



FIRE & EMERGENCY RESPONSE PROCEDURES – SENIOR

1. GENERAL PROCEDURE ON DISCOVERY OF A FIRE

- On discovering a fire, please activate the nearest fire alarm call point; these are situated at exit doorways.
- Please exit quietly from the building to the assembly point at the front of the school adjacent to the reception.
- Please leave belongings behind and close doors and windows if possible.
- Please ring 999 and ask for the fire brigade giving address as Bournemouth Collegiate School, College Road, Southbourne, BH5 2DY

2. ON HEARING THE FIRE ALARM

When the fire alarm sounds, **the first duty of all staff is to prevent injury or loss of life.** There are established exit routes for all parts of the school. Staff should ensure that they are familiar with the location of fire exits and emergency routes. At the beginning of each academic year, and as new pupils join, form/ class teachers must ensure pupils are familiar with what to do when the fire alarm sounds.

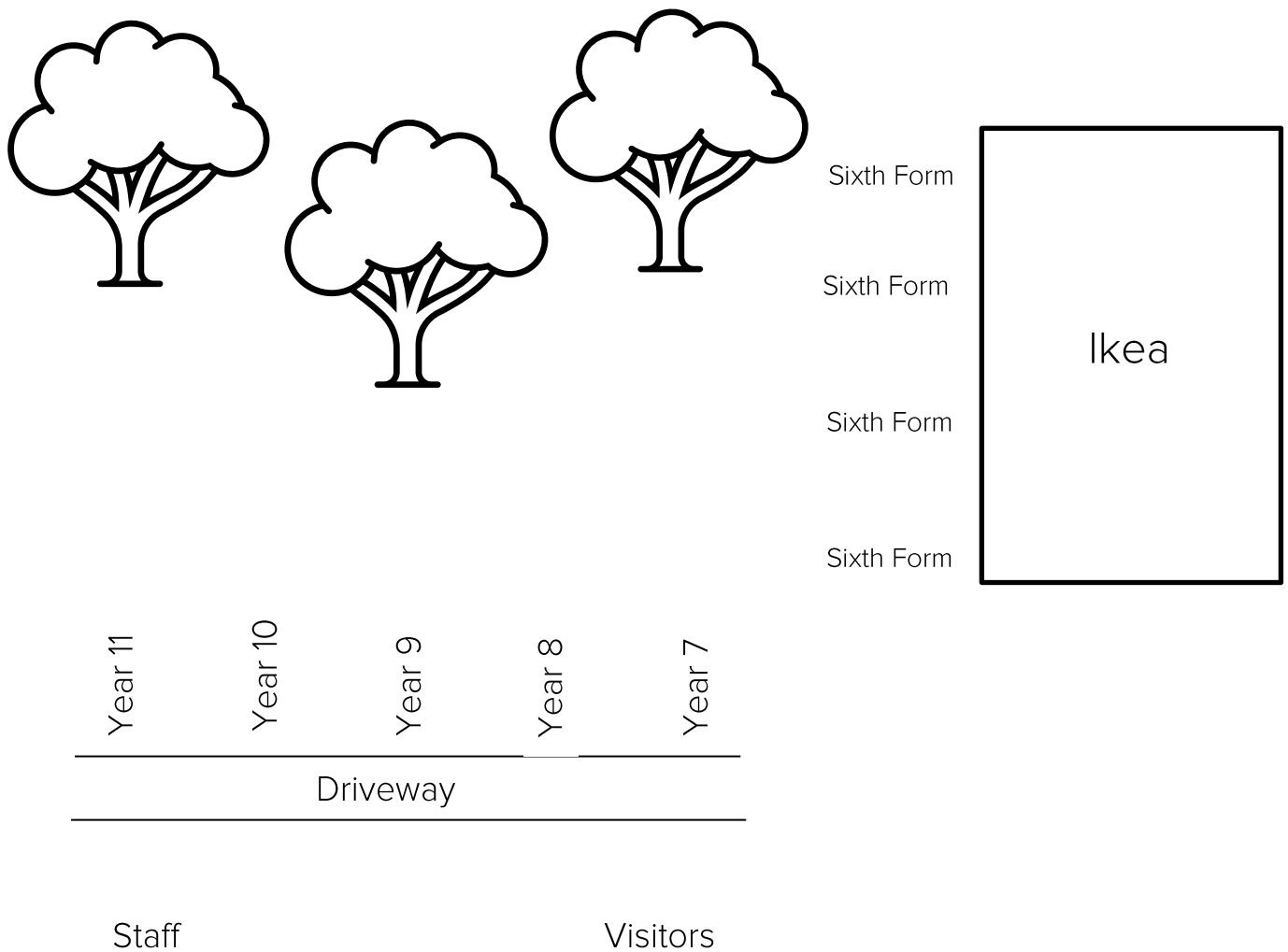
The fire alarm may sound as a result of a fire drill, a faulty detector, or because a detector has been accidentally activated. However, whatever the known or suspected cause of the alarm, the following actions must be taken.

Staff must:

- Carefully exit from the building to avoid crossing of bubbles between year groups- staff to supervise.
- Close windows, switch off lights
- Insist on silence throughout the evacuation and assembly
- Evacuate any pupils in their immediate care, quickly and quietly. Pupils should be evacuated in single file with a responsible pupil at the front and the member of staff at the back. No personal belongings are to be collected. Doors should be shut by the last person out
- Direct / escort pupils to the nearest fire exit
- Review the fire evacuation note on exit from the room and check any areas are clear as detailed on the sign in red. These are typically toilets or student areas not monitored.
- Proceed to the Assembly Point (PTO)
 - Senior School between 8.15 am and 5.00 pm (weekdays) Assemble on the front driveway facing the school's reception steps, with the pupils in register order. Sixth Form will stand outside the IKEA building by the bollards.
 - Senior School Between 5.00 pm and 8.15 am (and weekends), Boy Boarders assemble in the Sports Hall, Girl Boarders assemble in the Jones Hall and if not accessible the front driveway. Visitors and staff working late assemble outside the front door. The most senior member of staff is responsible for checking the signing in and out book and any groups on site responsible for confirming attendees are present. A check list is held at the front of the staff signing in book.
- Ensure pupils line up Form Groups in alphabetical order
- Ensure pupils remain in silence and listen to and obey the instructions given by the person in charge

- Ensure any pupil not be able to evacuate is left in a suitable location, generally stair landings, with a staff member and inform the Incident Manager of the location
- Be aware of pupils with a Personal Emergency Evacuation Plan (PEEP)
- If you are the last member of staff to leave the room, please remove door wedges

Evacuation Diagram



Form Tutors must:

- Collect their register from their Head of Year, account for all pupils and report the result immediately back to the Head of Year. If a Class/Form teacher is absent another member of staff should stand in. Class/Form teachers should remain at the head of their class to maintain silence. The Receptionist will check any missing pupils against the pupil signing in and out register to confirm if the pupil is offsite. The Head of Year will report the findings to the Deputy Head (Academic)/Incident Manager. Heads of year must organise a member of their team to act as a deputy in their absence.

Other staff must:

- Report their presence to the following:
 - Teaching staff without Forms, to the PA to the Headmaster, once reported staff without Forms should stand behind the pupils/form lines to maintain silence. The PA to the Headmaster then reports to the Deputy Head (Academic)/ Incident Manager
 - Heads of Year to the Deputy Head (Academic) /Incident Manager
 - Visitors, to the PA to Deputy Head, then reports to the Deputy Head (Academic)/Incident Manager to confirm that pupils and tutors present
 - Support and Administration staff, and Peripatetic Music Teachers to the PA to the Senior Deputy Head. The PA to the Senior Deputy Head then reports to the Deputy Head (Academic) /Incident Manager
 - Catering and Cleaning staff, to their most senior member of staff who will then report to the Incident Manager/ Deputy Head Academic
 - Boarding staff should report to the Head of Boarding. The Head of Boarding will then report to the Deputy Head (Academic) /Incident Manager.
 - Once reported, teaching staff without forms to support tutors to help maintain silence

Cleared areas:

- On exit staff should check the fire evacuation note at the room entrance and check any areas are clear, as detailed on the sign in red. These are typically toilets or student areas not monitored.
- Boarding staff should ensure the houses are clear
- Catering staff should ensure all spaces are clear
- Nursing staff should check that the medical wing is clear and advise the Incident Manager if a student cannot be moved.

The Fire Marshall should:

- Check the fire alarm panel by the main door to identify the sector of the alert but without taking personal risks
- ensure that Business Manager is informed if the Fire and Rescue Service need to attend the site
- If a person is missing the Incident Manager will report this to the fire marshal who will check the building if it is safe to do so.

NOTE:

- The Incident Manager (or the most senior teacher present) will be the person in charge of the Assembly Point and it is to this person that all reports are to be made
- No one should re-enter the building without permission from the Incident Manager or nominated deputy



After Hours Fire Evacuation Form

Note: Please use this form as a guide for reviewing potential fire checks. The most senior member of staff should lead on checking visitors and staff signed in. Consideration should be made of the following.

Any issues or concerns should be directed to the fire marshal attending the fire panel.

- | | |
|---|--------|
| 1) Have all visitors been accounted for (check signing in book)? | Yes/No |
| 2) Have all staff been accounted for (check sign in book)? | Yes/No |
| 3) Are catering staff on duty and accounted for? | Yes/No |
| 4) Are there any lettings happening? (should assemble and group organizer confirm ok) | Yes/No |
| 5) Any meetings? | Yes/No |
| 6) Any parent events or parents likely to be on site and not signed in | Yes/No |

Date of Fire Evacuation:

Incident Manager Name:

Incident Manager Signature:

Fire Evacuation notes/feedback for improvement



Fire Evacuation Checklist for Incident Manager

1) Have the Heads of Year accounted for all the students?

- | | |
|------|------|
| Y7? | Y11? |
| Y8? | Y12? |
| Y9? | Y13? |
| Y10? | |

2) Has the PA to the Headmaster/ Sixth form administrator reported all staff without forms present? Yes/No

3) Has the Heads of Year reported all form tutors present?

- | | |
|------|------|
| Y7? | Y11? |
| Y8? | Y12? |
| Y9? | Y13? |
| Y10? | |

4) Has the Science technician reported that all visitors are accounted for? Yes/No

5) Has the PA to the Senior Deputy Head/ Marketing Assistant reported all support staff, admin staff and Peripatetic music teachers present? Yes/No

- | | |
|--|--------|
| 6) Are all the Catering staff present? | Yes/No |
| 7) Are all Domestic staff present | Yes/No |
| 8) Has Head of Boarding reported all boarding staff present? | Yes/No |
| 9) Have any students being reported as remaining in the premises | Yes/No |

If Yes Location: Who is with them?

10) Students with PEEP Statements Present? Yes/No
Luke Boyles

Date of Fire Evacuation:

Incident Manager Name:

Incident Manager Signature:

Fire Evacuation notes/feedback for improvement

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for handwritten or typed notes and feedback regarding fire evacuation procedures.