



## FIRE PROCEDURE POLICY

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### MONITORING AND REVIEW

Staff Responsible	Dean Martin - Bursar
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	September 2018
Date of Next Review	September 2019

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).



## LEGAL REFERENCES

This policy operates within a wider national framework, which includes:

- The Regulatory Reform Order (Fire Safety) 2005
- Education School Premises Regulations 2012

## RELATED POLICY

This policy should be read in conjunction with:

- Fire Risk Assessment
- Health and Safety Policy
- Fire Prevention Policy

## GENERAL PROCEDURE

In the event of the fire alarm being heard, immediate evacuation of the buildings must take place.

All girls and staff, including catering, administrative and caretaking employees, should leave the building without delay via the designated exits. Everyone must leave the buildings in **SILENCE** (It is the responsibility of all staff to ensure that the girls are in silence) and people should make their way to the designated assembly point (the Hockey Pitch). In the event of a fire in buildings adjacent to the Hockey Pitch, Cedar Lawn would be used.

Girls should line up in their forms. Form tutors should go to the assembly point to check in with the Registrar (or the Head of Preparatory Department as appropriate) and to collect the clipboard with the appropriate form list. They should then join their form and check off the girls. If staff are teaching in another part of the school i.e. Prep Department they should still register their form as normal and be checked by the section of the school they normally work in.

Only girls physically present should be marked on the list which should be returned to the Registrar. The names of missing pupils will be checked against the signing out book and list of the day's absentees. Normally it will be the responsibility of the form tutor, or deputy, to register the form. If neither is present in School, the Registrar will ask another teacher to do it.

The Registrar should then confirm with the Deputy Head that the checking is complete.

Peripatetic music teachers should go with their pupils to the assembly point. All Peripatetic teachers and other visitors should report to the Registrar who will report to the Deputy Head.

The Fire Group Leader is indicated in bold on each section of the signing in/out register. The group leaders are responsible for checking that the members of staff in that group are checked and then report to the Head's PA who will report to the Deputy Head once it is complete.

No-one is to return to any building until specifically allowed to do so.

This policy is summarised around the school site via posters. This can be seen on Appendix A.

## THE PREPARATORY DEPARTMENT FIRE PROCEDURES

### Alarms Sound



- Smith Building, with automatically closing internal fire doors
- Paddington House to serve Early Years & Years 1 and 2
- Oakdene Building to serve Years 3 and 4

### **Evacuation of all Buildings**

Upon evacuation all classes are to file out in silence and assemble on the Hockey Pitch.

### **Paddington House**

Early Years and Years 1 & 2 will exit through the front door of Paddington House to the assembly point. Pupils using the Library, plus staff in the staff room will exit by the same route. Everyone who is upstairs will use the main staircase to descend.

### **Oakdene**

Years 3 and 4, will file downstairs and leave the building through the exit to the playground at the bottom of the stairs. All girls and staff using Oakdene Hall will leave through the fire exit doors onto the playground. Anyone in the I.C.T. Room is to file downstairs and leave the building through the playground exit.

### **Smith Building**

Girls using the Science Room and girls in 6C exit via the fire door in their room and then proceed to the Hockey Pitch via the Prep Playground. Years 5 and Learning Support rooms leave the building through the main entrance of Smith Building. These pupils will then go to the Hockey Pitch via the Prep Playground.

### **Note**

- Staff are to check the toilets on their way out
- Fire drill registers must be collected by the first form teacher to leave the building and taken to the assembly point on the Hockey Pitch. The register sheets are located by the main fire exit in each building

### **Sports Hall**

Girls using the Sports Hall, exit via the fire doors in the Main Hall and then proceed to the Hockey Pitch. Girls in the Prep Art and SP1 exit via the door at the bottom of the stairs and proceed to the hockey pitch. PE staff are to check the cloakrooms.

## **SENIOR HOUSE FIRE PROCEDURES**

### **Alarms Sound**

- Main Building.
- Cherry Tree House
- Science Block
- Cedar House

### **Evacuation of all Buildings**

Upon evacuation all classes are to file out in silence and assemble on the Hockey Pitch.

### **Senior House – Main Building**

Upon hearing the alarm students and staff are to exit through the nearest safe exit:



- Main Entrance, using main stairs if safe to do so
- Fire Exit by ICT2/SH6
- Rear Exit
- F&N
- SH9
- Kitchen (for kitchen staff)
- Rose Garden
- Rear Exit to Staff Car Park
- Senior Hall

Staff and students will then proceed to the Hockey Pitch via the safest, direct route.

#### **Cherry Tree House**

Girls in CT1 and CT2 should exit through the main entrance, turn left and follow the main drive to the Hockey Pitch. Occupants of CT3, CT4, CT5 and CT6 are to descend the stairs and exit through the rear fire exit. They will then proceed to the Hockey Pitch via the main driveway.

#### **Science Block**

Occupants on the ground floor should exit through the front door. Those in either classroom on the first floor via either the front door or through the Biology Prep Room. All staff and students in art via either the front door or the rear exterior fire exit. Once clear of the science building, staff and students are to proceed to the Hockey Pitch following the edge of Cedar Lawn.

#### **Cedar House**

In Cedar House, staff and students should exit through the nearest safe fire exit:

- Main Entrance
- CT5
- ICT1
- Rear 1<sup>st</sup> Floor Exit (by student study room)

Once clear of the building, staff and students are to proceed to the Hockey Pitch following the edge of Cedar Lawn.



## APPENDIX A – FIRE ALARMS

### LOCATION OF FIRE ALARM CALL POINTS IN SENIOR HOUSE

- INSIDE FRONT DOOR
- STUDENT STUDY ROOM
- REAR FIRE EXIT BY STUDENT STUDY ROOM
- OUTSIDE ENTRANCE (DRAMA ROOM )
- FORUM
- SERVERY
- ASSEMBLY HALL FOYER – ROSE GARDEN ENTRANCE
- ASSEMBLY HALL FOYER - REAR ENTRANCE
- ASSEMBLY HALL - REAR FIRE EXIT
- ASSEMBLY HALL – REAR OF STAGE
- KITCHEN
- TOP LANDING - HEAD OF STAIRS NEAR LANGUAGES DEPARTMENT
- TOP OF MAIN STAIRCASE
- FIRE EXIT - BETWEEN SH5 & RE
- CHAPEL FIRE EXIT
- SLIP ROOM BETWEEN ICT AND HE
- DOMESTIC SCIENCE DEPARTMENT - REAR EXIT

### CHERRY TREE HOUSE

- MAIN ENTRANCE
- 1<sup>ST</sup> FLOOR FOYER
- 2<sup>ND</sup> FLOOR FOYER

### SCIENCE BLOCK

- FRONT DOOR
- BIOLOGY PREP ROOM
- ART ROOM

### CEDAR HOUSE

- MAIN ENTRANCE
- SPACE
- CH5
- ICT1
- TOP OF STAIRS
- 1<sup>ST</sup> FLOOR REAR FIRE EXIT

### LOCATION OF FIRE ALARM CALL POINTS THE PREPARATORY DEPARTMENT

#### PADDINGTON HOUSE

- INSIDE MAIN ENTRANCE
- 1<sup>ST</sup> FLOOR TOILETS

#### SMITH BUILDING



- INSIDE MAIN DOOR
- 1<sup>ST</sup> FLOOR TOP OF STAIRS

**OAKDENE**

- INSIDE MAIN ENTRANCE DOOR
- BOTH FIRE EXITS IN OAKDENE HALL
- 1ST FLOOR LANDING
- IN 2ND FLOOR ICT ROOM

**SPORTS HALL**

- INSIDE SIDE ENTRANCE BY STAIRS
- FIRST FLOOR BY STAIRS
- GROUND FLOOR BY FRONT DOOR EXIT
- NEXT TO BOTH FIRE EXITS IN HALL
- REAR OF CHANGING ROOMS



## APPENDIX B – POSTERS AROUND SCHOOL SITE, DETAILING PROCEDURE

### **FIRE DRILL SIGNAL**

Continuous ringing of bell

### **ACTION**

In SILENCE line up and leave by nearest exit

Close doors

Line up on the Hockey pitch for roll-call clear of all buildings

In the event of a fire in buildings adjacent to the Hockey Pitch, Cedar Lawn would be used

No girl may return to the building for any reason until told she may do so