



## **FIRE AND EMERGENCY PROCEDURE (12b)**

The purpose of this document is to ensure that all concerned understand the integration of the Head and Staff in the development of Fire and Emergency Procedures.

The Head's aim is to work closely with Staff to develop and maintain logical and effective procedures and to assist with fire and emergency related issues.

The School Estate Management will conduct and record the following procedures:

- Fire Safety Risk Assessment (jointly with the Head)
- Fire Evacuation Drills (date and time specified by the Head / Deputy Head)
- Fire Equipment Checks – Monthly
- Fire Alarm Tests – Termly
- Fire Safety Inspections – Monthly

The safety of pupils, teaching staff and school visitors when on school premises or undertaking school activities is ultimately the responsibility of the Head. Consequently, all procedures must be approved by the Head.

**All relative paperwork on fire safety can be found within the Fire Log Book kept within the School Office**

### Fire Safety

- The North Yorkshire Fire Brigade inspect the building routinely.
- The fire alarm is a continuous oscillating siren
- Fire exits are clearly marked and should be kept clear at all times
- All fire-doors must be kept closed or open on active magnets connected directly to the alarm system, fire-doors into cupboards must be kept locked when not in use
- No pupil should use any fire-fighting equipment. Staff should take note of the different types of portable fire-fighting appliances and the types of fires they are used for.
- It is an offence to tamper with any equipment provided for the purposes of fire detection or firefighting. It is the duty of staff to report any damage or use of fire safety equipment immediately to the school Estate Manager.
- A Fire Log Book is kept in the school office, and in it are recorded details of all fire practices, incidents and false alarms of the fire alarm system.
- All staff should make themselves familiar with fire exits, escape routes, positions of alarm points and fire extinguishers. They should also ensure children are familiar with fire escape routes, evacuation procedures and the position of alarm call points.

At each emergency exit point, in each dorm and at links between buildings are positioned "Fire Action" signs. These detail the emergency procedure - actions to be taken on discovering a fire, and on hearing the fire alarm.

Procedure for evacuating the school buildings in case of emergency

It may be necessary to evacuate the school buildings at any time of day or night in case of fire, bomb alert, gas leak, flood or other emergency. In such circumstances, the fire alarm will sound. Green signs around the buildings indicate emergency escape routes. Emergency lighting will automatically come on in the event of power failure.

Chain of Command

As soon as the fire alarm sounds, the school fire evacuation policy must be adopted. The most senior person present takes command of the situation

On arrival of the fire brigade, the Fire Officer automatically assumes overall authority on the site.

Only the Fire Officer may declare the situation safe and allow people back into the buildings.

Daytime (08:15 – 20:00)

On hearing the alarm sound in daytime:

Pupils should:

- Leave the building by the nearest available emergency escape route (designated by the green signs)
- Not stop to collect any belongings
- Go to the assembly point on the Front Lawn in silence and in an orderly manner
- Assemble in registration group order
- Not return to the building until the alarm has been silenced and the Fire Controller has declared the situation safe.

On seeing fire or smoke in the daytime:

Pupils should:

- Activate the nearest fire alarm call point by breaking the glass
- Warn any others in the area of the immediate danger
- Leave the building by the nearest available emergency escape route (designated by the green signs)
- Not stop to collect any belongings
- Go to the assembly point on the Front Lawn in silence and in an orderly manner
- Notify the most senior member of staff about the location and nature of the fire
- Assemble in registration group order
- Not return to the building until the alarm has been silenced and the Fire Controller has declared the situation safe.

Members of staff should:

- Call the fire brigade immediately
- Close doors and windows to try prevent the spread of fire (if safe to do so)
- Shepherd the pupils in their care (from behind), leaving the building by the nearest available emergency escape route.
- Not stop to collect any belongings

- Go to the assembly point on the Front Lawn in an orderly manner
- Collect the register from the office staff and conduct a roll-call to verify all are present
- Maintain order amongst those pupils they are responsible for
- Not return to the building until the alarm has been silenced and the Fire Officer / senior member of staff has declared the situation safe.

Night time evacuation of boarders (20:00 – 08:15)

- Boarders will be checked from the night register. The night register is marked as they go to bed and left outside the boarding staff bedroom.

On hearing the fire alarm at night-time:

Pupils should:

- Put on dressing gown and footwear (if it is safe to do so)
- Leave the building by the nearest available emergency escape route (designated by the green signs)
- Not stop to collect belongings
- Go to the assembly point on the Front Lawn in silence and in an orderly manner
- Assemble in dormitory groups
- Not return to the building until the alarm has been silenced and the Fire Controller has declared the situation safe.

Members of staff should:

- Call the fire brigade immediately
- Alert all pupils in their area, encouraging them to put on dressing gowns and slippers
- Check there are no girls left in their area and shepherd their charges (from behind) out of the building, leaving the building by the nearest available emergency escape route, closing doors and windows on their exit to prevent the spread of fire (if safe to do so)
- Not stop to collect belongings
- Go to the assembly point
- Maintain order amongst the pupils for whom they are responsible
- Not return to the building until they are told to do so.

Resident members of staff should:

- Activate the Fire Alarm Call Point by breaking the glass
- Call the fire brigade
- Alert all girls in their area, encouraging them to put on dressing gowns and slippers
- Close windows and doors to prevent the spread of fire (if safe to do so)
- Check there are no girls left in their area and shepherd their charges (from behind) out of the building, leaving the building by the nearest available emergency escape route
- Go to the assembly point in an orderly manner
- Inform the most senior person present about the location and nature of the fire
- Maintain order amongst the pupils from their area
- Not return to the building until they are told to do so.

The Senior member of staff should:

- Ensure that the staff keep the pupils in orderly files according to form / dorm order
- Check with all members that their pupils are present, and report this to the Fire Officer on his arrival

- Discuss with the Fire Officer whether it is safe for pupils to remain on the Front Lawn, or to move to an alternative place
- Ensure that the Fire Officer enters the details into the Fire Log Book.

The School Secretary should bring out:

- The attendance registers (which should be left every morning in the office)
- The Fire Log Book
- The visitors book
- Cleaners sign in sheet
- List of pupils in lessons at the riding stables to ensure their safety
- Ensure the Fire Brigade have been called

Conduct at the assembly point

Tutors and form teachers should collect the relevant registers from the office staff and check that all pupils who should be present are there. Any “missing” pupils must be reported to the most senior member of staff present and the Fire Officer. All those evacuated from the building must wait in silence until the Fire Officer / senior member of staff gives the all-clear or gives instructions about moving elsewhere for shelter etc. (e.g. Main Hall or Gym)

The senior member of staff should:

- Ensure that the staff keep the pupils in orderly files according to dorm order
- Direct the staff and pupils to an alternative safe area of the buildings (such as Main Hall / Gym) during cold or inclement weather.
- Collect the register from the boarding staff and verify all the children are present
- Ensure the Fire Brigade have been called.
- Check with the Fire Officer when it is safe to re-enter the building.
- Ensure that the details of the incident are entered in the Fire Log Book

Drills and Testing:

The School Estates team is responsible for ensuring that:

- Drills are carried out and logged
- Action is taken where necessary to improve on evacuation performance
- Testing is carried out and logged

Item	Frequency
Fire drills	Termly covering both day and night and Logged.
Fire alarm	Full system tested quarterly by contractor. Logged, Sounders tested termly and Logged.
Fire doors	Inspected monthly and Logged.
Fire extinguishers	Tested annually by contractor and Logged.
Emergency lighting	Tested annually by electrician and Logged.

All log books are inspected annually by our insurers.

What do I need to Know ?

- You need to know the location of the fire escapes in your workplace.
- You need to know the location of the fire alarms and how to operate them.
- You need to know the location of the fire fighting equipment and how to use it (If Trained to do so).
- You need to know the location of the fire assembly point and your responsibilities in the event of a fire.

Your Department has its own fire evacuation routes and these will be given to you upon commencement of employment.

Your Head of Department must explain any specific responsibilities you have in the Departmental Fire Plan.

Preventing the Spread of Fire

**Throughout the School are fire doors. These are designed to prevent the spread of fire and smoke.**

- NEVER prop fire doors open - they must be kept closed or open by a magnetic catch which is connected to the fire panel.
- NEVER obstruct an automatic fire door that will close automatically if the fire alarm sounds.

Means of Escape

- NEVER block or obstruct any means of escape or fire exit.

IF YOU IDENTIFY ANYTHING THAT COULD BE A POTENTIAL FIRE HAZARD THEN REPORT IT  
TO THE ESTATE MANAGER IMMEDIATELY.

Clint Smith  
Estates Manager / Health & Safety Officer

September 2016  
Review Date: September 2017