

## **Terra Nova School Fire Policy**

This is an overview of practical information for staff and provides the procedures for evacuation of the building at any time during the day or night. Further details of all arrangements for preventing and combating the threat of fire are kept by the Bursar as part of the Health and Safety Policy.

### **Aim and Objectives**

To reduce the level of risk to the members of the school community in the event of fire.

- Every member of the school community knows what to do in the event of the fire alarm going off
- Systems and equipment are tested regularly and records kept

### **Fire Evacuation Procedure during the Day (08:30 until 19:30)**

1. When the Fire Bells sound EVERYONE (adult and pupil) will evacuate to the Front Lawn, (except Nursery if they are in Nursery when the Alarms sound in the Rest of the School)
2. Everyone MUST proceed efficiently (without running), by the shortest and quickest route from wherever they are located
3. The Fire Evacuation should be conducted without talking, unless there is a specific safety reason to talk
4. Pupils line up alphabetically in their Form facing the School in order from Nursery to Year 8 (Year 8 will be located opposite the Headmaster's Front Door and other Forms evenly spaced to the left of them)
5. Pupils will be checked off by their Form Teacher (or another member of staff)
6. Adults will assemble to the right of Year 8 in their Departments. All Staff should make sure that areas they have been in are clear of other adults and pupils.
7. The Fire Procedure Co-ordinator (FPC) will be the nominated person in charge of the School at that time. The Fire List Co-ordinator (FLC) will be the nominated second in charge of the School at that time.

### **If you discover a Fire**

- Raise the Alarm
- Use training to contain the Fire without personal risk
- Evacuate to the Front Lawn

### **Responsibilities when Fire Alarm Sounds**

#### **I. Office Staff**

- a) Divert the School Phone
- b) Exit to the Front Lawn with RED FIRE BOX containing:
  - Daily Register
  - Absence Lists (also bring any lists of trips and matches)
  - Blank Copies of Form Lists (+ Pens)
- c) Distribute Form Lists to Form Teachers

- d) Work with Fire List Co-ordinator to account for Pupils
- e) From 5.30pm the RED FIRE BOX will be put in the Front Entrance

## **2. Fire Procedure Co-ordinator (FPC)**

- a) Establish location of Fire
- b) Call the Fire Brigade 999 (if not already called by person discovering fire)
- c) Oversee all matters involving the Fire
- d) Decide when the Buildings are safe to re-enter

## **3. Fire List Co-ordinator (FLC)**

- a) Check each pupil is accounted for on a Form List
- b) Inform the FPC when task is complete
- c) Between 15:30 and 17:15 collect 'Signing Out Boards' from the Archway

## **4. Form Teacher**

- a) Evacuate to the Front Lawn and establish your Form Line
- b) Stay with your Form
- c) Receive Form List (+ Pen) from FLC
- d) Account for pupils on Form List
- e) Supervise your Form
- f) Check Form List with FLC to account for all pupils
- g) Remain with your Form until instructed by FPC

## **5. Teaching Staff (who are NOT Form Teachers)**

- a) Evacuate to the Front Lawn
- b) Stand together with other Teaching colleagues
- c) Wait for instruction by FPC (assistance with Form List checking may be required in the absence of Form Teachers)

## **6. All Staff (not specifically responsible for pupils at the time the alarm sounds)**

- a) Evacuate to the Front Lawn, checking any rooms in the area that you have been working
- b) Stand together with other colleagues from your Department
- c) Remain until instructed by FPC

## **7. Maintenance Department**

- a) Ensure safety on the Drive
- b) Raise the Alarm in other areas of the School
- c) Direct the Fire Engines to the Fire
- d) Report to the FPC

## **8. Staff taking Prep (17:15 until 18:00)**

- a) Evacuate pupils to the Front Lawn
- b) Bring the 'Signing Out' Boards and 'Prep List' from the Archway
- c) Account for pupils on the 'Prep List' and any others not 'signed out'
- d) Supervise the pupils
- e) Check the 'Prep List' with FLC to account for all pupils

- f) Remain with the pupils until instructed by FPC

### **9. Staff on Evening Duty (18:00 until 19:30)**

- a) Evacuate pupils to the Front Lawn
- b) Take the 'Signing Out' Boards and 'Boarding List' and the Red Fire Box from the Front Hall
- c) Account for pupils on the 'Boarding List'
- d) Supervise the pupils
- e) Check the 'Boarding List' with FLC to account for all pupils
- f) Remain with the pupils until instructed by FPC

## **Fire Evacuation Procedure for Boarders (19:30 until 08:30)**

### **1. Procedure for Pupils**

- a) If the alarm sounds at night, throw back your duvet and put on your dressing gown and slippers.
- b) Do not attempt to fight the fire!
- c) Leave building immediately by the quickest route.
- d) Do not run : do not talk
- e) Line up by dormitories on the Front Lawn
- f) Be aware of the different escape routes from your dormitory and other areas of the school.
- g) Designated Head of Dorm
  - i) quickly check that everyone has left the dormitory.
  - ii) take your torch.
  - iii) close all doors behind you.
  - iv) report to the front lawn.
  - v) check that all your dormitory are present and report to the duty member of staff.

### **2. Procedure for Head of Boarding (acting as the Fire Procedure Co-ordinator (FPC))**

- a) Exit through the Boys' Landing to the Front Lawn
- b) Establish location of Fire
- c) Call the Fire Brigade 999 (if not already called by person discovering fire)
- d) Oversee all matters involving the Fire
- e) Decide when the Buildings are safe to re-enter
- f) In the event that the building remains unsafe to re-enter for a significant period of time, pupils should be taken to the Nursery or another suitable location

### **3. Procedure for Senior Matron (acting as the Fire List Co-ordinator (FLC))**

- a) Exit through the Annex Door collecting the 'Fire Lists'
- b) Check each pupil is accounted for on the 'Fire Lists'
- c) Inform the FPC when task is complete
- d) Remain with the pupils until instructed by FPC

### **4. Procedure for Member of Staff on the Girls' Landing**

- a) Ensure pupils are silent and evacuating safely
- b) Check each dormitory has been evacuated
- c) Exit through the external Fire Escape to the Front Lawn
- d) If the External Fire Escape is blocked then instruct the use of the internal stairs
- e) Follow the pupils to the Front Lawn
- f) Assist the FLC in supervising the pupils

**5. Procedure for Member of Staff on the Boys' Landing**

- a) Ensure pupils are silent and evacuating safely
- b) Check each dormitory has been evacuated
- c) Exit through the external Fire Escape to the Front Lawn
- d) If the External Fire Escape is blocked then instruct the use of the internal stairs
- e) Follow the pupils to the Front Lawn
- f) Assist the FLC in supervising the pupils