



## FIRE PROCEDURE POLICY

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### MONITORING AND REVIEW

Staff Responsible	Bursar
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	September 2020
Date of Next Review	September 2021

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

As soon as the Fire Bell rings immediate evacuation of the buildings must take place.

All students and staff, including catering, administrative and caretaking employees, and visitors should leave the building without delay via the designated exits. The evacuation of the buildings must be carried out in silence and people should make their way to the Cedar Lawn. It is the responsibility of all staff to ensure that the students leave in silence.

ALL staff, students and visitors should be on the far side of the Cedar Lawn. Form staff must remain with their form at all times.

If staff are teaching in another part of the school, e.g. in the Prep Department, they should still register their form as normal and be checked by the section of the school they normally work in.

Form Staff should collect the register, check their form and report back to the member of Admin staff in charge of the registers that day who must stand near the students. If neither tutor is present then the Admin staff will pass the register to a free member of staff. Any absentees will be checked against the list of absentees and the signing in/out register. The member of the Admin staff should then confirm the checking is complete with JK (Senior Deputy Head).

The Fire Group Leader is the one indicated in bold on each section of the signing in/out register. This person is responsible for checking the members of staff in that section and responsible for reporting that information to CS (Head's PA) who will in turn report to JK (Senior Deputy Head) when all the groups are checked.

Catering staff should be checked by Luis Pereira who will report to JK (Senior Deputy Head).

Peripatetic music teachers/Visitors should escort their pupils to the appropriate assembly point and then make their way quickly to the hockey pitch and report to LS (Registrar) who will report to JK (Senior Deputy Head)

No-one should return to the buildings until specifically allowed to do so.

<b>Group</b>	<b>Students</b>	<b>Staff</b>	<b>Catering Staff</b>	<b>Peri/visitors</b>
Checked by	Form staff	Fire group Leader	Luis	
Report to	LD/LS/HC	CS		LS/HC
Who reports to	JK	JK	JK	JK



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 Years 1 and 2
- Oakdene Building to serve Years 3 and 4
- Little St Mary's to serve Early Years

### Evacuation of all Buildings

Upon evacuation all classes are to file out in silence and assemble on the Cedar Lawn.

#### Little St Mary's

Early years will exit via the nearest evacuation point and proceed towards the Cedar Lawn via the Hockey Pitch.

#### Paddington House

Years 1 & 2 students and staff in the Prep staff room or offices will exit through the front door of the Paddington House to the assembly point. Students using the Library will exit through the Playground door. 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 Oakdene Playground Door exit and walk to Cedar Lawn via the Smith Building & Cherry Tree House.

All girls and staff using the Oakdene Hall will leave through the Oakdene Door exit.

Girls using the ICT Suite will file downstairs and leave the building through the Oakdene Playground Door exit.

#### Smith Building

Year 6 and any girls using the Prep Science Room will exit via the fire door in their rooms. They will reach Cedar Lawn via the path round the front of the Smith Building/Cherry Tree House.

Year 5, any pupils/staff in the Learning Support Room and the staff/visitors in the Meeting Room will file downstairs and leave through the main entrance of the Smith Building. They will reach Cedar Lawn via the path past Cherry Tree House.

#### Prep Music Room

The nearest fire exit from here is the door to the Rose Garden. Staff and pupils should make their way along the outside of Cherry Tree House to Cedar Lawn.

#### Student Check

Teaching staff will deliver students to their form teachers on Cedar Lawn and then swiftly make their way to their own assembly point. One member of staff (either JB, OT or LG) will bring the registers for all forms. These are located at the entrance to Paddington House. Nursery and Reception students will be checked by Early Years teachers. Forms will be checked by their form teachers.

#### Sports Hall



Students using the Sports Hall should exit via the fire exits and then proceed to the Cedar Lawn Pitch. Students in Prep Art and SP1 should exit via the door at the bottom of the stairs and proceed to the Cedar Lawn. PE Staff to check the cloakrooms.

#### **STAFF CHECK**

This will be carried out by TS who will collect the staff signing-in register located at the entrance to Paddington House.

#### **ROOM CHECK**

All staff are responsible for checking the room/area they are working in at the time. If a student has left the room to go to the toilet, the teacher in charge of the class at the time is responsible for ensuring that she is collected as staff and students exit the building. Where possible, the fire warden or one member of staff should sweep /check rooms and toilets on their way out to the assembly point.

### **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 Cedar Lawn.

#### **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
- Food and Nutrition
- SH9
- Kitchen (for kitchen staff)
- Rose Garden
- Rear Exit to Staff Car Park
- Senior Hall

Staff and students will then proceed to the Cedar Lawn via the safest, direct route.

#### **Cherry Tree House**

Students in CT1 and CT2 should exit through the main entrance, turn left and follow the main drive to the Cedar Lawn. People in CT3, CT4, CT5 and CT6 are to descend the stairs and exit through the rear fire exit. They will then proceed to the Cedar Lawn 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 should leave 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 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 Cedar Lawn.

## **FIRE WARDEN**

The Regulatory Reform Order (Fire Safety) 2005 does not mandate a specific number of fire wardens. Based on a Risk assessment of St Mary's, we have identified the need for 17 fire wardens. The staff identified are based on their primary location within the school, with a preference for those staff who are not form tutors, although this is not always possible.

### **Fire Wardens Duties**

#### **Day-to-Day**

The day-to-day responsibilities of a fire warden are to reduce the risk of fire within the school and ensure that emergency routes and equipment are appropriately maintained.

This includes:

- Identifying and removing fire hazards on school premises
- Ensuring escape routes are kept clear of obstruction
- Checking fire doors are clear, both inside and out and are never locked
- Ensuring appropriate maintenance and servicing of firefighting equipment
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire
- Reporting any problems with the above to the appropriate person and ensuring action is taken

#### **Emergency**

In the event of an emergency, it is the responsibility of individual teachers to evacuate their class (including fire wardens). The role of the school fire warden is to support this where possible, providing a second level of protection.

The fire warden should:

- Raise the alarm or make sure it has been raised by someone else
- Check their designated section of the premises after the main evacuation to ensure no one has been left behind (including toilets and store rooms where students may have sought refuge)
- Execute, or assist with, students with additional needs
- Shut down dangerous equipment, close windows and shut fire doors where it is safe to do so
- Use fire-fighting equipment if it is safe to do so and they are confident in its operation
- Liaise with fire fighters as to the location of the fire and the risks specific to that area of the school



Fire Warden		
	Staff	Area
1	Mr Andy Gibb	SH Hall
2	Mrs Harvi Chahal	Office, Marketing, SH1, SH2
3	Mrs Melissa Tomblin	Medical Room
4	Mrs Sharon Chapman	Science
5	Mrs Nicola Smith	Reception, downstairs offices and Library
6	Miss Laura Murphy	MFL
7	Mrs Liz Szczerbiak	Learning Support, SH5, SH6
8	Mr James Heath	Cherry Tree
9	Miss Katie Reid	PE
10	Mrs Jess Barber	Cedar House
11	Mrs Jane Phillips	Music, Music Practice , Prep Music
12	Miss Sophie Radburn	Smith
13	Miss Katie Sweeney	Oakdene
14	Mrs Tanya Smith	Little St Mary's
15	Mrs Karen Williams	Paddington
16	Miss Jess Newton	SH Art
17	Mrs Kate Hemsworth	Smith/PE

### FIRE DRILL

The school regularly ensures that staff, students and systems are ready for a fire. Feedback is shared with the school and the systems are updated where required. These happen regularly and are recorded.



## 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 & SH6
- CHAPEL FIRE EXIT
- SLIP ROOM BETWEEN ICT AND FOOD & NUTRITION
- FOOD & NUTRITION 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
- THE SPACE
- CH5
- ICT1
- TOP OF STAIRS
- 1<sup>ST</sup> FLOOR REAR FIRE EXIT

### LOCATION OF FIRE ALARM CALL POINTS IN 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

**LITTLE ST MARY'S**





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 Cedar Lawn for roll-call clear of all buildings

No student may return to the building for any reason until told they may do so