



REIGATE GRAMMAR SCHOOL

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## Fire Policy Appendices 2023-2024

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## Appendix I: Fire Emergency Plan

**FIRE EMERGENCY PLAN 2023-2024** (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;
2. To ensure that the premises can be safely evacuated; and
3. To ensure the Senior Leadership Team (SLT) and Senior Staff with specific responsibilities understand the arrangements in place.

1.	<p><b>How people will be warned if there is a fire</b></p> <ul style="list-style-type: none"> <li>• The fire alarm will sound which is a loud continuous ringing sound.</li> <li>• In the event of a malfunction to the sounder alarm system, Fire Wardens will be alerted via Teams, email, phone or in person and/or by using air horn warnings as necessary.</li> </ul>
2.	<p><b>What staff, students or visitors should do if they discover a fire</b></p> <ul style="list-style-type: none"> <li>• Activate the alarm system by operating the nearest call point (break glass)</li> <li>• Evacuate the premises by the nearest available fire exit</li> <li>• 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.</li> </ul>
3.	<p><b>How the evacuation of the premises should be carried out</b></p> <ul style="list-style-type: none"> <li>• 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. <b>Do not use any lifts or stop to retrieve any personal possessions.</b></li> </ul>
4.	<p><b>Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.</b></p> <ul style="list-style-type: none"> <li>• Main School Buildings – Assembly Points are in the Main Playground</li> <li>• Broadfield Buildings – Assembly Points are on Broadfield Lawn – <i>used by all buildings including the Harrison Centre</i></li> <li>• Hartswood Sports Area – Assembly Point is the Main Pitch opposite the Pavilion.</li> </ul> <p>Fire Wardens, Estates/Grounds Staff and/or Senior Staff on duty will conduct a sweep of the relevant areas being evacuated.</p>
5.	<p><b>Identification of key escape routes, how people can gain access to them and escape from them to a place of safety.</b></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><b>Arrangements for fighting any fire</b></p> <ul style="list-style-type: none"> <li>• A suitable number and type of portable fire extinguishers are provided and sited throughout the School's buildings.</li> <li>• 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.</li> <li>• If in doubt, all personnel are to wait for the arrival of the fire and rescue service.</li> </ul>

7.	<p><b>The duties and identities of staff who have specific responsibilities if there is a fire</b></p> <ul style="list-style-type: none"> <li>• <b>Senior Leadership Team Members and Senior Staff</b> (to take control of any evacuation or incident and liaise with the Estates Manager, Estates Team and Emergency Services).</li> <li>• <b>Estate Manager or deputies supported by the estates team</b> 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.</li> <li>• <b>Grounds team, Sports or Other Staff</b> on site at Hartswood to undertake the same for that site.</li> </ul>
8.	<p><b>Arrangements for the safe evacuation of people identified as being especially at risk.</b></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 Estates 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><b>Any machines, appliances, processes or power supplies that need to be stopped or isolated if there is a fire.</b></p> <ul style="list-style-type: none"> <li>• All kitchen equipment to be turned off and fat fryers to be fully switched off</li> <li>• Automatic gas shut off systems in operation when the fire alarm sounds</li> <li>• Design &amp; Technology and Maintenance Workshop equipment to be switched off</li> </ul>
10.	<p><b>Specific arrangements, if necessary, for high-risk areas.</b></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><b>Arrangements for an emergency plan to be used by a hirer of part of the premises</b></p> <ul style="list-style-type: none"> <li>• <b>The Estates team</b> facilitate the hiring of the premises, will brief the organisers on the arrangements in place.</li> <li>• <b>The Residential Caretakers</b> will be on call in the event of an incident.</li> </ul>
12.	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>• The only life safety system is the fire alarm system. Prompt response to repair any system fault is organised by the Estates Manager or Deputies through a contracted Fire Alarm Company.</li> <li>• In the event of system failure, the Estates Manager or deputies will contact the Fire Wardens and Senior Staff via Teams, email, 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.</li> <li>• Ongoing awareness of evacuation arrangements through organised fire drills, communication of procedures via briefings, staff handbook and Teams/email updates.</li> </ul>

13.	<p><b>How the fire and rescue service or any other necessary services will be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• The Main School buildings are linked to the panel in the porters' office area and Wright Gallery panel installed in 2022.</li> <li>• All the Broadfield buildings are linked to the panels in the Ballance Building. A signal is registered for the grouped Broadfield buildings to the Main School panel behind the Porters' desk.</li> <li>• The building systems are linked to an off-site control centre (Custodian) who will liaise with Key School Staff and the Fire Service as necessary regarding any activations.</li> <li>• During the hours of (7.30am to 5.30pm) the duty porter or school office staff will be requested to confirm with the Fire or other emergency services if attendance to site is required.</li> <li>• 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 emergency services.</li> <li>• At Hartswood, the site is also linked to the control centre for monitoring purposes. The Resident Caretaker (after hours) or Grounds team (during the day) will contact the emergency services as necessary.</li> </ul>
14.	<p><b>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</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 chemicals are stored (Science, DT, Maintenance, Drama etc.). It also provides information on gas, electrical and water shut off points.</li> </ul>
15.	<p><b>What training employees need and the arrangements for ensuring that this training is given</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• All staff receive regular updates via the weekly staff bulletin and emails following every evacuation exercise. Information is also displayed in key areas and available in the Staff Handbook, accessed via the All Staff Team.</li> </ul>
16.	<p><b>Phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later)</b></p> <p>The Main School and Broadfield Buildings are split by a graveyard and public pathway. Hartswood site is approximately two 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>

## Appendix 2: Fire Evacuation Procedures

### General Guidance

#### **If the alarm goes off in lesson time:**

1. **All Buildings:** Evacuate to the Main School Playground or Broadfield Lawn, depending on which end of the school you are teaching or based at the time. *Occupants of the **Harrison Centre** must evacuate (using the external paths) to Broadfield Lawn.*
2. Teachers gather your class up in front of the relevant assembly sign (First to Upper Sixth Forms). Once you have accounted for all the students in your care, keep them calm in their groups and adhere to distancing measures, 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**

Remain with your students and manage behaviour, keeping them quiet and lined up as a class in their year group area. When directed, oversee an orderly return to the buildings - they will be dismissed by year group.

3. **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.
4. **Do not re-enter the buildings** until instructed to do so by the Fire Officer, even if the fire alarm sounders have been silenced.

#### **Fire Wardens and School Fire Officers (Senior Staff)**

Fire Wardens and Officers have been appointed, briefed and provided with the hard copy pack of updated procedures. On hearing the fire alarm, wardens will 'sweep' their areas, checking for any remaining occupants inside the buildings. Once this is complete, they will report to the School Fire Officer outside. Fire Officers will be identifiable by a high-viz jacket. They will tick off the building clearance register as each Fire Warden reports that their area has been "swept" and cleared.

- Main School and Broadfield Fire Officers: Senior Leadership Team (SLT) or Nominated Senior staff
- 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 help to gather students in their year groups by the relevant assembly point. Staff should stand with their year group, or if they are not a form tutor, help to keep order whilst other staff make their way to the assembly area from 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 on site should make their way to the nearest assembly area. They should wait outside until allowed to re-enter the buildings by the Duty Resident Caretaker or Fire Service Officer. *NB. If you are looking after an after-school activity, you are responsible for the evacuation and control of your group and supervision at the assembly area.*

**If you see a fire:** Set off the nearest fire alarm (call point) and **contact the Porters' Desk or Main Reception 01737 22231 ext. 424 or ext. 346 (daytime) or duty person out of hours** who will act as contact for the Fire and Emergency Services, inform SLT members and the Estates Team. The Fire Service can be provided with the Fire File data held at the Porters desk, Ballance Building panel or from the duty Caretaker indicating the location of hazardous materials and shut off points for key utility services.

#### **School Office Team**

If the fire alarm sounds on the Broadfield Site the office staff are responsible for escorting any students from the medical room out to the assembly point.

Should a person (student, staff or visitor) be present in the medical room with suspected Covid-19 symptoms at the time of an evacuation that person must be evacuated to the outside of the Wellbeing Centre (not the assembly area) to await pick-up. A member of the school office team can escort the person ensuring safe distancing is adhered to and PPE is always used.

### Support staff and teachers who are not teaching

All staff (teaching and non-teaching) must evacuate the buildings, as must contractors and visitors to the relevant assembly areas.

## After School Events – 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 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 un-accounted for or other relevant facts.

Events requiring fire officers are	
1. Small events (e.g. play in Drama Studio, Concert in RR, Information evening, quiz events etc.) <i>60 or less attending as a guide.</i>	<b>Member of staff</b> 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 Studio 2, HC Library, HC Sixth Form area – <i>70 or more attending as a guide.</i>	<b>Member of SLT</b> or Senior Staff acts as Fire Officer.
3. PFA or outside hire events	<b>The organiser/s must appoint a Fire Officer</b> who can fulfil 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 are 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 and in the Wright Gallery area.
- **Broadfield:** south entrance lobby of the Harrison Centre and main lobby of the Ballance Building
- **Hartswood:** First floor landing in main pavilion building (see separate HW procedures)

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 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 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 first and second 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 Sixth 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	<b>Studio 1</b> – 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.		Panel in Ballance Building lobby
Drama Studio 2	3	<b>Studio 2</b> – exit 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
Café area 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
Recital Room (RR)	5	To front lobby or back of Music building		Panel in Music lobby linked to Ballance Building lobby
Hartswood Main Pavilion – first 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	First floor landing outside the dining area. Stand alone.

### 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 ENTRANCE** (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 (First to Upper Sixth 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 maintain your group bubbles, 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 Officers and fire Wardens – based in the Harrison Centre

Experienced staff are based in the Harrison Centre on all floors. Senior Leadership Team (SLT) members will act as School Fire Officers and staff members including the sixth form team and librarians will act as fire wardens; all will be fully involved in any evacuation. On hearing the fire alarm, they will 'sweep' the occupied areas, checking for any remaining occupants inside the building. They will make their way to Broadfield Lawn and report to or act as the Fire Officer outside. The School Fire Officers will be identifiable by a high-viz jacket. They will tick off areas as each fire Warden reports on clearance. Several School Fire Officers are based in the buildings located across the entire Broadfield site.

### 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 their group bubbles by the relevant assembly point. All staff evacuating to the assembly areas should help to keep order as tutors may be making their way there possibly from elsewhere around the site. Everyone must wait outside until allowed to re-enter the buildings and as directed by the School Fire Officer.

### If you see a fire:

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

- by Main and Secondary Entrance/Exit doors – Ground floor level (North and South end of the building)
- by the top of the Main Stairs and Secondary Stairs on first and second floor levels.

**Contact the Porters' Desk ext. 424 or Reception ext. 346 (daytime) (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 caretakers will be alerted to the situation by the monitoring company of the activation. The Harrison Centre will be secured each evening by RGS caretaking staff. In the event of the alarms activating the Residential Caretaking staff will investigate the situation and call the fire service, Estates Managers or Senior Leadership Team members as appropriate.

**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 and proceed to the **Assembly Point – MAIN PITCH OPPOSITE THE CHANGING ROOMS**. There are no exceptions as a real fire situation must be assumed at all times.
2. 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**.
3. 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.
4. 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.
5. **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***

# Hartswood Site

## Roles and Responsibilities for Person in Charge

<p><b>Person in Charge</b> This is the Grounds Team <u>when on duty</u> or the Sports Staff, Coaches, Senior Management or Internal/External Event Leader when the Grounds Team are not on duty)</p>	<p><b>Additional Support:</b> The Sports Staff, Coaches, Senior Management, or Internal/External Event Leaders <b>must</b> support the Grounds team in the event of a fire evacuation</p>
<p><b>All incidences:</b></p> <ul style="list-style-type: none"> <li>• Check the main panel to identify the location of the fire or fault and put on the florescent jacket provided.</li> <li>• Proceed promptly to the location and assess the situation and determine the action required</li> <li>• <b>Fire situation or undetermined</b> – Call the Fire Service and communicate findings as necessary</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 incident is, making use of the surrounding pitches, pathways, and car park as appropriate.</li> <li>• As soon as possible communicate with the Main School Site and Senior Management via             <ul style="list-style-type: none"> <li>○ <b>Reception – 01737 222231 or</b></li> <li>○ <b>Estates Managers – 01737 229366 or 01737 229361</b></li> </ul> </li> <li>• Record the event details on the alarm activation log and retain safely on file.</li> </ul>	<p><b>When the Grounds team are on duty:</b></p> <ul style="list-style-type: none"> <li>• Support them as appropriate to the situation</li> </ul> <p><b>At all times:</b></p> <ul style="list-style-type: none"> <li>• Identify whether any persons may require additional assistance in the event of an evacuation and put suitable arrangements in place.</li> </ul> <p><b>On hearing the fire alarm:</b></p> <p><b>Changing facilities – ground floor</b></p> <ul style="list-style-type: none"> <li>• Gather your class/team in an orderly manner and inform the Person in Charge that all are accounted for however if in doubt :-</li> <li>• 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.</li> </ul> <p><b>Social /dining area – first floor</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Remain outside and await further instructions.</li> </ul> <p><b>Flat – first floor (Occupants briefed in person)</b></p> <ul style="list-style-type: none"> <li>• Persons living or visiting the flat must evacuate the space using the main staircase or the fire exit 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.</li> <li>• 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 outlined under <b>All incidences</b> above as much as is reasonably practicable.</li> <li>• Contact the Fire Service and School Contacts to engage support without delay and as the situation requires.</li> </ul>

## Appendix 3: Fire Awareness Training and Briefing Arrangements

All existing and new full/part time RGS staff are required to complete the IHASCO online fire awareness training soon after joining and every two years (refresher) thereafter. Certain groups of staff, i.e. those who are contracted from external sources or on flexible working arrangements are briefed to suit specific needs. These are covered under the following fire briefing documents:

- Catering Team
- Cleaning Team
- Invigilators
- Peripatetic Teachers
- Student Briefing
- Temporary or Zero Hours Contract Staff

Separate packs are provided to the Senior Leadership Team and key staff members who have defined and specific roles to play in the event of evacuation/fire management. These packs are updated and issued annually in September.

**Assembly Points**

- Broadfield Site Buildings – Broadfield Lawn
- Main Site Buildings – Playground
- Hartswood Buildings – Main Pitch opposite Pavilion
- Reigate St Mary’s School – Lawn opposite Beech House
- Chinthurst School – the lawn behind the main building
- Take the time to notice the nearest fire exits and break glasses to where you are working across all the above sites and any other catering “pop up” locations in operation during the year.
- Do not allow catering equipment or boxes of stock items to build up and block fire exit routes out of your working areas.
- Report any concerns you have about housekeeping or other matters that might impact fire safety to you or others to your Catering Line Manager or the Estates Manager/team.

**If the alarm goes off:**

- The fire alarm sounders will ring continuously
- Leave the building immediately by the nearest available fire exit and make your way to the relevant assembly point taking any other catering colleagues with you.
- Do not stop to collect any valuables, bags etc.
- Do not use lifts
- The Catering Manager, Head Chef or Catering Operative in charge of the area of work will direct all other catering staff out to the relevant assembly area.
- Please close all fire doors behind as you leave the building and switch off equipment where possible and safe to do so.
- Once outside report any concerns immediately to the School Fire Officer in charge (usually a member of the SLT)
- Do not re-enter the building until the “all clear” has been given by the School Fire Officer

**If you see a fire:**

- Set off the nearest fire alarm – break glass
- Evacuate the building and close the fire doors behind you as you go out.
- Do NOT put yourself at risk by trying to put out a fire – only trained staff must use fire the extinguishers
- Inform the Catering Manager or Senior Staff member (Fire Officer) and give clear information on the situation as known to you.
- The Porter’s desk or Main Reception can be reached on 01737 222231 (ext. 424 or 346)
- Do not re-enter the building until advised to do so by the School Fire Officer (SLT or Senior Staff member) in charge.

I confirm that I have read and understand the above summary of the fire procedures. I know where to request further information from and where to report any safety concerns to the Catering Manager (or if absent to the Estates Manager or Team).

NAME: .....

SIGNATURE: .....

DATE: .....

## Cleaning Team

### Assembly Points:

- Broadfield Site Buildings – Broadfield Lawn
- Main Site Buildings – Playground
- Hartswood Buildings – Main Pitch opposite Pavilion
- Reigate St Mary's School Buildings – Lawn opposite Beech House
- Chinthurst School – the lawn behind the main building
- Take the time to notice the nearest fire exits and break glasses to where you are working
- Report any concerns you have about fire safety to your Line Manager or Team Leader.
- Do everything you can to ensure that good housekeeping practices are maintained and do not allow rubbish to build up especially in fire exits routes

### If the alarm goes off:

- The fire alarm sounders will ring continuously
- Quickly put all cleaning equipment or machines in use to one side and out of the way – do not hinder your own exit route or that of others.
- Leave the building immediately by the nearest available fire exit and make your way to the relevant assembly point
- Do not stop to collect any valuables, bags etc.
- Do not use lifts
- The warden for your area will double check your building however if you have any concerns, please report them immediately to the person in charge (Usually a member of the Senior Management Team acting as the School Fire Officer or a Fire Services Officer)
- Do not re-enter the building until the all clear has been given by the person in charge.

### If you see a fire:

- Set off the nearest fire alarm – break glass
- Evacuate the building and close all fire doors behind you.
- Do NOT put yourself at risk by trying to put out a fire – only trained staff must use fire the extinguishers.
- Report to the School Fire Officer once outside and give clear information on the situation as known to you.
- Do not re-enter the building until advised to do so by the School Fire Officer in charge.

I confirm that I have read and understand the above summary of the fire procedures. I know where to request further information from and where to report any safety concerns to within my department.

NAME: .....

SIGNATURE: .....

DATE: .....

## Invigilators

**Whilst overseeing exams in any of the exam halls it is important that you are aware and understand the fire safety arrangements in place for you and the students in your care and that you know what to do in the event of an incident and evacuation.**

**Please be aware that fire drill practices are not planned for during exams period so if the alarms sound you **MUST** assume it is a real situation and act accordingly.**

### **In advance:**

- Take the time to read, understand these procedures and note the nearest fire exits and break glasses to where you are working/based
- Report any concerns you have about housekeeping or other matters that might impact fire safety to your school contact – (Exam Officer, Porters or HR Manager)

**Assembly Points for Exam Students – these differ to the normal assembly points as all exam students must be kept separate from the student body in the event of an exam being disrupted.**

### **If the alarm sounds continuously:**

You must direct the students out of the building (exam hall) immediately as follows:

**MAIN SITE:** Sports Hall, Concert Hall or Old Library evacuate through the nearest fire doors leading out to the **FRONT CAR PARK** – keep students calm and distanced.

**DofE Building:** evacuate through the fire doors and gather on the **POOL PATIO** area.

**BROADFIELD SITE:** Harrison Centre, Drama Studio 1 & 2, Music Building or any other area on this side of the site in use for exams – evacuate through the relevant fire doors and make your way to the **COACH PARK (gather close to the entrance areas of the Ballance and PMH buildings).**

Note that all other students who are not undertaking exams will be gathered at the normal assembly points in the Main School Playground or Broadfield Lawn.

- Do not stop to collect any valuables, bags etc. and do not use lifts
- **Ensure one of the Invigilators makes their way to the general assembly point to report into the Fire Officer** (this is usually a member of the Senior Leadership Team – SLT) and confirm which exam hall has been evacuated and that all students are accounted for – flag any issues immediately.
- Do not re-enter the building until the all clear has been given by the School Fire Officer
- All other Invigilators should remain with the exam students and keep order whilst gathered at the area. Remember the students will have participated in fire drills and will be aware of your expectations on behaviour and staying apart.

### **If you see a Fire:**

- Set off the nearest fire alarm e.g. break glass
- Evacuate the building (exam hall) closing the fire doors behind you
- Direct the students out calmly
- Prevent anyone from entering the building
- Do **NOT** put yourself at risk by trying to put out a fire – only trained staff must use fire extinguisher
- Report to School Fire Officer (SLT member once outside)
- The Porter's desk or Main Reception can be reached on 01737 222231 (ext. 424 or 346)
- Only re-enter the building when instructed that it is safe to do so.
- Account for the students in your care – flag any issues immediately to another member of staff.

I confirm that I have read and understand the above summary of the fire procedures. I know where to request further information from and where to report any safety concerns to within School.

NAME: .....

SIGNATURE: .....

DATE: .....



### Assembly Points

- Broadfield Site Buildings – Broadfield Lawn
- Main Site Buildings – Playground
- Hartswood Buildings – Main Pitch opposite Pavilion
- Reigate St Mary's School Buildings – Lawn opposite Beech House
- Chinthurst School – the lawn behind the main building
- Take the time to notice the nearest fire exits and break glasses to where you are working
- Report any concerns you have about housekeeping or other matters that might impact fire safety to your contact in the Music department (Director of Music or the Fire Wardens – Keri Smith and Nick Lobb)

### If the alarm goes off:

- The fire alarm sounders will ring continuously
- Leave the building immediately by the nearest available fire exit and make your way to the relevant assembly point taking with you any students in your care.
- Do not stop to collect any valuables, bags etc.
- Do not use lifts
- The warden for your area will double check your building however if you have any concerns, please report them immediately to the School Fire Officer in charge (Usually a member of the SLT)
- Take care of your student/s whilst you remain outside of the building
- Do not re-enter the building until the all clear has been given by the School Fire Officer

### If you see a fire:

- Set off the nearest fire alarm – break glass
- Evacuate the building, taking any students in your care with you - close the fire doors behind you
- Do NOT put yourself at risk by trying to put out a fire – only trained staff must use fire the extinguishers
- Inform the Music School Fire Wardens or Senior Staff member (Fire Officer) and give clear information on the situation as known to you.
- The Porter's desk or Main Reception can be reached on 01737 222231 (ext. 424 or 346)
- Do not re-enter the building until advised to do so by the School Fire Officer (SLT or Senior Staff member) in charge.

I confirm that I have read and understand the above summary of the fire procedures. I know where to request further information from and where to report any safety concerns to within the Music department.

NAME: .....

SIGNATURE: .....

DATE: .....

### **If the alarm sounds you need to:**

- Leave the building following the fire evacuation plan (if you aren't sure, use the nearest exit)
- Go to the Assembly Point and line up with your class in your year group zone
- Please stay out of buildings during fire evacuations – walk round the outside, don't take short cuts
- Leave belongings where they are
- Please remain silent whilst leaving buildings and waiting at the assembly point

### **Assembly Points**

- Main School Site – Lower part of the PLAYGROUND
- Broadfield Site (all buildings including the Harrison Centre ) – BROADFIELD LAWN – where the year numbers are displayed.
- Hartswood Sports Site – PITCH outside the changing rooms

**Only re-enter the buildings when told it is safe to do so by a Fire Officer**

**Assembly Points**

- Main Site Buildings – Playground
- Broadfield Site Buildings – Broadfield Lawn
- Hartswood Buildings – Main Pitch opposite Pavilion
- Reigate St Mary’s School Buildings – Lawn opposite Beech House
- Chinthurst School – the lawn behind the main building
- Take the time to notice the nearest fire exits and break glasses to where you are working
- Report any concerns you have about fire safety to your Line Manager or Head of Department
- Do everything you can to ensure that good housekeeping practices are maintained and do not allow rubbish to build up especially in fire exits routes

**If the alarm goes off:**

- The fire alarm sounders will ring continuously
- If you are already outside the buildings stay outside – report to the relevant assemble point
- If inside when the alarm sounds, then leave the building immediately by the nearest available fire exit and make your way to the relevant assembly point
- Do not stop to collect any valuables, bags etc.
- Do not use lifts
- The warden for your area will double check your building however if you have any concerns please report them immediately to the person in charge (Usually a member of the Senior Management Team acting as the School Fire Officer or a Fire Services Officer)
- Do not re-enter the building until the all clear has been given by the person in charge.

**If you see a Fire:**

- Set off the nearest fire alarm – break glass
- Evacuate the building and close all fire doors behind you.
- Do NOT put yourself at risk by trying to put out a fire – only trained staff must use fire the extinguishers.
- Report to the School Fire Officer once outside and give clear information on the situation as known to you.
- The Porter’s desk or Main Reception can be reached on 01737 222231 (ext. 424 or 346)
- Do not re-enter the building until advised to do so by the School Fire Officer in charge.

I confirm that I have read and understand the above summary of the fire procedures. I know where to request further information from and where to report any safety concerns to within my department.

NAME: .....

SIGNATURE: .....

DATE: .....

## Appendix 4: Fire Wardens Coverage and Clearance Register 2023-2024

### Main School Buildings

Area of Responsibility	Fire Warden Coverage	Clearance Check
<b>Swimming Pool</b>	Ben Rutland [Swimming staff to manage the students as appropriate]	
<b>DI/2</b>	Duty Teachers and Staff – DofE Office	
<b>Hamlin Building</b>	Anthony Davies Edward Marley Josh O'Dowd Gary Sillience	
<b>Geography</b>	Natalie Innes Vanessa Ramsden	
<b>Art</b> <b>Food Technology Room and area immediately outside</b>	<b>Lisa Robertson – SLT Fire Officer</b> Emma Bader Liz Burns Soizick Genillard	
<b>DT</b> <b>Wright Gallery</b> <b>Wright Gallery Toilets</b>	Simon McShane Ian Winmill	
<b>Fitness Suite</b> <b>Sports Hall</b> <b>Sports Hall toilets</b>	Duty Sports staff member and/or Estates team member undertaking the “sweep”	
<b>Headmaster’s Offices</b> <b>Runway corridor</b> <b>Student toilets</b> <b>Accessible toilets</b> <b>Concert Hall</b> <b>Stage and area behind</b>	Bronwen Eustace Hannah Willard	
<b>Reprographics</b> <b>Rms 6-8</b>	Lucy Wotton Aimee Parr	
<b>Language corridor</b> <b>Rm 19</b> <b>Main staircase</b>	Fan�lie Chartrain Duty Teacher (Rm 19) Martina Sowa	

<b>Admin Building</b>	<b>Steve Douty / Sean Davey – SLT Fire Officers</b> Claire Bishop Michaela Thornley	
<b>Tweenies corridor</b> <b>Tweenies kitchen</b> <b>Tweenies toilet</b> <b>SLT office off main staircase</b>	<b>Brendan Stones – SLT Fire Officer</b> Dawn Holmes Helen Smith	
<b>Old Library</b> <b>Board Room</b>	Supporting member of staff in Old Library	
<b>English – First floor</b> <b>Corridor and classrooms</b> <b>Stairway</b> <b>Dance Studio</b>	Charlotte Harvey Priya Nair	
<b>English &amp; Sports – ground floor</b> <b>Corridor, offices and classrooms</b> <b>Rms 1-4</b>	Stuart Chevalier Karen Holbrook Wilson Katherine Scaglione	
<b>Rms 5 (by playground door)</b> <b>Rm5a (formerly School Office)</b> <b>Staff/Visitor toilets – ladies &amp; gents</b>	Duty Porter	
<b>Main Entrance Lobby</b> <b>Staff Room</b>		
<b>Reception</b>	Duty Receptionist	

## Broadfield Buildings

Area of Responsibility	Fire Warden Coverage	Clearance Check
<p><b>Harrison Centre</b></p>	<p><b>Richard Bristow / MaryAnn Collins <i>SLT Fire Officers</i></b></p> <p><b><u>Sixth Form Centre &amp; other areas – Ground Floor</u></b></p> <p>Elizabeth Taylor Rob Verdon (or supervising staff in the HC Sixth Form area)</p> <p><b><u>Library and Associated Areas – First Floor</u></b></p> <p>Penny Fenton Davida Hall Clare Horsfall Harry Ingham</p> <p><b><u>Second Floor areas</u></b></p> <p>Matt Buzzacott Sixth Form team on second floor</p>	
<p><b>Drama Studios 1 &amp; 2</b></p>	<p>Hugh Edwards Drama Team</p>	
<p><b>Studio Café – by Drama Studio 2</b></p>	<p>Catering staff Supervising member of teaching staff present</p>	
<p><b>Cornwallis</b></p>	<p><b><i>Sarah Arthur – SLT Fire Officer</i></b></p> <p>Phil Jackson and Kylie Bardell-Roberts – First and Second Floors</p> <p>Ground floor – Jane Tyson and Georgie Shaylor School Office &amp; Medical Centre</p>	
<p><b>Broadfield</b></p>	<p><b><i>Caroline Lawson – SLT Fire Officer</i></b></p> <p>Sarah Branston and Drama Team – Ground Floor John Moore – ITH Ground/First Floor Philippa Watkins and Jane Callaghan – MAE – First Floor</p> <p>CCF team members on duty (Andy Pruvost and Christine Allinger) – Second floor</p>	
<p><b>Ballance Building – Ground Floor</b></p> <p><b>SI-S5</b></p> <p><b>Prep rooms</b></p> <p><b>Lift</b></p> <p><b>Disabled toilet</b></p>	<p><b><i>Michelle Pope – Senior Fire Officer</i></b></p> <p>Will Harvey Maria Orogo-Wenn</p>	

<b>Ballance Building – Ground Floor</b> <b>S6-S9</b> Prep room Student toilets (boys & girls)	Daphne Walet Alex Welch Celine Cartron	
<b>Ballance Building – First Floor</b> <b>S10-S12</b> Prep rooms	Andrew Bamford Reshmi Chandra Mark Trezise	
<b>Ballance Building – First Floor</b> <b>BL10-14</b> Toilets	Ed Hogarth Phil Jackson	
<b>Balance Building – First Floor</b> <b>S13 lab</b> <b>S14-S16</b> Computer Studies Science Offices Staff toilets	Philippa Lewty and Computer Science team on duty Heads of Science team on duty	
<b>Ballance Building – Second Floor</b> <b>BL20-25</b> Offices Toilets	<b>Caroline Hosegood – SLT Fire Officer</b> Frances Gunning Fran Lee Llywelyn Morgan	
<b>Front of Ballance Building</b> <b>(external)</b>	Rhys Tyler [to guide around to Broadfield Lawn Assembly points]	
<b>Catering Areas – PMH</b>	RGS Catering Team Managers	
<b>Music</b>	Joanna Korzinek Nick Lobb Keri Smith	

## Hartswood Sports Site

Area of Responsibility	Fire Warden Coverage	Clearance Check
<b>Hartswood Site</b> <b>HW out of hours</b>	Robert Bartholomew Jack Bellars Kevin Ford Brendan Spiers + support from the above staff or sports / event staff on duty	