

King Edward VI High School for Girls Actions in case of Fire

Actions in case of fire

1. ***If you find the fire, please activate the nearest break glass point***



2. Once the person who has found the fire has followed the evacuation procedures below she/he should then inform a Porter at the Lodge (or an emergency services attendee) the location and extent of the fire and whether any injuries appear to have been caused.

3. **THE SENIOR PORTER** (or another trained fire warden) will –

- use the Fire Panel to identify the source of the fire and investigate the extent and seriousness of the fire
- summon such assistance as is necessary to deal with the fire as far as this can be done without danger to themselves
- inform the Principal or other member of Senior Management Team in charge
- stay in the vicinity of the Lodge to direct firemen

The School receptionist will

- hand out all form registers, room lists, daily absence list, signing out book, late book, visitors' book and timetable immediately in the assembly area. Vice Principal (Curriculum) will supervise registration procedures.
- send the loud hailer to the assembly area

In the event of the Reception area being unmanned, the person informing the Fire Service will ensure that the registers etc. are sent to the assembly area.

The Assistant Head will

- arrange for a responsible adult to go to the main entrance gates to direct the fire appliances to the fire and to ensure that the route is kept clear;

4. **EVACUATION**

When the alarm is sounded –

- The girls should leave the classroom/dining room ahead of staff and leave all bags/coats behind.
- Staff should visually scan the room - ensure no-one is left in the room.
- Staff member should follow the group out. Doors and windows should be shut but not locked.
- Staff should check that toilets and music practice rooms en-route to the exit are clear of girls/staff, if safe to do so.
- In the event of an emergency evacuation, the lift must not be used.
- Staff should instruct any visitors, contractors' workmen, etc. to leave the building as they encounter them.

- As a general principle in the evacuation, staff must prevent pupils, visitors, workmen etc. from re-entering the building.
- Evacuation of the School should be made using the nearest exit. As indicated on the Fire Orders poster.
- The evacuation should be brisk but orderly; with no running.

ASSEMBLY POINTS:

- **FORM TUTORS AND GIRLS ASSEMBLE ON THE FAR SIDE OF GRASS PITCH IN FRONT OF SCHOOL, IN FORM ORDER (FACING AWAY FROM THE SCHOOL) THIRDS TOWARDS CARPARK, SIXTH FORM TOWARDS SPORTSHALL**
- **SUPPORT STAFF, VISITORS (INCLUDING CONTRACTORS AND KES BOYS) ASSEMBLE TO THE RIGHT OF THE SCHOOL GATE**
- **CATERING AND CLEANING STAFF ASSEMBLE AT THE FAR SIDE OF GRASS PITCH**
- **INVIGILATORS, EXAMS OFFICER AND CANDIDATES GO TO GRASSED AREA AT THE FAR SIDE OF THE FRONT CAR PARK (NEXT TO THE ART BLOCK)**

- Form tutors will be given the registers. Heads of Year should check all form tutors are present and report any absences to the Vice Principal (Curriculum) or her designated stand-in.
- Form tutors should stand with their forms; girls should line up in alphabetically in silence for a roll call. Form Tutors should report to the HOYs if anyone missing. The HOY reports missing girls to the VP (Curriculum).
- Teachers without forms report to their Head of Department.
- Support staff should report to the Assistant Bursar (supported by the Principal's P.A) who will check against the sign in sheets and report to VP (Curriculum).
- Receptionist (supported by School Secretary) should check all visitors are present using the sign in sheets and report to VP (Curriculum).
- Catering staff should stand in their allocated area. Catering manager will check all are present and report to VP (Curriculum).
- Cleaning staff should stand in their allocated area. Cleaning supervisor or a member of the Facilities team will check all are present and report to VP (Curriculum).
- External examination candidates, invigilators and exams officer should stand in their allocated area.
- Porters/Facilities staff should search, survey buildings and liaise with emergency services, as required.
- Porters/Facilities staff or the fire service will advise the Principal or designated colleague if it is safe to enter the building.
- Exam candidates and accompanying staff return to the building first when directed to do so by the Principal (or her designated stand in). Support staff (including catering and cleaning staff) should return to the building next. Girls should return one form at a time as directed by the Principal (or her designated stand in).

5. SPECIAL PROVISION

The Foundation Office and KES should be informed as soon as possible by the porters. Porters should prevent traffic from entering the school grounds other than emergency vehicles

6. IN THE EVENT OF FIRE DURING EXTERNAL EXAMINATIONS

When on invigilation duty colleagues must read the procedures described in the 'Conduct of Examination' booklet. Briefly they are :

- evacuate the room by the route indicated on the Fire Orders notice
- leave all question papers and scripts
- supervise candidates closely to ensure there is no talking or collusion
- keep the candidates separate from the rest of the school when assembling on the Assembly area

It is the responsibility of each member of staff involved in external examinations to be familiar with these instructions.

7. IN THE EVENT OF A TELEPHONE WARNING OF THE PLANTING OF A BOMB

The Principal or her deputy will contact the Police,

The fire alarm will be sounded and the school will evacuate accordingly.

8. RETURN TO BUILDING

Forms to turn and face the building with form staff at the Principal of them. One form at a time as directed by the Principal or other responsible person.

Reviewed July 2017 by the Bursar (to be reviewed in July 2018)

The Bursar is responsible for the monitoring and review of the Fire Regulations and reports to the Principal.