

Fire Drill and Evacuation Procedure

Reviewed and updated: September 2024

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Reviewed by Deputy Headteacher

If you discover a fire, your first responsibility is to raise the alarm by breaking the glass on the nearest Alarm Point. If this fails, utilise the phone system by calling the office.

DO NOT ATTEMPT TO TACKLE THE FIRE

In the event of the fire alarm sounding the following procedure should be followed:

- All pupils, staff and visitors must immediately leave all buildings via the nearest FIRE EXIT.

Teachers must ask the pupils to listen to the following instructions;

1. The teacher should direct the children to leave via the external classroom doors (or the nearest external door in the case of T2 classroom). The teacher should check the room is empty before closing the door after leaving.

PLEASE DIRECT THE PUPILS' ATTENTION TO WHERE THE EXIT IS.

2. They are not to run and must not talk.
 3. They must make their way to the assembly point on the tennis court.
 4. Pupils coming from the playground area near the Millennium building should use the gate onto the roundabout area rather than the path outside T2. The gate should be opened by the first member of staff to reach it.
 5. On arrival at the tennis court, Prep pupils should line up in register order facing the Pre-Prep fence to the right of the gate near the fire assembly point.
 - 6 . Pre-Prep pupils line up in class order in the Pre-Prep playground at the end nearest the gate.
- NB Head and KS1/EYFS Coordinator to undertake dynamic risk assessment in the event of billowing smoke and lead children to an alternative outside area of safe assembly. A message must be sent to advise their opposite number of the alternative venue.
 - All staff to undertake a dynamic risk assessment and ensure children are led to safety away from any billowing smoke or risk of falling debris. As fire can bridge quickly between buildings, children should not be led between a burning building and another building but should move away directly towards an open space such as field or car park. This is especially pertinent when evacuating the junior blocks.

- Class teachers take their class register from the KS1/EYFS Coordinator or the Reception Secretary (Prep School) and call out each child's name. On completion the register is returned immediately to the KS1/EYFS Coordinator (for the Pre-Prep pupils) or the Deputy Head (Prep School pupils). Any child who is missing and not accounted for by absence must be reported immediately to Deputy Head.
- The Head will check with both the Deputy Head and the KS1/EYFS Coordinator to ensure all pupils are accounted for and if necessary, report missing pupils / staff to the fire brigade.
- All support staff and visiting support staff / trades personnel report to the tennis court and assemble by the Fire Assembly Point, where it is the Head Chef's responsibility to ensure all have been accounted for (if the Head Chef is not present, the Head's PA will carry out this role). Anyone missing must be reported to the Support Services Manager and then the Head immediately.
- Visitors report to the tennis court with their hosts (or office staff). It is the responsibility of the Reception Office Secretary to check that all full-time and part-time prep teaching staff and visitors are accounted for. It is the responsibility of the Head's Secretary to ensure that all Pre-Prep staff are accounted for.
- The order to stand down may only be given by the Head (or in their absence, their deputy).

OTHER DUTIES / ROUTINES:

- Activation of the alarm will alert the Alarm Receiving Centre who will call the Fire Brigade if not told to stand down by Duty Caretaker or the Support Services Manager. If the Support Services Manager or the Duty Caretaker have confirmed from the board that it is not a fault or smoke/flames can be seen, it is responsibility of the Office to call the Fire Brigade to ensure they have been alerted.
- It is the responsibility of the Support Services Manager (or in their absence the Duty Caretaker) to meet the Fire Brigade. It is the responsibility of the Duty Caretaker to prevent other vehicular access, prevent pedestrian access to Treliske House and assess best route for fire brigade. It is also the responsibility of the Duty Caretaker to sound the air horn to alert any pupils who are in the grounds.
- The Duty Caretaker will remove the barriers to allow access for fire appliances and then remain at the front of the school to meet the appliances with the Support Services Manager.
- The Deputy Head and the Head's Secretary will be responsible for timing (during drills) the evacuation.
- The Head of Prep Admissions will take out the registers and hand to the KS1/EYFS Coordinator (given by the Reception Secretary) to give to Pre-Prep staff and then wait at the Pre-Prep gates to ensure rapid communication between the Head and the KS1/EYFS Coordinator.
- The Reception Secretary will take the registers to hand out to Prep School teachers and will take the visitors book and list of Prep School teaching staff.

- Pupils in the swimming pool NEED NOT evacuate if the fire is not in the pool building. They should however close doors against smoke ingress. A member of staff should attend the registration point to advise the Deputy Head (for Prep School classes) or KS1/EYFS Coordinator (for Pre-Prep classes) that all occupants are safe and accounted for. That member of staff should then consult the Head to see if swimming should cease, pupils change and go to Assembly Point or Safe Refuge. A headcount should be undertaken on arrival. If the fire is in the pool building they should evacuate to the tennis court. Foil blankets are provided to ensure that they remain as warm as possible. They must not return to the changing rooms to collect possessions or to change
- If it is clear there is a fire in the Pre-Prep building, evacuation will be to the tennis court.
- Once the registers have been taken, if the weather is inclement and the Head has ascertained that there is not a fire in the Sports Hall or Swimming Pool then Prep and Pre-Prep children may use the Sports Hall as a Safe Refuge. The Head will assess a safe route to the Refuge considering any billowing smoke and will instruct the class teachers to depart with their class. Class teachers will do a headcount on arrival at the Safe Refuge.

Fire Safety Site Plan

