

## **Fire and Emergency Procedure Policy**

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## **EMERGENCY PROCEDURES FOR:**

- **FIRE or EMERGENCY EVACUATION (i.e. bomb scare)**
- **EMERGENCY SERVICES: INFORMATION**

### **1. Overview**

The main School site is separated into alarm zones. The lead member of staff should ensure that he or she knows the geography of the zones as well as the operation of the control panels.

- Fire extinguishers are available at various points around the School.
- It is the responsibility of the Compliance Officer to ensure that alarms and extinguishers are regularly tested and maintained. It is also the Compliance Officer's duty to ensure that notices indicating assembly point locations and escape routes are clearly displayed in classrooms and other relevant locations.
- Day time and night time (Cothill House boarding at Chandlings) drills are regularly practised in accordance with advice given by the Bursary. There is a minimum of one day drill held each term and one night drill, in each boarding house, each term.
- There are also occasions when the alarm goes off accidentally, but on each occasion the alarm must be responded to exactly as if there was a fire.

### **2. Procedures in Case of Fire**

- In all cases, the primary objective is to ensure the safety of all on site and to preserve life.
- Raise the alarm.
- Fires should only be tackled with great caution and generally only to ensure safe evacuation of staff and pupils.

### **3. FIRE ASSEMBLY POINTS**

PREP DEPARTMENT	Tarmac football pitch
PRE-PREP DEPARTMENT	Wood Chip Playground
NURSERY	Tennis Court
VISITING SCHOOLS	Tennis Courts
PARENTS ON SITE	Tennis Courts

### **4. When the Fire Alarm Sounds**

#### **4.1 Normal Operational Hours (8:15am to 4:00pm):**

1) IN SILENCE, lead out immediately to the Fire Assembly Point. Do not collect personal belongings, etc. Lead out even if in the middle of formal exams. NB – All staff must respond to fire bell and exit immediately, whether with children or not.

Staff who are not accompanying a class during evacuation, must “sweep” changing rooms, toilets and similar rooms, if in close proximity to their evacuation route.

2) Teachers accompany the class/group/set/team they are teaching and remain with them. Follow the internal Fire Exit signs. At the Fire Assembly Point pupils must join their Form with Form Teachers. Where Form Teachers are not available, accompanying staff agree between themselves as to who registers which class. Pupils line up in alphabetical order. All staff not with a form line up together away from the pupils so that you can be identified and registered.

3) Visiting Schools will go to the tennis courts adjacent to the Fire Assembly Point with their teachers, who will check that they are all present.

4) Complete silence should be maintained by everyone at the Fire Assembly Point.

5) The Fire Register is distributed by PS to teachers in charge of classes. Teachers in charge check the Fire Register. AB (Prep) and MM (Pre-Prep) will check each form register and then report to The Head that all pupils are accounted for. All staff are to be aware and react immediately to any queries. Any concerns relating to safety must be reported to the Head.

6) SEB takes out Staff Register together with the Staff Signing-Out Book and Visitors Book. The Staff Register is checked by FL (Prep), FG (Pre-Prep) and JC (Nursery). The Head is notified of any absentee concerns.

7) AS checks attendance of peripatetic music teachers and informs the Head of any concerns.

8) B Thomas checks maintenance, domestic and kitchen staff and reports to the Head any concerns.

9) PS checks visitors and will notify the Head of any concerns.

10) Administrative staff to report directly to SEB and be ready to offer assistance.

11) The Fire Officer (LF) and Caretaker (Peter Thomas) go to fire panel to check on location of fire. If a real fire is detected, then these staff will direct emergency services to Fire Panel, and on to Zone itself. If it is a false alarm, then these staff members will go to the Fire Assembly Point to report a false alarm. Until the Head, Deputy Heads/ Fire Officer are satisfied that the building in question is safe, no-one may return to any part of the School. The Head will issue the “All Clear”.

#### **4.2 Visiting the School Grounds during Normal Operating Times:**

If you are taking a group of pupils out of class and onto the school grounds teachers must register this in the form of a note to PS with the timings, staffing and pupils' names. In the event of a Fire or Emergency alarm sounding, make your way to the Fire Assembly Point, if you believe it is safe to do so. If a decision is made not to move to the Fire Assembly Point, stay in one place with the pupils, until you believe it is safe to move them. If you are out of earshot and are therefore unable to react to the alarm, your note to PS will be evidence of your pupils' and your own whereabouts.

#### **4.3 4:00pm to 5:00pm:**

Follow the same evacuation and Fire Assembly Point procedures as normal.

All present teaching staff should check the register all pupils, helping where necessary to maintain order and calm. Pupils in activity and homework clubs will be

under the care of the providers, as well as staff.

#### **4.4 After Hours Procedure:**

If Fire Bell goes after normal operating hours the following procedures should be followed:

- As long as children are on Chandlings site, then staff are responsible for their safety. This is the case even where children have been handed to parents. Pupils (attending ASC or uncollected pupils), staff, parents, visitors and all other people present on site, will proceed to the Fire Assembly point and normal fire drill procedures will apply where appropriate.
- If parents are on site with their children, they should make their way to the Fire Assembly Point next to the playground, with their children. If parents are on site but without their children, then they should proceed to the Tennis Court.
- Under no circumstances should anyone attempt to drive away from the Car Park or School premises. The drive must be kept clear for Emergency vehicles.

### **5. Staff Responsibilities**

- The majority of staff will ensure an orderly evacuation of the children. Staff not in direct control of pupils will sweep all toilet and changing areas without compromising their own safety.
- 2 members of staff (i.e. Domestic Bursar/ Caretaker/ Admin staff) will proceed to the Fire Panel to identify triggered Zone. The relevant Zone will be checked to determine whether there is an actual fire, or false alarm. If a real fire is detected then these staff will direct emergency services to Fire Panel, and on to Zone itself. If it is a false alarm, then these staff members will go to the Fire Assembly Point to report a false alarm. Until the Head/Deputy Heads/ Fire Officer are satisfied that the building in question is safe, no-one may return to any part of the School.

### **6. Registration of Children**

ASC providers and staff will check pupils present against their registers and report to the Head directly if they have concerns.

### **7. Fire Safety Policy**

#### **7.1 General**

*The Regulatory reform (Fire Safety) Order 2005 is the guiding legislation.*

The School's priority is life safety. All occupants of all school buildings should be able to vacate the building to a place of safety in the event of a fire occurring within that building.

All School buildings are constructed to a standard that will not be adversely affected by fire, for at least sufficient time to allow all occupants to vacate in safety. Experience shows that full evacuation should be effected within two and a half

minutes.

All buildings are fitted with automatic fire detection and warning systems, together with emergency lighting, all of which are serviced, maintained and tested at appropriate intervals by Pyrotec Services Ltd. The fire detectors are tested monthly and the emergency lighting is tested annually. Fire notices in rooms and exit signage is reviewed each term. The Fire Officer (Domestic Bursar, Leanne Foster) and Trust Compliance Officer (Chris Gillham) are responsible for ensuring that this takes place.

Fire extinguishers, where fitted, are serviced and tested annually by Redbox Fire Control Ltd. Members of staff who are responsible for the safety of buildings, such as the maintenance teams and Compliance Officer, should carry out spot checks at least weekly, as part of their routine management duties to satisfy themselves that fire extinguishers are in place and have not been tampered with or used, that the Fire Panel reads 'Normal' and that fire escape routes are free from obstruction.

The School maintains a rolling programme of fixed electrical installation testing, together with testing of all School owned portable electrical appliances. It also undertakes to provide staff training in fire safety awareness on an annual basis. This fire safety training is done at the beginning of each academic year, when new staff also receive induction. The Fire Officer, Head and Trust Compliance Officer (Chris Gillham) are responsible for ensuring that this takes place. Chandlings School operates a 'No Smoking' policy throughout all its buildings.

### **7.2 Other buildings**

The construction of most other School buildings is also Class 'B', i.e. traditional brick, block and tile walls and roof (non-combustible) with timber floors and roof joists. As such, the maximum safe evacuation time is two and a half minutes.

### **7.3 Reviewed**

Annually by the Compliance Officer, as required.

## **8. Document Information**

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