



FIRE & EMERGENCY RESPONSE PROCEDURES – BOARDING

(effective at weekends and from 5.00pm – 8.15am)

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, Boys' Boarding in the Sports Hall and Girls' Boarding in the Jones Hall or, if not accessible, the front of the school
- 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. Boarding 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 boarders join, boarding staff 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:

- 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. At night time, ensure that pupils are out of bed quickly and in dressing gown and shoes.
- Direct / escort pupils to the nearest fire exit
- Proceed to the Assembly Point Boys' Boarding, the Sports Hall or Girls' Boarding the Jones Performance Art Centre or, if not accessible, the front driveway.
- Ensure pupils line up in their Year Groups in alphabetical order
- Visiting groups line up in alphabetical order (not separate boys and girls) in a separate line
- Help 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, leave the student 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)

Boarding Supervisors must:

- Register the pupils in their Dorm Groups and report absences to the Emergency Officer, Head of Boarding

Other staff must:

- Non Boarding staff are to assemble outside the main Reception area and the most senior member of staff will check registers and follow the guidance note in the staff signing in book. Any issues to be passed to the fire marshal attending the fire panel.

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
- Liaise with the most senior member of staff registering any late working staff or visitors
- ensure that Business Manager is informed if the Fire and Rescue Service need to attend the site

Assembly Points:

Assembly points, Jones Hall for Girl's and Sports Hall for boys have been identified as suitable for the following reasons:

- Proximity to the entrances for Boarding houses and ease of access
- Size of room to allow appropriate assembly and roll call
- Limited flammable substances and large spaces
- Strong fire resistance at entrance to rooms
- A number of exits out to different parts and sides of the building should secondary evacuation be required.

NOTE:

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