or back of building		Panel in PMH lobby linked to main one in Ballance building lobby

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Recital Room (RR)	5	To front lobby or back of Music building		Panel in Music lobby linked to Ballance building lobby
Hartwood Main Pavilion – 1 st floor dining area	3	Entrance door leading down the stairs and out on the playing field in front of the changing rooms or out via the balcony doors and down the steps onto the playing field.	Playing field in front of Pavilion	1 st floor landing outside the dining area. Stand alone.

Fire Evacuation Procedures 2018-2019 – HARTSWOOD SITE

IF YOU SEE A FIRE:

Leave the area immediately, close the door behind you and set off the nearest fire alarm (call point). Alert the **Person in Charge** promptly who will follow the instructions listed below under Roles and Responsibilities.

IF THE ALARM SOUNDS:

1. **EVERYONE must** evacuate the buildings or marquee and proceed to the **Assembly Point –**
2. **MAIN PITCH OPPOSITE THE CHANGING ROOMS.** There are **no exceptions** as a real fire situation must be assumed at all times.
3. Once the buildings are evacuated, all persons present at the Assembly Point must remain there and await further instructions from the **Person in Charge** – this person can be identified by being the wearer of a fluorescent jacket and could be **a member of the Grounds Team, Sports Staff, Coach, Senior Staff, External Event Leader** or **a Fire Service Officer**
4. Those students and staff on the playing fields or pitches **must remain outside** and away from the buildings and await instructions from the Person in Charge - see above.
5. If you require or identify any persons who may require additional assistance in the event of a building evacuation, please inform the person leading the evacuation so that suitable arrangements can be made.
6. **Do not re-enter the buildings** until advised to do so even if the fire alarm has stopped.

External Assembly Point – **MAIN PITCH OPPOSITE THE BOYS CHANGING ROOMS**

***See separate
Pavilion Building Plan & Exit Routes
displayed at Hartswood Pavilion***

Roles and Responsibilities for Person in Charge

<p>Person in Charge</p> <p>(This is the Grounds Team <u>when on duty</u> or the Sports Staff, Coaches, Senior Management or Internal / External Event Leader when the Ground Team are not on duty)</p>	<p>Additional Support:</p> <p>The Sports Staff, Coaches, Senior Management or Internal / External Event Leaders <u>must</u> support the Grounds team in the event of a fire evacuation</p>
<p>All incidences:</p> <ul style="list-style-type: none"> • Check the main panel to identify the location of the fire or fault and put on the florescent jacket provided. • Proceed promptly to the location and assess the situation and determine the action required <p>Fire situation or undetermined - Call the Fire Service and communicate findings as necessary</p> <ul style="list-style-type: none"> • Continue with the evacuation (using the opportunity for training purposes as appropriate) and note any issues or faults to be later reported to the Fire Service or Fire Alarm Company • Request that a member of the team wait in the car park to direct the fire service to the correct location and prevent further visitors entering the building from the car park. • Proceed to “sweep” check all accessible areas starting on the top floor of the building to ensure all persons have evacuated and other colleagues present have cleared the occupied areas fully. • Communicate with colleagues present to update them on the situation in person or via the Radio system and gain information on whether all persons are accounted for :- • Act as the first point of contact for the Fire Service and update them with clear information known about the incident and any concerns regarding unaccounted persons. • Give the ALL CLEAR message when safe to do so, to enable re-occupancy of the buildings and for normal usage of the site to continue. • In the event of a Fire, organise safe despatch of the persons present to achieve clearance of the site avoiding the area / building where the 	<p>When the Grounds team are on duty:</p> <ul style="list-style-type: none"> • Support them as appropriate to the situation <p>At all times:</p> <ul style="list-style-type: none"> • Identify whether any persons may require additional assistance in the event of an evacuation and put suitable arrangements in place. <p>On hearing the fire alarm:</p> <p>Changing facilities / marquee – ground floor</p> <ul style="list-style-type: none"> • Gather your class/team in an orderly manner and inform the Person in Charge that all are accounted for however if in doubt :- • Alert the Person in Charge of any concerns about a student or colleague who is not accounted for and may be inside the building. This information will be passed to the fire service on arrival. <p>Social /dining area – first floor</p> <ul style="list-style-type: none"> • Main organiser or School Host to stand up and instruct all persons present to leave the room by the nearest fire exit and proceed to the assembly point on the Main Pitch. • Remain outside and await further instructions. • <i>Flat – first floor (Occupants briefed in person)</i> • Persons living or visiting the flat must evacuate the space using the main staircase or the fire exist at the end of the building (down the metal external stairs). Once outside with the rest of the main building occupants inform the Person in Charge. • If the occupants of the flat are the only persons present on site at the time of an incident/evacuation, then take charge of the situation as briefed and follow the steps

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<p>incident is, making use of the surrounding pitches, pathways and car park as appropriate.</p> <ul style="list-style-type: none">• As soon as possible communicate with the Main School Site and Senior Management via• Reception – 01737 222231 or• Estates Manager – 01737 229366• Record the event details on the alarm activation log and retain safely on file.	<p>outlined under All incidences above as much as is reasonable practicable.</p> <ul style="list-style-type: none">• Contact the Fire Service and School Contacts to engage support without delay and as the situation requires.
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HARRISON CENTRE - Fire Evacuation Procedures 2018/2019

If the fire alarm activates:

1. All building occupants (Students, Staff and Visitors) must immediately evacuate to **Broadfield Lawn**.
2. Occupants must evacuate using the **MAIN STAIRS and MAIN ENTANCE** (North) that leads out to Church Walk **OR SECONDARY STAIRS** (South) that leads out to the coach park area and then make their way to **Broadfield Lawn** – using the external paths only (do not cut through other buildings on-route).
3. Teaching staff: steer your class out of the building to Broadfield Lawn and gather your students up in front of the relevant assembly sign (1st to 6th Form). Once you have accounted for all the students you were teaching, you do not need to report to the Fire Officer unless:
 - **You are a Fire Warden**
 - **You have a concern about a member of your class or a colleague who you think might still be inside the building**You must stay with your class to manage behaviour, safety and oversee an orderly return to the building.
4. **Do not re-enter the building** until instructed to do so by the Fire Officer, even if the fire alarm has stopped.

Fire Officer and Fire Wardens – based in the Harrison Centre (to oversee evacuation)

The following trained and experienced staff will be based in the Harrison Centre – these staff will act as fire wardens and the SLT members will also undertake the role of Fire Officer once outside and at the assembly point – Broadfield Lawn

Fire Officers – SLT members: **SJA – Miss Sarah Arthur and HTJ – Mr Huw Jones**

Fire Wardens – Teaching and Support Staff:

Ground Floor:

- **CHG - Miss Chloe Green, RTJ - Mr Rhodri James, LCB – Mrs Lucy Budden and duty 6th form centre staff**

1st Floor:

- **Library Team – Mrs Anne Lloyd, Mrs Hazel Light, Mrs Grace Chandler, HGI – Mr Harry Ingham and MGM - Mr Michael Murray**

2nd Floor:

- **Library Team – Mrs Anne Lloyd, Mrs Hazel Light, Mrs Grace Chandler and MJB - Mr Matt Buzzacott**

On hearing the fire alarm, they will ‘sweep’ the occupied areas, checking for any remaining occupants inside the building. Once this is complete they will make their way to Broadfield Lawn and report to or act as to the Fire Officer outside.

Fire Officers will be identifiable by a high-viz jacket. They will tick off areas as each Fire Warden reports that their area has been cleared. The Broadfield Fire Officers covering the whole of the Top Site and Broadfield buildings are: **SJA, BPS or other SLT and Senior staff - CHL, HTJ, NMB, TXC.**

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If the alarm goes off outside lesson time but within school hours:

Everyone within the Harrison building should make their way to the nearest assembly area and gather in form groups by the relevant assembly point, although it is likely that these groups will be incomplete, as students may be completing activities in other areas of the site. Staff should stand with their form group, or if they are not a form tutor, help to keep order with forms whilst the tutor may be elsewhere around the site. Everyone must wait outside until allowed to re-enter the buildings by the Fire Officer.

If you see a fire:

Set off the nearest fire alarm (call point) – these are located in the following areas

- by Main Entrance – Ground floor level (North)
- by the top of the Main Stairs on 1st and 2nd floor levels
- by the top of the Secondary Stairs on 1st and 2nd floor levels
- by the Secondary Exit – Ground floor level (South)

Contact the Porters' Desk x 424 or Reception x 346 (day time) (01737 222231). The Fire Service can be provided with the relevant information on the situation as necessary.

If the alarm goes off outside school hours:

The fire alarm system is monitored off-line out of hours and the residential caretaker or other duty staff will be alerted to the situation by the monitoring company of the activation.

The occupied areas of the Harrison Centre will be secured each evening by RGS staff. In the event of the alarms activating the on-site staff will investigate the situation and call the fire service and Estates or Senior Leadership Team as required.

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FIRE EMERGENCY PLAN 2018-2019 (in accordance with the guidance contained in the publication 'Fire Safety Risk Assessment – Educational premises').

The purpose of the emergency plan is:

1. To ensure that the people in the premises know what to do if there is a fire; and
2. To ensure that the premises can be safely evacuated
3. To ensure the Senior Leadership Team (SLT) and Senior Staff with specific responsibilities understand the arrangements in place.

1.	<p>How people will be warned if there is a fire</p> <ul style="list-style-type: none"> • The fire alarm will sound which is a loud continuous ringing sound. • In the event of a malfunction to the sounder alarm system. Fire Wardens will be alerted via e-mail, phone or in person and/or by using air horn warnings as necessary.
2.	<p>What staff, students or visitors should do if they discover a fire</p> <ul style="list-style-type: none"> • Activate the alarm system by operating the nearest call point (break glass) • Evacuate the premises by the nearest available fire exit • Proceed to the nominated Assembly Points – once safely outside; update the Fire Officer (a Senior Leadership Team Member, Senior Staff or Fire/Rescue Officer) in charge of the situation as known.
3.	<p>How the evacuation of the premises should be carried out</p> <ul style="list-style-type: none"> • In an orderly manner by following the designated routes and exits to the assembly points. This will be assisted by the relevant Fire Wardens and Site Team / Senior Staff on duty at the time. • On hearing the alarm, you must evacuate the building immediately using the nearest available exit and using the stairs only. Do not use any lifts or stop to retrieve any personal possessions.
4.	<p>Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.</p> <ul style="list-style-type: none"> • Main School Area - Assembly Points are in the Main Playground • Broadfield Area - Assembly Points are on Broadfield Lawn – <i>used by all buildings including the Harrison Centre</i> • Hartswood Sports Area - Assembly Point is the Main Pitch opposite the Pavilion. <p>Fire Wardens, Maintenance/Grounds Staff and/or Senior Staff on duty will conduct a sweep of the relevant areas being evacuated.</p>
5.	<p>Identification of key escape routes, how people can gain access to them and escape from them to a place of safety.</p> <p>All areas of the School have an escape route plan. These are displayed in classrooms and key communal areas. Fire procedures are displayed in or near key venues used after school and at weekends.</p>
6.	<p>Arrangements for fighting any fire</p> <ul style="list-style-type: none"> • A suitable number and type of portable fire extinguishers are provided and sited throughout the School's buildings. • Fire extinguishers should only be used by those members of staff who have been trained in their use. Members of staff should not place themselves at unnecessary risk. • If in doubt, all personnel are to wait for the arrival of the fire and rescue service.

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7.	<p>The duties and identities of staff who have specific responsibilities if there is a fire</p> <ul style="list-style-type: none"> • Senior Leadership Team Members and Senior Staff (to take control of any evacuation or incident and liaise with the Operations Manager, Estates Team and Fire or Other services). • Estate Manager or deputies supported by the estates team to locate the fire/cause of alarm and give approval to the SLT member to instruct an orderly return to the buildings once appropriate checks are conducted. • Head Groundsman or deputy supported by Grounds, Sports or Other Staff on site at Hartswood to undertake the same for that site.
8.	<p>Arrangements for the safe evacuation of people identified as being especially at risk.</p> <p>A personal emergency evacuation plan (peep) will be in place for any individual who may need assistance to evacuate the premises. The Heads of Department in liaison with the Human Resources or Operations Manager will put this in place as required. Any visitor requiring assistance will be taken care of by their school contact/host.</p>
9.	<p>Any machines, appliances, processes or power supplies that need to be stopped or isolated if there is a fire.</p> <ul style="list-style-type: none"> • All kitchen equipment to be turned off and fat fryers to be fully switched off • Automatic gas shut off systems in operation when the fire alarm sounds • Design & Technology and Maintenance Workshop equipment to be switched off
10.	<p>Specific arrangements, if necessary, for high risk areas.</p> <p>The Fire Information File held at the Porters desk and in the Ballance Building Fire Panel Cupboard identifies where chemicals are stored (Science, DT, Maintenance, Drama etc.). This file also provides information on gas, electrical and water shut off points. This information is available for the Fire Service as necessary when attending an incident particularly in a high risk area.</p>
11.	<p>Arrangements for an emergency plan to be used by a hirer of part of the premises</p> <ul style="list-style-type: none"> • The Estates team who facilitate the hiring of the premises, will brief the organisers on the arrangements in place. • The duty caretaker or deputy will be on call in the event of an incident.
12.	<p>Contingency plans for when life safety systems, such as evacuation lifts, fire detection and warning systems, sprinklers or smoke control systems are out of order.</p> <ul style="list-style-type: none"> • The only life safety system is the fire alarm system. Prompt response to repair any system fault is organised by the Estate Manager or Deputies through a contracted Fire Alarm Company. • In the event of system failure, the Estates Manager or deputies will contact the Fire Wardens and Senior Staff via e-mail, telephone or direct message to alert them to the fact that the fire alarm system is out of order and the arrangements in place to urgently circulate information in the event of an incident occurring during the system down time via e-mail, telephone, in person via support team members or by the use of air horns. • Ongoing awareness of evacuation arrangements through organised fire drills, communication of procedures via briefings, staff handbook and e-mail updates.
13.	<p>How the fire and rescue service or any other necessary services will be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • The Main School buildings are linked to the panel in the Porters Office Area • All the Broadfield buildings are linked to the panels in the Harrison and Balance buildings. A signal is registered for the grouped Broadfield buildings to the Main School panel behind the Porters desk. • The system is also linked to an off-site control centre (Custodian) who will liaise with Key School Staff and the Fire Service as necessary regarding any activations.

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	<ul style="list-style-type: none"> • During normal school hours (8am to 5.30pm) the Porters or School Office Staff will be requested to confirm with the Fire or other services if attendance to site is required. • Outside the above school hours the duty site staff member or senior staff member leading any after school event will make the necessary contact with the services. • At Hartswood, the site is also linked to the control centre for monitoring purposes. The Head Groundsman or deputy or staff using the facility will make contact with the services as necessary.
14.	<p>Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials</p> <ul style="list-style-type: none"> • The Senior or Duty Staff member overseeing any evacuation or incident will meet the fire service at the main entrance or boundary to the specific site where the incident is occurring – that staff member will pass on any relevant information known. • The Fire Information File will be made available to the Fire Service. This is held at the Porters desk and in the Ballance Building Fire Panel Cupboard and identifies where chemical are stored (Science, DT, Maintenance, Drama etc.). It also provides information on gas, electrical and water shut off points.
15.	<p>What training employees need and the arrangements for ensuring that this training is given</p> <ul style="list-style-type: none"> • Fire Awareness Training is organised via an e-learning training module soon after joining the school. Existing staff undertake the awareness training every two years. Fire Wardens and Persons with specific responsibilities are issued with updated Fire Packs and briefed as appropriate annually. • All staff receive regular updates via e-mails following every evacuation exercise. Information is also displayed in key areas and in the staff handbook.
16.	<p>Phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later)</p> <p>The Main School and Broadfield Areas are split by a grave yard and public pathway. Hartswood Site is approximately 2 miles away from the main school. Only the site where the activation has occurred will be evacuated. This plan will alter if the SLT and/or Fire Service deem the incident to be sufficiently major to warrant a whole site evacuation.</p>

Operational Procedures for Managing Site Evacuations:

Roles and Responsibilities 2018-2019

- **(Bursar – Steve Douty)** will stop access through the Main School front entrance doorway and remain in the front car park to deal with visitors. **Rachael Trefty – Estates Administrator** will assist with the task.
- **(Estates Manager and Assistant Managers – Carmel Grater – Rob Stannard and Chris Freeman and the available Estates Team Members)** will attend the panels (Porters office, Main Site or Harrison Centre/Ballance Buildings – Broadfield site) and check for the address / zone where the problem has been triggered from.
The team will work cohesively and act responsibly using their site and systems knowledge effectively as the situation demands to aid the evacuation, deal with the source of the activation (if possible) and work with the emergency services as necessary.
- **(Estates Manager and Assistant Managers - as above)** will proceed to the relevant area/s to do a search. As soon as the problem is identified this will be communicated via the radio system by the team member that finds it so that the whole team is updated including the Porters and SLT controlling the situation outside. The next steps will be determined according to each situation and findings.

Fire situation: Communicate findings via radio system, isolate / close off area as much as possible, guard area to prevent re-entry, show Fire Officer to area upon arrival. Staff **must not** put themselves in danger by endeavouring to tackle fires. However trained staff may use fire extinguishers for localised, small, bin type fires as per their training and understanding of the associated risks and controls.

System failure, faulty item, break glass etc: Communicate findings via radio, remove/replace/reset as necessary, show Fire Officer area as required if Fire Service attends site, reset main panel and then give the “all clear” via the radio system to the SLT member in charge.

- **The Bursar or other SLT member** will normally greet/direct the Fire Officers upon arrival as necessary. This may include redirecting them around to the back entrance if their vehicle is too large to get through the side gates.
- **(One Porter – Steve Carey or Duty person)** will remain by the panel / front desk to assist with Silencing/Resetting and monitoring the situation.
- **(One Porter – Steve Carey or Duty person)** one porter will go to the Playground or Broadfield Lawn taking with them the Evacuation Register and Loud Speaker. This porter will stand beside/support the SLT taking control of the situation

The Porter will keep the SLT informed of developments being reported over the radio with regards to the arrival of the fire service, progress made in relation to finding the fire or faulty device and when the “all clear” is given to enable the school population to re-enter the buildings.

- **(SLT members or other Senior Staff)** will complete the Evacuation Register outside, recording the information provided by each Fire Warden or Responsible Adult reporting their area is clear. Any

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areas not registered or of concern will be communicated via the radio system to the team to instigate back-up clearance / checking of an area missed or under suspicion to be still occupied.

Red Fire Boxes are in place behind the Porters office in the main building and within the back corridor of the Ballance Building (on the bag rack by the fire exit to the lawn) both contain items to help the SLT member or Fire Officer overseeing an evacuation (loud speaker, evacuation register, torch and pen).

- **(Reception Team)** will make their way to the playground taking with them the visitor's signing in book – they will report to the SLT controlling the evacuation and pass on the relevant visitors' information so that they can be accounted for – visitors should evacuate with their school host.
- **(Cleaning Supervisor – Meriel Thom)** will account for her team members on site at the time and report accordingly to the SLT controlling the evacuation, all cleaning staff must be informed to evacuate the area they are working in at the time with the rest of the staff/students and then report to Meriel or the Fire Officer on duty once outside
- All existing and newly appointed **Fire Wardens** will be advised / reminded to wear their high vis jackets, clear areas promptly, report to the SLT member once outside that their area is clear, flag any points of concern for further action and then assist in controlling matters whilst remaining outside in relation to ANYONE trying to regain unauthorised entry to the buildings prior to the “all clear” being given.
- **All staff** are required to evacuate immediately and fulfil their roles in relation to managing the students in their care and keeping order once outside and supporting the evacuation process, Fire Wardens and SLT controlling the situation
- **All students** are required to evacuate immediately, calmly and gather with their form groups and follow instructions given by the adults controlling the situation.
- **All visitors/contractors** are required to evacuate immediately and make their way to the appropriate area of evacuation so that the relevant staff members can account for them with the SLT in control of the situation.
- The “all clear” will be given by the Fire Officer (SLT or Senior Staff) when all of the actions below have been taken:-
 - The problem has been identified
 - The area is fully checked by the in-house team and/or fire officers
 - The situation is under control and the buildings are safe for use
 - The fire officer and in-house team have agreed the “all clear” and RESET the fire panel/s.

The alarms may trigger at times when the key persons named above are absent from site. If this happens **All Staff** must act responsibly and follow these procedures as much as possible engaging the support of other adults present as necessary to achieve a successful evacuation and safeguarding of the school's population.

School Events: evacuations will be controlled by the SLT or other staff on duty at each event supported by the on call/duty Estates Team member. These arrangements are identified in the Event Plan prior to each event. See additional procedures for more detail on **after school events**.

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School Holidays: All occupants are required to make their way to the nearest assembly area. They should wait there until allowed to re-enter the buildings by the Estates Manager, Assistant Managers or Porters/Maintenance Team members. The Porters will bring out the signing in/out book to ensure all occupants can be accounted for and areas of occupancy can be checked. Incidents after hours will be controlled by the Residential Caretaker or Community Members running an event or the on call / duty Estates Team member.

Fire Warden Information Pack

2018-2019

Enclosed:

- Instructions on what to do as Fire Warden
- Evacuation Register (listing Fire Wardens & Areas of Responsibility)
- Fire Evacuation Procedures - General
- Operational Procedures, Roles & Responsibilities
- Fire Procedures for Persons in Charge of After School Events
- Hartswood Procedures
- Fire Policy
- Fire Emergency Plan

Fire Warden Instructions

Please do the following:

- Familiarise yourself with your area of cover and note the nearest call point/s to your normal area of work (office, and/or classroom)
- Read through the fire procedures provided in this pack and seek advice or clarification on any uncertainties as soon as possible with the Estates Manager – Carmel Grater x 366 or cmg@reigategrammar.org

In the event of the alarms being raised and site evacuation taking place PLEASE

- Where possible wear your **yellow HIGH VIZ** jacket so that you are easily identifiable by the students and other staff supporting the evacuation. However if not possible – continue with your warden duties as described below:-
 1. “Sweep” your area – check classrooms, toilets, corridors and offices as necessary, take firm control and instruct all students and staff to leave the building immediately to gather at the appropriate assembly points
 - Main Site – end of playground Top Site – Broadfield lawn
 - Hartswood – main pitch opposite pavilion
 2. Once your area is clear make your way to the assembly point and report asap to the person in charge (usually a member of SLT or Senior Staff who may be wearing an **orange high viz jacket**).
 3. If for any reason you have been unable to check your area or part of then alert the person in charge of this immediately once outside so that others involved in the management of the situation can do so promptly.
 4. Assist the SLT, other Wardens and Staff to keep control of the assembled students and staff, be mindful that nobody re-enters the building until the “all clear” is given and then take control of an orderly phased return of the gathered students using all available routes back into the building once instructed by the Fire Officer / Person in Charge.

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SLT (Fire Officer) Instructions 2018-2019 - Please do the following:

- Where possible wear your orange **HIGH VIZ** jacket so that you are easily identifiable by the staff and wardens supporting the evacuation.
- Obtain a loud speaker if possible from the **Red Fire Box**
 - Broadfield Location – Ballance Building bag rack by the fire exit
 - Main School Location – corridor behind the porters’ area leading to the ladies and gents toilets. A spare key is on a cord attached to each box.
- Take up a prominent position at the assembly area (**Broadfield - Broadfield Lawn, Main School - Playground or Hartswood - Main Pitch opposite Pavilion**) and make yourself known as the Fire Officer to encourage Wardens to report in promptly.
- Check off each area on the Evacuation Register with each Fire Warden on duty or relevant member of staff covering – this might be a HoD etc.
 - ➔ note the areas reported as cleared by staff and “swept” by wardens.
 - ➔ note any areas not checked or reported on
 - ➔ note issues relating to persons unaccounted for, where they were last seen and where they might be.Report this information promptly to the
 - Estates Manager – Carmel Grater,
 - Assistant Managers – Rob Stannard or Chris Freeman,
 - any member of the Estates Team (porters or maintenance) or the
 - Fire and Rescue Officer according to the situation. Extra checks can then be instigated if safe to do so.
- Engage the support of other SLT colleagues and Senior Staff to keep control of the assembly area
- Do not allow ANYONE to re-enter the buildings until the “all clear” is given and it is safe to do so. The wardens and staff can assist you in this.
- Once safe to do so, direct a staggered return to the buildings with staff members leading their groups back inside using all available doors to avoid congestion.