

Winchester House School

Fire Safety Policy & Procedures

Michaelmas 2020

In the event of a fire, this risk will supersede the threat to life from Covid-19 and evacuating the building as quickly and as safely as possible will be the priority above social distancing or hygiene considerations. This will then be reassessed once safely out of the building.

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.
- 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.
- Visitor book, Nihil Obstat and absentee list 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.

Version 2

Responsible Governor: Martin Wetherill / H & S Committee

Last reviewed: 19th March 2021 (KMA)

Adopted by Governors: 20th November 2018

Revised: 17th September 2020 (KA)

Next review due: 19th March 2022 (KMA)

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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 external consultant bi-annually.

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 Department and Head of 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 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, Executive Alarms.

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 (Executive Alarms) annually and the service date recorded on each extinguisher/hose reel/system.

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 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.

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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, Head of 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

10.4 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 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 Records

Records are kept 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.

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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, make an attempt to put out the fire.
3. Call the Fire Brigade.
4. Report to the Fire Control Point (near the Fire Alarm Panel or, if there is no panel, at the main entrance to the building).
5. 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.
6. Handover to maintenance staff on their arrival or wait 3 minutes after the last person has evacuated, close the door and report to the assembly area.

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.

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. Get RED Folder (from Seligman or from the bottom of the turret staircase) and take charge at the Assembly Area.
2. Once a fire is confirmed, ensure that the Fire Brigade have been called.
3. 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.
4. You will be handed the Nihil Obstat and the Absentee List by the school secretary. (If the alarm is sounded when the school secretary is off-site, this information will be on the table in the Reading Room).
 - One of Duty LG or Dir. Of Ops.in charge of calling out the rest of the School using the "Call Out Pack".
 - The other in charge of the roll call using the "Roll Call Pack", the Nihil Obstat 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
5. 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 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.
 - Items of particular value that need to be recovered from the immediate area.

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. First and foremost you should arrange the evacuation of those buildings nearest the source of the fire, but bear in mind you will need assistance and this is likely to come from staff in the Hippodrome or the Manor House.

Put aside the call-out sheet for the building where the Fire Alarm was sounded. As people arrive at the Assembly Area issue the other sheets, telling each individual to go to a building and follow the instructions on the sheet.

IMPORTANT: Take a note of who has been sent where.

FIRE PROCEDURES CALL-OUT FOR MANOR HOUSE

DOOR CODES: BACK DOOR CORRIDOR 1471

FRONT DOOR 1066

STEPTOE'S YARD 1471

1. Proceed to the **FIRE PANEL** in the main entrance.
2. Set off the Fire Alarms by:
 - Entering **Code 235** 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 235** 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 5432

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 1470

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 2582

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: 7845

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: 1471

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 Nihil Obstat 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. 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 Nihil Obstat and 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.

YEAR GROUP TICK LIST

YEAR	YEAR GROUP ACCOUNTED FOR
YEAR 3	
YEAR 4	
YEAR 5	
YEAR 6	
YEAR 7	
YEAR 8	

Date:

Person in Charge:

CALL OUT CHECKLIST

Area	Staff Member Sent	Returned?
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

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

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. **RI/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.

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.
- 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