

Fire Alarm Procedures

Alarm during normal school day, 8.15am – 4.15pm

It is the responsibility of all members of staff to know and follow the Fire Drill Regulations.

On hearing the alarm, the class teacher will instruct pupils to leave all books and bags in the classroom, close the door behind them and escort the pupils to the muster point on Home F

be easily identified. All registers apart from the pupils will be taken on muster points on the Eothen playground.

assemble in their tutor group fire lines at the muster station.

register the pupils and report back to the .

returns the registers to the once complete.

Once all pupils have been accounted for, the informs the

should congregate in silence at the muster station on the Eothen playground where the will take a register. Once the academic staff have been accounted for the reports back to the

on site assemble at the muster station on the Eothen playground where the will take a register. Once the contractors and visitors have been accounted for the reports back to the

congregate in silence at the muster station on the Eothen playground where the will take a register. Once the bursarial staff have been accounted for the reports back to the

The fire safety team will report back to the Principal Deputy Head stating if it is a false alarm where staff and pupils can return back to their buildings or there is a real fire and all persons stay until the fire service say it is safe to return back to the buildings.

Evacuation should only take place in the areas where the alarm is sounding i.e. The Eothen Building. On hearing the alarm, the class teacher will instruct pupils to leave all books and bags

in the classroom, close the door behind them and escort the pupils to the muster point on Home Field or Beeches Field. If teaching pupils with Personal Evacuation Plans – such as those who may be physically injured and on crutches - the teacher will ensure they are evacuated safely. All should leave the building silently in a purposeful and orderly manner by the safest and most direct route.

NB - in a zone evacuation, pupils should assemble on Home Field in their teaching class, rather than tutor group, and their subject teacher should ensure that all pupils present in their class are accounted for by doing a head count/informal register.

Members of the fire safety team will identify the exact location of the incident, go to the indicated area, and check the status of the alarm. They will contact the Director of Estates or Deputy by radio to report either "False Alarm" or "Fire in (confirming the building, devise location and what is on fire)" Reception will contact the fire brigade if necessary.

By using the zonal system in order to reduce disruption, it will not always be possible to have an accurate register. In particular, outside of lesson times it may be that many Tutors will not be in the area which needs to be evacuated so will not be there to register.

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- 1) All Pupils, Staff, Visitors and Contractors should evacuate buildings by the safest and most direct route and proceed to point on Home Field or Beeches Field silently in a purposeful and orderly manner.
- 2) A member of the SMT will be there to coordinate the taking of a register.
- 3)

- 3) **Boarders should assemble in House Groups and be registered by the Head of House as per**