

Durston House

Fire Procedures – Pre-Prep

1 What to do if you discover a Fire

- Shout 'FIRE' and raise the alarm by activating the nearest red call point
- LEAVE the building immediately, by the designated exit route, without detour to another room, and make your way to the ASSEMBLY POINT

- IF SAFE TO DO SO - close doors and windows in the vicinity of the fire

DO NOT TAKE RISKS

- IF THE FIRE IS A SMALL ONE – and only IF YOU FEEL CONFIDENT TO DO SO - attack the fire with the nearest appropriate extinguisher. However, the pupils are your priority. They should be evacuated with an appropriate adult before tackling any fire.

- IF THE FIRE IS TOO LARGE TO BE TACKLED – leave the building immediately by the designated exit route

2 What to do if you hear the Fire Alarm

2.1 PRE-PREP SCHOOL SECRETARY

- contact the FIRE OFFICER (PRE-PREP) and hand over the fire panel key
- call the Fire Brigade after consulting the FIRE OFFICER (PRE-PREP)
- inform the HEALTH & SAFETY OFFICER
- take the EMERGENCY FOLDER (form & absence lists etc) to the ASSEMBLY POINT
- take the designated 'fire' mobile phone to the ASSEMBLY POINT
- once at the ASSEMBLY POINT if it is established that there is a fire, inform staff who may be at Haven Green and/or other external sites, as appropriate

2.2 FIRE OFFICER (PRE-PREP)

- take your school SMT mobile phone
- liaise with the PRE-PREP SCHOOL SECRETARY to ensure the Fire Brigade has been called
- oversee the evacuation of pupils and staff from the buildings and property
- remain at the front of the School to meet the Fire Brigade and to communicate with the PRE-PREP SCHOOL SECRETARY and the DEPUTY FIRE OFFICER (PRE-PREP)

2.3 DEPUTY FIRE OFFICER

- take charge at the ASSEMBLY POINT - the PRE-PREP SCHOOL SECRETARY will have the designated 'fire' mobile phone and will assist
- ensure the registers are taken
- follow ASSEMBLY POINT procedures detailed in paragraph 5

2.4 TEACHING STAFF (including Teaching Assistants) – in class with boys

- follow the FIRE INSTRUCTIONS and FIRE ACTION displayed in each room and evacuate to the ASSEMBLY POINT
- instruct the boys calmly and quieten them
- exit with the boys via the designated route
- designated Teaching Assistant to check the toilets
- take nothing with you
- last one out to shut the door
- proceed with the boys to the ASSEMBLY POINT

- 2.5 TEACHING & OTHER STAFF – at vertical group meetings or on lunchtime or wet-break duty/supervision
- follow the FIRE INSTRUCTIONS and FIRE ACTION displayed in each room and evacuate to the ASSEMBLY POINT
 - instruct the boys under your supervision to exit via the designated exit routes
 - make sure that all have left the classrooms that you supervise
 - take nothing with you
 - proceed with the boys to the ASSEMBLY POINT
- 2.6 TEACHING AND OTHER STAFF on playground duty at No 12
- call for silence
 - remove all boys through the green iron gate as quickly as possible, turn left up Eaton Rise, and line up the boys on the pavement
 - one member of staff to lead boys out, one stay at the gate and the other to check there are no boys in the toilets
 - proceed with the boys up Eaton Rise, left into Marchwood Crescent and down Blakesley Avenue, back to PrP (not down to Castlebar Road as normal as the boys from Main School will all be coming out at that time)
 - enter Pre-Prep via the front door. Escort the boys to their classrooms where form teachers will take registers
 - any boy/s unaccounted for must be reported to the PRE-PREP SECRETARY who will inform the No 12 FIRE OFFICER who remains at the front of No 12, the fire site, by telephone,
- 2.7 TEACHING & OTHER STAFF – at Haven Green Church Premises or Castlebar / Swyncombe fields
- the PRE-PREP SCHOOL SECRETARY will contact you to inform you of the situation
 - remain where you are until advised what to do by the FIRE OFFICER (PRE-PREP)
- 2.8 TEACHING & OTHER STAFF - in school but not with a class
- exit the building via the designated exit route
 - take nothing with you and make no detour to another room
 - proceed to the ASSEMBLY POINT to be registered and assist registration of boys, if needed
 - remain where you are until advised what to do by the DEPUTY FIRE OFFICER (PRE-PREP)
- 2.9 HEALTH & SAFETY OFFICER
- liaise with the FIRE OFFICER (PRE-PREP) and Fire Brigade, as necessary
- 2.10 IN THE EVENT OF A FIRE in school after 5.00 p.m.
- **The ASSEMBLY POINT will be in room 9 in Main School**
 - AFTER SCHOOL CARE SUPERVISOR (PRE-PREP) contacts the duty SMT person (who will act as FIRE OFFICER) and begins the evacuation of building to the ASSEMBLY POINT, taking the ASC telephone, register and emergency folder with them.
 - the duty SMT person will;
 - a. take charge,
 - b. phone the Fire Brigade
 - c. phone the HEALTH AND SAFETY OFFICER
 - d. make their way to the fire site and
 - e. once the HEALTH AND SAFETY OFFICER arrives, go to the ASSEMBLY POINT to take over from the AFTER SCHOOL CARE SUPERVISOR (PRE-PREP)
 - staff, boys and visitors should leave the building by the designated routes
 - staff should assist any unaccompanied boys or visitors and proceed as quickly as possible to the ASSEMBLY POINT
 - the pavement outside the school must be kept clear. Any parents waiting at the gate must be moved to the ASSEMBLY POINT
 - the AFTER SCHOOL CARE SUPERVISOR (PRE-PREP) will take charge at the ASSEMBLY POINT until such time as the duty SMT person arrives to take over

- everyone should remain at the ASSEMBLY POINT until instructed otherwise by the duty SMT person
- boys may be dismissed if there is an adult to collect them. If possible a record of who has been collected should be kept
- no-one should return to the school building to collect anything unless the all clear has been given

3 Designated Exit Routes

Each room will have a DESIGNATED EXIT ROUTE and an ALTERNATIVE DESIGNATED EXIT ROUTE.

The DESIGNATED EXIT ROUTE is shown on the FIRE NOTICE in the room the alternative route is detailed in Appendix 1 to this document.

4 Assembly Point

The ASSEMBLY POINT is the playground in Main School

The ASSEMBLY POINT after 5.00 p.m. is Room 9 in the Main School

5 Assembly Point Procedures

- Forms should line up IN SILENCE
- Form Teachers will register their forms and hand their registers to the PRE-PREP SCHOOL SECRETARY when completed
- the DEPUTY FIRE OFFICER (PRE-PREP) will ask non-form teachers to deputise as a Form Teacher if needed
- the PRE-PREP SCHOOL SECRETARY will also use the timetable to account for boys off site
- any boy/s unaccounted for will be reported to the DEPUTY FIRE OFFICER (PRE-PREP) who will inform the FIRE OFFICER (PRE-PREP) at the fire site
- the PRE-PREP SCHOOL SECRETARY will register teaching staff, non-teaching staff and visitors
- Form Teachers will remain with their forms until instructed otherwise by the DEPUTY FIRE OFFICER (PRE-PREP)
- all other staff and visitors should gather and remain in the far end of the playground until instructed otherwise by the DEPUTY FIRE OFFICER
- when the ALL-CLEAR is given by the FIRE OFFICER (PRE-PREP), boys will return to school, one form at a time

6 Roles and Responsibilities

Roles:

- | | | |
|-----|--------------------------------|---|
| 6.1 | FIRE OFFICER (PRE-PREP) | Head of Pre-Prep or duty SMT person if the fire is after 5.00 pm. |
| 6.2 | DEPUTY FIRE OFFICER (PRE-PREP) | Head of Reception. On days when the DEPUTY FIRE OFFICER (PRE-PREP) is absent a Reception teacher will deputise. |
| 6.3 | HEALTH & SAFETY OFFICER | Bursar |
| 6.4 | DEPUTY HEALTH & SAFETY OFFICER | Maintenance Manager (or, in his absence the Maintenance Assistant) |
| 6.5 | PRE-PREP SCHOOL SECRETARY | On days when the PRE-PREP SCHOOL SECRETARY is absent, or with a class, the Head of Pre-Prep will be responsible for phoning the Fire Brigade and will hand the emergency folder and fire phone to a Year 2 teacher to take to the Assembly Point for the Deputy Fire Officer. |

Responsibilities:

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|-----|--------------------------------|--|
| 6.6 | FIRE OFFICER (PRE-PREP) | Remains at the fire site and deputises for the PRE-PREP SCHOOL SECRETARY to call the fire brigade if needed.
If the fire is after 5.00 p.m. the FIRE OFFICER will hand over to the HEALTH AND SAFETY OFFICER at the fire site and take charge at the ASSEMBLY POINT |
| 6.7 | DEPUTY FIRE OFFICER (PRE-PREP) | Takes charge at the ASSEMBLY POINT. |

- 6.8 HEALTH AND SAFETY OFFICER Gets to the fire site as quickly as possible to liaise with the Fire Brigade.
- 6.9 PRE-PREP SCHOOL SECRETARY Calls the Fire Brigade and takes the EMERGENCY FOLDER and designated 'fire' mobile phone to the ASSEMBLY POINT
- 6.10 ALL STAFF teaching, non-teaching and peripatetic (including VMTs) Should have read and understood the FIRE INSTRUCTIONS and the FIRE ACTION notices that are placed in every room.
- 6.11 FORM TEACHERS Remind their form of the fire procedures each term
- 6.12 BOYS Remain calm and quiet; walk, not run, to the ASSEMBLY POINT when instructed and line up in silence







7 General Information

- 7.1 Fire Extinguishers are provided for everyone's safety. They should not be moved or used to prop open doors.
- 7.2 All staff must register in the School Office when leaving the school and returning to the school during the working day.
- 7.3 Keys to enable and disable the Fire Alarm are held by the FIRE OFFICER (PRE-PREP) (stored in the School Office), the HEALTH AND SAFETY OFFICER and the Maintenance Manager

8 EMERGENCY MOBILE NUMBERS

Pre-Prep 'fire' mobile:	07850 438 375	Head of Pre-Prep:	07912 380 105
Headmaster:	07703 438 377	Health and Safety Officer:	07785 558 535
Head of P.E:	07734 556 798	Main School Office	020 8991 6530
Maintenance:	07714 898 845	Maintenance Assistant	07808 888 160

9 FIRE EXTINGUISHERS

						
	Wood, paper, textiles and other carbonaceous materials.	Flammable liquids, petrols and spirits.	Flammable gasses. For example propane and butane.	Fires involving burning metals.	Fires caused by electrical equipment where electric current may be present.	Cooking oil and fat. For example olive oil, maize oil, lard and butter.
WATER	✓					
FOAM	✓	✓				ABF foam only
DRY POWDER	✓	✓	✓		✓ *	
L2				✓		
CO2 GAS		✓			✓	
WET CHEMICAL	✓					✓

* A Powder Extinguisher will leave a residue that can damage sensitive electrical equipment. If possible, use a CO2 Extinguisher.

REMEMBER

- Extinguishers should only be used on small fires
- Withdraw immediately if a fire gets out of hand
- Always have a way out – keep your back to the exit door
- Work in pairs - if possible
- Avoid the smoke and keep low
- NEVER PUT YOURSELF OR OTHERS AT RISK

Evaluation of these Procedures

These procedures will be evaluated annually by the school, amended where necessary and approved by SMT.

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