



FIRE & EMERGENCY RESPONSE PROCEDURES – PREP

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 rear of the school on the playing field.
- Please leave belongings behind and close doors and windows if possible.
- The fire system is linked directly to the fire brigade who will attend the school automatically unless informed otherwise

2. ON HEARING THE FIRE ALARM – a continuous loud bell

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.

- KG and Nursery - exit through KG outside doors and stand against the fence
Rec exit through back classroom doors
- Yr 1 & Y3 - take stairs down to the EY entrance and use wooden gate to the field
- Yr 2 - take stairs down by KS office, across the quad, out the Early Years entrance use wooden gate to the field
- ICT room/LibraryYr4 & DT room – exit onto the quad walkway, take back stairs and out prep entrance and use the metal gates near the tennis courts to the field
- Art and D&T room - take back stairs and out prep entrance and use the metal gates near the tennis courts to the field
- Yr 6 – take stairs by 6FS classroom, exit onto the quad walkway, take back stairs and out prep entrance and use the metal gates near the tennis courts to the field
- Y4&5 take back stairs and out prep entrance and use the metal gates near the tennis courts to the field
- Pupils and staff in the flat - exit down the flat stairs and out the front door and make their way to the field
- ASC - exit down the stairs at the front of the school and out the front door and then round to the field to the field
- Sports hall – there are two exits – if the sports hall is full, direct some pupils into the quad and then through the prep entrance use the metal gates near the tennis courts to the field **OR** exit through the front entrance and then round to the field

- Dining Room – there are two exits – if the dining hall is full direct some pupils into the quad and then through the prep entrance use the metal gates near the tennis courts to the field **OR** exit through the front entrance and then round to the field

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:

- Close windows, switch off lights if it is easy to do so without delaying the evacuation
- 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
- Proceed to the Assembly Point on the school playing field
- Ensure pupils line up Form Groups
- Ensure pupils remain in silence and listen to and obey the instructions given by the person in charge
- Ensure any pupil not 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)

Form/Class Teachers must:

- Collect their class list from the receptionist, account for all pupils and report the result immediately to the Head of Prep. If a Class/Form teacher is away another member of staff should stand in. Class/Form teachers should remain at the head of their class to maintain silence
- Teaching staff who do not have a form should assign themselves to a year group
 - VR – Y4
 - RW – Y5
 - CR – Y3
 - FW&SHE - Y6
 - RHP – Y2
- TAs/LSA should go with the following year groups
 - EJ – Y6
 - CT – Y5
 - MW – Y4
 - KM & NS – Y3
 - MU – Y2
 - GB – Y1
 - MW & SL – Rec

Other adults must report their presence to the following:

- Visitors and Peripatetic Teachers to Holly Patient
- Catering and Cleaning staff, to their most senior member of staff who will then report to the Head of Prep

Fire Marshalls will:

SB/LL	Go to the fire board and ascertain where the fire is. LL to take the walkie talkie and wait by the board while SB goes to investigate LL to answer the phone to the fire brigade
KS	Go to the assembly point and co-ordinate the evacuation
AJ	Take the fire register to the assembly point and distribute the lists to teachers
HS	Collect the staff & visitors signing in books and take to the assembly point. Give the staff book to LR to check off staff then check all visitors are accounted for
PA'C	Go to the carpark to prevent any visitors entering the building and to unlock the double gates if necessary
<p>In the absence of SB – KS to investigate the fire and LL to stay by the board and to answer the phone to the fire brigade VR/CH to coordinate the evacuation</p> <p>In the absence of LL – SB to investigate the fire and KS to stay by the board and to answer the phone to the fire brigade VR/CH to coordinate the evacuation</p> <p>In the absence of KS –VR/CH to coordinate the evacuation</p>	
<p>All Marshalls should put on a yellow high vis tabard to be easily recognisable</p>	

NB – SB to leave the walkie talkie charging in the office when he is not on site so it is available in case of a fire

REMEMBER at all times GET OUT and STAY OUT

No one should re-enter the building without permission from the Head or the fire marshall in charge.

- DO**
- Use the nearest fire exit
 - Keep in a single file
 - Proceed in silence

- DON'T**
- Run
 - Attempt to overtake others on your way
 - Stop to collect personal belongings
 - Re-enter the building