

## **Winchester House School**

### **Fire Safety Policy & Procedures**

#### Key Facts

- The Day Time Assembly Point for yrs 3 – 8 is the Seligman Playground. If this is unsafe then the Top Quad
- On discovery of a fire – Sound the alarm, put out if safe to do so, call the fire brigade
- Unless directly threatened by a fire Pre-Prep is not to be evacuated
- Nursery staff should assess the fire risk specific to their children before evacuating due to the age of the children and the management of them when in a large open space
- Go to fire panel and make sure all are evacuated from the building – ask someone to brief the Duty LG or Dir. of Operations on the location of the fire and wait 3 minutes after the last person has been evacuated from the building and report to the assembly point. The Fire Warden for the affected area will return to the fire panel once the area has been checked.
- On hearing the alarm ensure all children are escorted safely to the assembly point; close all doors and windows and check rooms are clear when passing on the way out.
- There are call out fire books in the Seligman building and turret staircase containing lists of children, call out procedures and staff list.
- Fire Phone to be taken out to the assembly area by office staff or if office staff are not available then the books will be on the table in the Reading Room
- Dir. of Ops. and Duty LG will instigate evacuation and roll call by using the sheets in the fire folder. They will confirm the fire and ensure the fire brigade has been called. A member of staff will be sent to the gates to direct the fire services to the fire. Dir. of Ops. and Duty LG will brief the fire brigade.

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## **Fire Safety Policy & Procedures**

1. Fire Safety Policy	Page 3
2. Fire Procedures (For Boarding fire procedures, please see the Boarding Handbook)	Page 11
3. Pre-Prep and Nursery Fire Procedures	Page 27
4. In case of Fire Notice – Pre-Prep Day Time	Page 30
5. In the event of fire Notice– Day time	Page 31
6. On hearing a fire alarm Notice (staff procedures)	Page 32
Appedix 1 Fire Warden Letter	Page 33

## **Fire Safety Policy**

### **1 Scope**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

### **2 Objectives**

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

### **3 Guidance**

3.1 The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

3.2 The Director of Operations has responsibility for maintaining and ensuring the local implementation of the School fire procedures.

### **4 Fire Risk Assessment**

4.1 All of the School premises will be subject to a fire risk assessment. This will be conducted by an the Group Health, Safety and Compliance Manager annually. This will be reviewed internally for action plans throughout the year.

4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment report will be available on site (from the Dir. of Ops) and employees' attention brought to any hazards found in the assessment.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, including Heads of Departments, Fire Wardens and Head of the Head of Grounds and Maintenance to ensure that the walkways are kept clear of obstruction and tripping hazards.

## **5 Fire Detection**

Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

## **6 Fire Alarm**

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Head of Grounds and Maintenance. The alarm will be activated using a different activator point each week, where this is practicable.

6.3 The fire alarm system will be serviced each term by a competent contractor.

6.4 Records of these tests and servicing are maintained in a fire log book held by the Maintenance Department.

## **7 Fire Fighting Equipment**

7.1 The fire risk assessment will determine the minimum level of fire- fighting equipment which must be present in the School premises.

7.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

7.3 Fire extinguishers **must not** be moved from their locations or misused by colleagues, visitors, contractors or pupils. Extinguishers must **never** be used as a door stop. Colleagues found using extinguishers in this way or interfering in any other way, with firefighting equipment, will be subject to disciplinary action; it is an offence, which can be enforced by the Fire Authority with fines for the School and also the individual causing the offence.

## **8 Emergency Lighting**

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

8.2 Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Head of Grounds and Maintenance.

8.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

8.4 Records of testing and servicing of emergency lights will be maintained by the Maintenance Department.

## **9 Emergency Procedures (Appendix i)**

9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire.

9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

9.4 The means of escape will be regularly inspected by Heads of Department, Fire Wardens, Head of Grounds and Maintenance and the Dir. of Ops to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the relevant member of staff.

9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Duty LG or Dir. Of Ops. It is the responsibility of Duty LG or Dir. Of Ops. to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 **SUMMONING THE FIRE BRIGADE:** During the School day (8.00am – 6.30pm) all staff have standing instructions to summon the Fire and Emergency Service on discovery of or suspicion of a fire. The Duty LG or Dir. Of Ops. may also call the Fire and Emergency Service. During boarding hours (6.30pm – 8.00am) boarding staff have standing instructions to summon the Fire and Emergency Service on discovery of or suspicion of a fire. During holiday times, and when the School is closed, residential staff have standing instructions to summon the Fire and Emergency Service on discovery of or suspicion of a fire.

9.8 Fire drills will be held every term at the School. We also practice a night-time evacuation of the boarding houses every term.

9.9 Written records of fire / evacuation drills will be kept by the Director of Operations.

## **10 Fire Training**

10.1 Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes

10.2 Pupils will be informed of exits and escape routes

10.3 Fire Wardens will be appointed during the Summer Term each year for the following academic year. A letter will be sent, outlining their specific responsibilities (appendix 1). Fire Wardens will be required to undertake hands on Fire Extinguisher training and an Educare module “How to be an effective Fire Warden or Fire Marshal”.

10.4 Visitors and contractors:-

- Frequent visitors and contractors will be advised of the fire evacuation procedures by the relevant Head of Department
- Infrequent visitors and contractors will be supervised by a staff member at all times and escorted to the evacuation point if required
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

## **11 Fire Prevention**

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented Heads of Department, the Dir. of Ops. and Head of Grounds and Maintenance will:-

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (hazardous substances etc);

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Include fire prevention and evacuation procedures during the induction process with all new starters; and

11.5 Pay close attention to the activities of contractors as appropriate.

## **12 Fire Doors/ Fire Compartmentation**

Fire doors play an important part in preventing the spread of fire and smoke. Due to the age of the buildings not all of the fire doors are noted as such under the current regulations, but it is just as important that fire compartments can be made with the doors closed. During refurbishment consideration must be given to changing original doors to new fire rated doors (corridors FD60 and bedrooms FD30 or above) with consideration to planning issues. Where replacement doors have not been fitted, but it is felt through risk assessment that increased protection is required, they will be painted with an increased fire rated paint. This will increase fire compartmentation to the areas.

Cold smoke fire seals, bushes or intumescent strips have been fitted to fire doors and doors with increased fire integrity to assist in preventing the spread of fire and smoke. It is important that these seals or brush strips are not damaged in any way or painted over during refurbishment or decorating.

A programme is in place to audit and check all fire doors throughout the site, doors will be checked by an external contractor annually and in house as part of a weekly H&S walk by the Head of Grounds and Maintenance. Staff must report any damaged doors immediately to the Maintenance department.

Designated fire doors will be marked with mandatory blue signs; the instruction 'keep clear', 'Automatic Fire Door Keep Clear' or 'do not obstruct fire door' example below must be used.



**Items should not be used to wedge open doors, staff have an individual responsibility to ensure that fire doors are closed as they leave a room or area, failure to do so may result in disciplinary action be taken.**

If a door is required to be open for ease of access, then automatic closers should be fitted (or designed door guards that are fit for purpose). This will allow the door to be open but, during the activation of the fire alarm, will create the required fire compartment. Closing fire doors and keeping doors closed can and has saved lives during a fire event. If a door needs to be held open (for example to allow paint to dry) then the person must remain in the room, or arrangements must be made for other fire precautions to be in place.

### **Fire Compartmentation**

The creation of passive fire compartments within a building is an important strategy to inhibit fire and smoke spread and to contain a fire as much as possible to its starting point. Fire compartments are designed to assist with safe egress from the building, protecting key fire escapes and evacuation routes. The requirement to reduce the ability for a fire to spread will also provide increased protection to the building and contents. During new building projects

this strategy will be applied following current UK Building Regulations by using modern fire-retardant building materials (including materials that ensure structural integrity) and considering and assessing the occupancy requirements and activity risks within the building/ areas (for example sleeping risk within boarding accommodation, travel distances for escape routes, high risk areas such as catering facilities/ kitchens and areas around higher fire risks).

Such fire strategies and legal requirements may not have been applicable when some of the School's older facilities were planned and built. It is therefore important for the School to identify the existing designated fire compartments and implement a strategy to improve and maintain them. Breaches in compartments can occur when:

- Fire doors are held open, fire doors fail to close or their integrity is compromised
- Holes or breaches are made in the fabric of the building due to damage or planned works reduce the fire rating of the building materials
- Poorly planned refurbishment/alterations to an area reduce the fire rating of the materials used (for example the addition of a window or vision panel in a fire rated door or moving walls and doors to make larger rooms and areas)
- The insertion of utilities through the compartment which have a reduced fire rating (ducting and pipework)

Special areas for passive fire compartmentation will be wall voids, roof spaces, floor and ceiling voids covering areas running through the buildings both vertically and horizontally. A process has begun with undertaking a building survey/site audit of current layouts and arrangements. This will be cross checked with historic building documents and existing detailed drawings, from which strategies and plans can be produced and maintained through consultation with SHPT and the Maintenance Department. Assistance may need to be sought from external professional agencies (architects, consultants and structural engineers for ongoing advice and guidance).

### **13 Furniture, Fabrics and Furnishings Fire Safety Standards**

The School will comply with the following regulations:

- Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010.

Furniture and furnishings may significantly increase fire spread in rooms and spaces such as fire escapes, stairs and corridors within a building. Therefore, the potential to increase the fire loading and spread of fire needs to be considered when departments and Boarding Houses are purchasing, arranging and positioning furniture, fabrics and fittings in a building.

**No second-hand furniture should be accepted or purchased for the use in a Boarding House, even if it can be proven to be fire retardant.**

Following the guidance set out in the Fire Safety of Furniture and Furnishings in the Contract and Non-domestic Sector, the School will assess the risk, and follow the current British Standards.



Within the document the School could be classed as a low risk, though with the Boarding accommodation element, and also various buildings allocated for staff residential accommodation this would be classed as a Medium risk. This must be closely considered on a case-by-case basis, and where this is uncertain the higher level of risk will be applied.

**Office (upholstered) furniture (not in bedrooms - Low risk)**

Office furniture, for example in general offices and non-sleeping rooms, should be purchased from rateable suppliers and conform to BS EN 1021: parts 1&2:2014 and BS EN 5852: 1990. Chairs should carry the fire-retardant labels on them as evidence that they conform.

**Office (upholstered) Furniture (Bedrooms - Medium risk)**

All upholstered furniture within a bedroom used for sleeping should meet BS 7176:2007 +A1:211 as a Medium risk.

**Domestic Furniture**

Where furniture is introduced into the workplace, different regulations apply.

\*Where domestic accommodation is integral to the Boarding Houses, the School requires that items comply with Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010. This will not apply to antique furniture or items bought before 1950. Care to monitor the condition, and amount (Fire loading) for the latter is important.

New personal property being purchased by a member of staff for their private accommodation (where the School is the landlord) should be fire retardant, meeting the current standards as above. Where they are supply items that are already their own property, the School (as the Landlord) will ask that the furniture is in good condition, and meets the requirement above\* this should be advised and documented in their tenancy agreements.

Where the School (as the Landlord) is supplying furniture for a single domestic dwelling it will purchase items compliant with Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010. If the property is deemed a Medium risk (Multiple occupancy or the property does not have an adequate fire break from sleeping accommodation in a Boarding House) then a higher standard (non-domestic) of furniture will be purchased.

**Sleeping Accommodation (Boarding house/bedrooms and common spaces with cooking facilities)**

The use of furnishings, bedding and synthetic materials, which are easily ignited, can assist rapid fire spread, and where possible should not be used.

The use of fire-retardant material will substantially reduce fire loading and fire spread if a fire was to break out. Items in sleeping accommodation that should be fire retardant are (Cat 5):

- Curtains/blinds/drapes must conform to BS 5867: Part 2:2008
- Mattresses (excluding quilt/pillow covers) must conform to BS 7177:2008 +A1:2011
- All upholstered furniture must comply with BS7176: 2007 +A1:2011 (cat 5)
- Pillows
- Scatter cushions
- Seat pads

- Sofa beds/headboards/beds
- Loose and stretch covers
- Outside garden furniture (if it is used inside)

If the Boarding House has circulation spaces, deemed large enough to have any upholstered furniture this must comply with BS7176: 2007 +A1:2011. Fire exits must not be compromised by unnecessary furniture.

No materials (including posters) should be hung from the ceilings in bedrooms, and wall hangings (posters, flags/ fabrics etc) should be limited to no more than 20% of the total wall covering.

## **14 Fire Records**

Records are kept by the Director of Operations of training; inspections; evacuations and maintenance of systems and equipment.

## Appendix i

### FIRE/FIRE ALARM PROCEDURES

#### Introduction

These procedures are to be followed **between the hours of 8.00 a.m. and 6.30 p.m.** In the event of a fire or fire alarm outside these hours boarding staff will evacuate buildings in accordance with separate instructions.

#### Definitions

- Fire Control Point – a point in each building, usually near the main entrance, where a folder containing information relevant to a fire is kept.
- The day-time “Assembly Area” for Years 3 – 8 is the Seligman playground; if this area is unsafe the Duty LG or Dir. Of Ops. in charge will direct evacuees to the Top Quad.
- “Assembly Area” folder. This folder will be kept near the Fire Control Point in Seligman and at the foot of the Turret staircase. It will contain a copy of this procedure, a calendar, Log Sheets to record events as they occur, a pen and note paper, and up to date lists of staff and children at the School, for use when taking the roll call.

#### Aim

The aim of these procedures is to ensure that, in the event of a fire alarm sounding all buildings are safely evacuated and all personnel accounted for.

#### Process

The following three distinct steps in the process are described in the appendices attached:

1. Action on discovery of a fire.
2. Action on hearing a fire alarm.
3. Action at the Assembly Area.

#### Pre-Prep

(see p24 for Pre-Prep instructions)

**Unless directly threatened by a fire, the Pre-Prep is NOT to be evacuated.**

If there is a fire in the Pre-Prep there are two changes to the normal procedures:

1. The Assembly Area for the Pre-Prep is PP car park
2. A member of Pre-Prep staff must either:
  - Phone the Upper School Secretary, inform her of the fire and ask that the Upper School be evacuated in accordance with the Fire Procedures, or
  - Go to the Hippodrome and raise the alarm in accordance with the call out sheet for the Hippodrome.

The rest of the School will then be evacuated to the Seligman playground in accordance with the rest of these procedures. The Fire Officer will move to the Pre-Prep to take charge of events on the ground.

## **ACTION ON DISCOVERY OF A FIRE**

On discovering a fire:

1. Sound/raise the alarm.
2. If safe to do so and you have received the appropriate training, make an attempt to put out the fire. Fire Wardens should follow the Fire Warden Procedures as outlined below
3. Call the Fire Brigade.
4. Ensure other occupants evacuate to the assembly point. Ask a member of staff to brief the Duty LG or Dir of Op of the location of the fire.
5. Report directly to the assembly point.
6. If handed a callut sheet by Dir of Ops or LG member, follow instructions on sheet.

## **ACTION ON HEARING A FIRE ALARM**

On hearing the Fire Alarm:

1. Close all doors and windows.
2. Evacuate the area in an orderly manner ensuring any pupils are escorted to the assembly point.
3. Check the immediate surrounding area, en-route, to ensure all rooms are evacuated.

## **FIRE WARDEN ACTION ON HEARING A FIRE ALARM**

1. Immediately contact the Fire Warden WhatsApp group with the message:  
"Alarm in X building. Evacuate."
2. **Phone 999** (confirmation that it is a drill will be sent immediately via the WHATSAPP group by Director of Operations or LG member in charge if this is the case)
3. Make your way to your designated area, put on your florescent jacket and check, without taking any risks that everyone in your area of responsibility is leaving/ out of the building. You should liaise with your Warden/ Deputy to check that the whole area has been checked. This should include toilets and kitchens en route to the escape. You may need to advise on escape routes.
4. Attempt to tackle any small fire with a fire extinguisher, where it is safe to do so, ensuring that you always have an escape route behind you.
5. Check, without taking any risks, that all doors and windows are closed. Close all fire doors.
6. Once your building is clear, go to Fire Assembly point and let Director of Operations, or LG member in charge know that your area is clear. If you are the first warden back to the meeting point, you may be asked to take charge of the building list.
7. Await further instructions from the staff named above and ensure that staff do not re-enter any building until verbally cleared to do so by either, the Senior Member of staff in charge (Director of Operations or the Head) or the local Fire Brigade Commander

## **FIRE WARDEN ACTION ON RECEIVING A MESSAGE NOTIFICATION OF AN ALARM**

1. Go to the Fire control panel in the building that you are in and sound the alarm for that building. If you are unsure of how to set the alarm off for the building that you are in, then instructions can be found in the Fire Folder next to the fire panel.
2. Make your way to your designated area, put on your high-visi jacket and check, without taking any risks that everyone in your area of responsibility is leaving/ out of the building. You should liaise with your Warden/ Deputy to check that the whole area has been checked. This should include toilets and kitchens en route to the escape. You may need to advise other staff/ children on escape routes.
3. Check, without taking any risks, that all doors and windows are closed. Close all fire doors.
4. Once your area is clear, go to Fire Assembly point and let Director of Operations, or LG member in charge know that your area is clear. If you are the first warden/deputy back to the meeting point, you may be asked to take charge of the building list.
5. Await further instructions from the staff named above and ensure that staff do not re-enter any building until verbally cleared to do so by either, the Senior Member of staff in charge (Director of Operations or the Head) or the local Fire Brigade Commander.

## **Duty LG or Dir. Of Ops. / MAINTENANCE STAFF**

On hearing the Fire Alarm/ receiving an alert call to mobile:

1. Maintenance staff to report to fire panel and establish existence of or suspicion of fire and exact location. If a fire is present, ensure message is passed to assembly area and wait near fire panel for arrival of Fire and Emergency services. If call is a false alarm, return to assembly area and advise Duty LG or Dir. Of Ops.
2. Duty LG or Dir. Of Ops. to report to assembly area and instigate evacuation and roll call

## **ACTION AT THE ASSEMBLY AREA**

### **Duty LG or Dir. Of Op's. role at Assembly Area**

1. Upon hearing the alarm, or receiving a message notification via the WhatsApp group, proceed directly to the assembly point.
2. Get RED AND BLUE Folder (from Seligman or from the bottom of the turret staircase) and take charge at the Assembly Area.
3. Once a fire is confirmed, ensure that the Fire Brigade have been called.
4. Ensure gates to Manor Road and the High Street are open and that, other than the emergency services, no-one else enters the School. Whoever you send to the gates (**make a note of who you send**) must be briefed to remain there and direct the emergency services to the location of the fire.
5. Ensure that all aspects of Roll Call are complete, those appointed to account for each area should hand their completed lists back to you.
  - One of Duty LG or Dir. Of Ops.in charge of calling out the rest of the School using the "Call Out Pack". This information is in the BLUE FOLDER and may be given to the First Fire Warden at the assembly point to coordinate
  - One of Duty LG or Dir. Of Ops in charge of the roll call using the "Roll Call Pack", and the Absentee List.
  - If only one of the Duty LG or Dir. Of Ops. is available, enlist the help of another member of staff
  - On arrival of the Fire Brigade, they are to receive a briefing (normally from the Duty LG or Dir. Of Ops.) to include:
    - The extent of the fire if known.
    - The location of the Site fire battlebox for the area affected
    - The believed location of casualties and numbers if known.
    - The best access to the fire.
    - Any particular hazards within the area involved in the fire.
    - The location of isolation points for electricity, gas and water (this information will be located on a laminated card next to the Fire Control Panel for each building).

## **PERSON I/C CALL-OUT**

In this pack are sheets explaining how each building/area is called out in the event of a fire. There are sheets for:

- The Manor House.
- Hippodrome/Upper Lodge and Top Quad
- Squash Courts/Maintenance/Temporary Classrooms/Secret Garden
- Drayton House.
- Seligman/Bandroom
- Music School
- Pre-Prep/Nursery
- Sports Hall/Playing Fields and Waterworks.
- 44 High Street

Your responsibility is to organise the call-out of these buildings/areas so that we can quickly account for everyone when the emergency services arrive on site. Primarily you should arrange the evacuation of those buildings nearest the source of the fire, but bear in mind you will need assistance, this will come from the Fire Wardens.

**As Fire Wardens arrive at assembly point check that each area has been accounted for- if an area has not been checked, hand appropriate “call out” sheet to a Warden to check.**

## **FIRE PROCEDURES CALL-OUT FOR MANOR HOUSE**

**DOOR CODES:**      **CHANGING ROOM CORRIDOR XXXX**  
**FRONT DOOR XXXX**  
**STEPTOE'S YARD XXXX**

1. Proceed to the **FIRE PANEL** in the main entrance.
2. Set off the Fire Alarms by:
  - Entering **Code 21321** to activate the Fire Panel
  - Pressing the button marked **SOUND ALARMS**
3. Remain near the panel/entrance and as people arrive tell them:

**THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA AT -----**

4. Allow the alarm to continue sounding for at least three minutes after the last person has come to the fire panel area, then silence the alarm by:
  - Entering **Code 21321** to activate the Fire Panel
  - Pressing the button marked **SILENCE ALARMS**
5. Close the front door, ensuring that it is locked, and report back to the assembly area. Inform the member of staff who sent you that you are back & that the Manor House has been evacuated. Hand back the call out card.



## **FIRE PROCEDURES CALL-OUT FOR DRAYTON HOUSE**

### **DOOR CODE XXXX**

1. Proceed to the **FIRE PANEL** in the main entrance.
2. Set off the Fire Alarms by:
  - Entering **Code 514** to activate the Fire Panel
  - Pressing the button marked **EVACUATE**.
3. Remain near the panel/entrance and as people arrive tell them:

**THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA AT -----**  
**-----**

4. Allow the alarm to continue sounding for at least three minutes after the last person has come to the fire panel area, then silence the alarm by:
  - Entering **Code 514** to activate the Fire Panel.
  - Pressing the button marked **SILENCE ALARMS/BUZZER**.
6. Close the front door, ensuring that it is locked, and report back to the assembly area. Inform the member of staff who sent you that you are back & that Drayton has been evacuated. Hand back the call out card.

**FIRE PROCEDURES CALL-OUT FOR HIPPODROME/UPPER LODGE/TOP QUAD**

1. Proceed to the **FIRE PANEL** in the Upper Lodge.
2. Set off the Fire Alarms by opening the Fire Panel door using the key and then pressing the **EVACUATE** button. This will sound the alarms in both the Hippodrome and the Upper Lodge areas.
3. Remain near the Fire Panel/entrance and as people arrive tell them:

**THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA AT -----**  
**-----**

4. Allow the alarm to continue sounding for at least three minutes after the last person has come to the fire panel area, then silence the alarm by pressing the button marked **EVACUATE**. This will silence the alarms in the hippodrome area as well.
5. Close any open doors in the Top Quad and report back to the assembly area. Inform the member of staff who sent you that you are back & that the Hippodrome/Upper Quad/ Top Quad have been evacuated. Hand back the call out card.

## **FIRE PROCEDURES CALL-OUT FOR SQUASH COURT QUAD AREA**

### **DOOR CODE: SQUASH COURT XXXX**

1. In turn proceed to:

- The two temporary classroom blocks.
- The Maintenance Department.
- The Squash Courts. (The key is on a hook on the left in the foyer of the Maths Mobile).
- The Secret Garden (New Master Key)

2. At each one tell staff:

**THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA AT -----**  
**-----**

3. If there are any non-WHS personnel in the squash courts, brief them and suggest they leave. Secure the door into the School side of the courts as you leave the building.
4. Leave the Squash Court Quad (locking Maintenance and Classrooms as you go). Return to the assembly area. Inform the member of staff who sent you that you are back & that the Squash Court / Maintenance / Mobile Classrooms / Secret Garden have been evacuated. Hand back the call out card.

## **FIRE PROCEDURES CALL-OUT FOR THE LOWER LODGE (44 HIGH STREET)**

### **Use key to open door**

1. Proceed to the **FIRE PANEL** in the main entrance.
2. Set off the Fire Alarms by:
  3. Entering **Code 123** to activate the Fire Panel
  4. Pressing the button marked **SOUND ALARMS**
5. Remain near the panel/entrance and as people arrive tell them:
6. **THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA AT -  
-----**
7. Allow the alarm to continue sounding for at least three minutes after the last person has come to the fire panel area, then silence the alarm by:
  8. Entering **Code 123** to activate the Fire Panel
  9. Pressing the button marked **SILENCE ALARMS**
10. Close the front door, ensuring that it is locked, and report back to the assembly area. Inform the member of staff who sent you that you are back & that the Lower Lodge has been evacuated. Hand back the call out card.

**FIRE PROCEDURES CALL-OUT FOR PRE-PREP/NURSERY**

**DOOR CODE: PRE-PREP XXXX**

1. Proceed to the Pre-Prep and, **only if the building is in use**, enter via the blue gate then by the back door by the kitchen.
2. Go to the **FIRE PANEL** inside the main entrance and set off the Fire Alarms by:
  - Entering Code 2113 to activate the Fire Panel
  - Pressing the button marked **SELECT**.
3. Remain near the panel/entrance and as people arrive tell them:

**THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA ON THE SPORTS HALL CAR PARK**

4. Return to the Assembly Area. Inform the member of staff who sent you that you are back & that the Pre-prep & Nursery have been evacuated. Hand back the call out card.

**FIRE PROCEDURES CALL OUT FOR SPORTS HALL, PLAYING FIELDS AND WATERWORKS AREA**

**DOOR CODE: XXXX**

1. If the Sports Hall is open, set off the Fire Alarms by turning the key to the right to **“Operate Sounders”**. You must hold the key in place to keep the alarm sounding.
2. Remain near the panel/entrance and as people arrive tell them:
3. **THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA AT -----**
4. Ask a member of the sports staff to lock the Sports Hall when everyone has evacuated.
5. If any **games** are in progress on the playing fields brief a member of the sports staff and ask them to clear the playing fields sending everyone to the Assembly Area.
6. Go to the **Waterworks Building/Playing Fields** and brief the Groundstaff and tell them to lock away their equipment and report to the Assembly Area.
5. Return to the Assembly Area. Inform the member of staff who sent you that you are back & that the Sports Hall / Games Field / Waterworks have been evacuated. Hand back the call out card.

## **FIRE PROCEDURES CALL-OUT FOR SELIGMAN**

**DOOR CODE: XXXX**

1. Proceed to the **FIRE PANEL** in the main entrance.
2. Set off the Fire Alarms by:
  - Using the key which is on the top of the fire panel and turning it to the left in the panel
  - Pressing the red button to sound or silence the alarm.
3. Remain near the panel/entrance and as people arrive tell them:
4. **THERE IS A FIRE IN ----- PLEASE GO TO THE ASSEMBLY AREA AT -----**
5. Allow the alarm to continue sounding for at least three minutes after the last person has come to the fire panel area, then silence the alarm by:
  - Pressing the red button.
6. Return to the Assembly Area. Inform the member of staff who sent you that you are back & that the Seligman has been evacuated. Hand back the call out card.

## **PERSON I/C ROLL CALL**

You will be handed this folder and, separately and probably later, the Registration Lists and the Absentee List, by the person in charge of the Assembly Area

You will be responsible for the Roll Call.

There are four distinct aspects to the Roll Call:

- **Children.**

The children will line up in Year Groups and tutors will call the roll for each Year Group.

Appoint a member of staff to hand out the tutor lists.

A tutor will report to you that a Year Group has been accounted for. You should tick each Year Group in your folder as they are accounted for.

If tutors are unable to account for the whereabouts of a child, refer to the Absentee List.

- **Various Departments.**

In this folder are sheets showing personnel in the following departments/areas:

- a. Seligman.
- b. Music Department.
- c. Sister/Matrons/Gappers
- d. Catering.
- e. Housekeeping.
- f. Bursary/Secretaries/Registrar/Marketing
- g. Grounds/Maintenance
- h. Teaching/Support Staff

You should hand a copy of the sheet to a member of staff from each of these departments and ask them to conduct a roll call for their department and confirm back to you once everyone has been accounted for.

- **Unaccounted Absentees**

On completion of the roll call provide a list of unaccounted absentees to the Duty LG or Dir of Op in charge of the Assembly Area.

- **Buildings**

Each area will be checked by the appropriate Fire Warden/ Deputy. When the first Warden arrived at the assembly point they should be handed the Building call out checklist to tick as each area is checked and the warden arrives at the scene. If any areas are not accounted for **and it is safe to do so** then a Warden should be sent, with the appropriate call out card to that area.



**YEAR GROUP TICK LIST**

<b>YEAR</b>	<b>YEAR GROUP ACCOUNTED FOR</b>
<b>YEAR 3</b>	
<b>YEAR 4</b>	
<b>YEAR 5</b>	
<b>YEAR 6</b>	
<b>YEAR 7</b>	
<b>YEAR 8</b>	

Date:

Person in Charge:

**BUILDING CHECKLIST**

Area	FIRE WARDEN RETURNED- BUILDING/ AREA CLEAR	CALL OUT SHEET SENT?
The Manor House		
Hippodrome, Upper Lodge & Top Quad		
Squash Courts, Maintenance & Mobile Classrooms, Secret Garden		
Drayton		
Seligman / Bandroom		
Sports Hall / Playing Field / Waterworks		
Lower Lodge (44 HIGH ST)		
Front Gate		
Top Gate		

Only call out if Major Fire Incident

Pre-Prep & Nursery		
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**ROLL CALL OUT CHECKLIST**

<b>Area</b>	<b>Roll Call Sheet Given to Staff Member</b>	<b>Returned?</b>
<b>Seligman</b>		
<b>Music Department</b>		
<b>Sister / Matrons / Gappers</b>		
<b>Catering</b>		
<b>Housekeeping</b>		
<b>Bursary / Secretaries / Marketing</b>		
<b>Grounds / Maintenance</b>		
<b>Teaching / Support Staff</b>		

## **Pre-Prep & Nursery**

### **Fire Procedures**

1. Portal registration to be completed by 09.10am and by 1.40pm
2. A member of Pre-Prep staff must either:
  - a. Phone the Upper School Secretary, inform her of the fire and ask that the Upper School be evacuated in accordance with the Fire Procedures, or
  - b. Go to the Hippodrome and raise the alarm in accordance with the call out sheet for the Hippodrome.The rest of the School will then be evacuated to the Seligman playground in accordance with the rest of these procedures. The Fire Officer will move to the Pre-Prep to take charge of events on the ground.
3. **Nursery:** Leave Nursery building through the fire exit and go through the wooden gate to car park. **R/LT** to check toilets in classroom.
4. **Reception: RS** to check toilets in classroom. Children leave through fire exit, then through wooden gate to car park.
5. **Year 1** – Children to leave classroom via old back door and through blue gate to car park. **DE** to check kitchen, staff and children's toilets.
6. **Year 1 – DE** to check toilets in classroom. Leave classroom through French doors and then main entrance onto car park. The first adult through these doors to collect the red fire folder.
7. **Year 2** – Leave the Year 2 building and go through blue door to car park. **RB/GS** to check children's toilets on the way out.
8. **KA** to check **Upstairs – LD Room, Staff Rooms** – leave building via fire escape.
9. **SLor VB/JG** collect absence register.
10. Shut all doors and windows on exiting building – only if quick and safe to do so. Only check areas as you are vacating the building. Do not go back to check areas e.g. go upstairs. The roll call will highlight any pupils/staff that are missing.
11. The Assembly Point is in the Pre-Prep Car Park.

12. The children are to line up in their tutor groups and a roll-call taken by the relevant staff member and the results are given to the Head of Pre-Prep. If she is not present another member of staff will assume responsibility.

A staff roll call will be taken. Pre-Prep staff are responsible for any Upper School staff or visitors in their Year group. Any missing persons should be reported directly to the Head, Director of Operations, or Duty LG member.

13. If PP are in lunch they will leave by the nearest exit and line up on the Y3 lawn.

14. A register will be collected by the Pre-Prep secretary (or designated other) for after school clubs and this will be left with the teacher responsible for the Mini Winnies club in case of a fire between 3:45 and 4:45pm.

15. Mini Winnies Club + will keep a separate register and follow the above procedure for exiting the Year 2 Building in point 7 with one member of staff being responsible for checking the toilets.

16. Early Birds and Breakfast club keep a separate register. In the event of a fire the Breakfast club or Early birds leader will take the children out via the kitchen corridor door and children will congregate on the grass/pavement area between the sports hall and Pre-Prep having used the zebra crossing in the car park.

**NB: This document should be read in conjunction with the Whole School Fire Procedures.**

## **IN THE EVENT OF FIRE**

### **PRE-PREP DAY-TIME FIRE DRILL**

**Nursery staff should assess the risk before evacuating to ensure these children can be managed most appropriately**

**STOP WHAT YOU ARE DOING**

**LEAVE THE BUILDING, WITH YOUR TEACHER, BY THE NEAREST EXIT**

**GO TO THE SPORTS HALL CAR PARK**

**LINE UP IN YOUR CLASSES**

**LISTEN FOR YOUR NAME TO BE CALLED OUT**

**DO NOT RE-ENTER ANY BUILDING UNTIL TOLD TO DO SO BY A TEACHER**

**WALK BACK INTO SCHOOL**

**DO NOT RUN      DO NOT TALK      STAY CALM**

**THE MEETING POINT IS THE SPORTS HALL CAR PARK**

# **IN THE EVENT OF FIRE**

## **DAY-TIME FIRE DRILL**

**(From 8.00am to 6.30pm.)**

### **IF YOU DISCOVER A FIRE**

Raise the Alarm by breaking the glass of the nearest **FIRE ALARM CALL POINT**, then follow the Fire Drill

### **FIRE DRILL**

**(When the bells ring)**

**STOP WHAT YOU ARE DOING**

**LEAVE THE BUILDING, WITH YOUR TEACHER, BY THE NEAREST EXIT**

**GO TO THE SELIGMAN PLAYGROUND**

**LINE UP IN YOUR CLASSES**

**LISTEN FOR YOUR NAME TO BE CALLED OUT**

**DO NOT RE-ENTER ANY BUILDING UNTIL TOLD TO DO SO BY A TEACHER**

**DO NOT RUN**

**DO NOT TALK**

**STAY CALM**

**The meeting point is the Seligman playground**

## **ON HEARING A FIRE ALARM (STAFF PROCEDURES)**

- Close all doors and windows if safe to do so.
- Leave by the nearest exit and proceed to the Fire Control Point (FCP) - normally near the Fire Alarm Panel.
- You may be:
  1. First at the FCP.
  2. Another Evacuee.

### **First at the FCP**

- Check the fire panel to see which detector has sounded the alarm and take charge of the situation until relieved.
- Ask another evacuee to confirm the existence, or otherwise, of a fire in the area where the alarm was sounded.
- Brief the other evacuees and send those not immediately required to assist you to the Assembly Area.

### **Another Evacuee**

- Do as instructed by the person in charge at the FCP

**THE ASSEMBLY AREA IS THE SELIGMAN PLAYGROUND**



## Appendix 1 – Fire Warden Letter

### FIRE WARDEN'S DUTIES

Thank you for agreeing to be a Fire Warden of the 20XX-20XX academic year, your area of responsibility is ***the XXXXXXX Building. Xxxxxx xxxxxx has been appointed as your Deputy Warden for the area. You may also be asked by the Director of Operations, Head or Duty LG member to help to assist with the coordination of the evacuation.***

#### Training

You will receive training in the use of fire extinguishers during Inset, this will take place on Tuesday 6<sup>th</sup> September, during the morning, times to be confirmed. You will also need to complete the Educare module “How to be an effective Fire Warden or Fire Marshal”. Please could I ask that you do this by Friday 16<sup>th</sup> September at the latest.

#### Duties

You should familiarise yourself with the fire escape route and any alternative routes out of your area in the event that your designated escape route is blocked. As a Fire Warden you are asked to visually check that the day to day operations in your area have not affected the firefighting equipment (for example, if it has become damaged or missing) and that all your fire exit routes are clear at all times. You must report any defects or damage to the Maintenance Department.

Your duties in the event of a **fire alarm sounding** are as follows:

- Check, without taking any risks that everyone in your area of responsibility is leaving/ out of the building. This should include toilets and kitchens en route to the escape.
- Attempt to tackle any small fire with a fire extinguisher, where it is safe to do so, ensuring that you have an escape route behind you at all times.
- Wear the fluorescent waistcoat that will be provided to you on completion of your training.
- Be prepared to give direction on the use of your designated escape route.

- Check, without taking any risks, that all doors and windows are closed. Close all fire doors.
- Await further instructions from the staff named above and ensure that staff do not re-enter any building until verbally cleared to do so by either, the Senior Member of staff in charge (Director of Operations or the Head) or the local Fire Brigade Commander.

Fire Wardens fulfil an important role in our response to any fire alarm and should stay calm at all times. Your first priority is to ensure the evacuation of people in order to prevent the loss of life in the event of an emergency.

Thank you for taking on this responsibility

Katie Applin  
Director of Operations