

Durston House

Fire Procedures – Longfield Road

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, 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 JUNIOR SCHOOL SECRETARY

- contact the FIRE OFFICER (JUNIOR SCHOOL) and hand over the fire panel key
- call the Fire Brigade after consulting the FIRE OFFICER (JUNIOR SCHOOL)
- inform the HEALTH & SAFETY OFFICER
- take the EMERGENCY FOLDER (form and absence lists etc) to the ASSEMBLY POINT – to be assisted by the SCHOOL ASSISTANT (JUNIOR SCHOOL)
- 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 at Haven Green and other external sites, as appropriate

2.2 FIRE OFFICER (JUNIOR SCHOOL)

- take your school SMT mobile phone
- liaise with the JUNIOR SCHOOL SECRETARY to ensure the Fire Brigade has been called and collect the fire panel key
- 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 JUNIOR SCHOOL SECRETARY and the DEPUTY FIRE OFFICER (JUNIOR SCHOOL)

2.3 DEPUTY FIRE OFFICER (JUNIOR SCHOOL)

- take charge at the ASSEMBLY POINT - The JUNIOR SCHOOL SECRETARY and the JUNIOR SCHOOL ASSISTANT will assist
- ensure forms are registered
- follow ASSEMBLY POINT procedures detailed in paragraph 5

2.4 TEACHING STAFF – 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
- take nothing with you
- last one out to shut the door
- proceed with the boy/s 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 boy/s to the ASSEMBLY POINT
- 2.6 TEACHING & OTHER STAFF - at Main School, Haven Green Church or Castlebar/Swyncombe Fields
- the JUNIOR SCHOOL SECRETARY will contact you, as appropriate, to inform you of the situation
 - remain where you are until advised what to do by the FIRE OFFICER (JUNIOR SCHOOL)
- 2.7 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 (JUNIOR SCHOOL)
- 2.8 HEALTH & SAFETY OFFICER
- liaise with FIRE OFFICER (JUNIOR SCHOOL) and Fire Brigade, as necessary
- 2.9 IN THE EVENT OF A FIRE IN SCHOOL AFTER 5.00 p.m.
- AFTER SCHOOL CARE SUPERVISOR (JUNIOR SCHOOL) 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 (JUNIOR SCHOOL)
 - 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 (JUNIOR SCHOOL) 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 by the duty SMT person

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 tennis courts in Castlebar Fields
The ASSEMBLY POINT after 5.00 p.m. is Room 9 in Main School

5 Assembly Point Procedures

- Forms line up IN SILENCE
- Form Teachers will register their forms and hand their registers to the JUNIOR SCHOOL SECRETARY when completed
- the DEPUTY FIRE OFFICER (JUNIOR SCHOOL) will ask non-form teachers to deputise as a Form Teacher if needed
- the JUNIOR 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 (JUNIOR SCHOOL) who will inform the FIRE OFFICER (JUNIOR SCHOOL) at the Fire Site
- the JUNIOR SCHOOL SECRETARY will register teaching staff, non-teaching staff and visitors
- all staff (other than Form Teachers) and visitors should gather and remain in the tennis courts until instructed otherwise by the DEPUTY FIRE OFFICER (JUNIOR SCHOOL)
- Form Teachers will remain with their forms until instructed otherwise by the DEPUTY FIRE OFFICER (JUNIOR SCHOOL)
- when the ALL-CLEAR is given by the FIRE OFFICER (JUNIOR SCHOOL), boys will return to Junior School one form at a time

6 Roles and Responsibilities

Roles:

- | | |
|---|--|
| 6.1 FIRE OFFICER (JUNIOR SCHOOL) | Head of Junior School or duty SMT person if the fire is after 5.00 p.m. During the period of partial reopening of the School, ANNABEL INGRAM will be the nominated FIRE OFFICER. |
| 6.2 DEPUTY FIRE OFFICER (JUNIOR SCHOOL) | Year 4 Form Teacher. On days when the DEPUTY FIRE OFFICER (JUNIOR SCHOOL) is absent, the Head of Junior School will nominate a deputy first thing in the morning. During the period of partial reopening of the School, one of the other two Year 1 teachers will assume the role of FIRE OFFICER. |
| 6.3 HEALTH & SAFETY OFFICER | Bursar |
| 6.4 DEPUTY HEALTH & SAFETY OFFICER | Maintenance Manager (or, in his absence the Maintenance Assistant) |
| 6.5 JUNIOR SCHOOL SECRETARY | On days when the JUNIOR SCHOOL SECRETARY is absent, the Head of Junior School will nominate a deputy first thing in the morning although he/she will retain responsibility for phoning the Fire Brigade. |

Responsibilities:

- | | |
|--|---|
| 6.6 FIRE OFFICER (JUNIOR SCHOOL) | Remains at the fire site and deputises for the JUNIOR 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 (JUNIOR SCHOOL) | 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 JUNIOR SCHOOL SECRETARY | Calls the Fire Brigade and takes the EMERGENCY FOLDER and designated 'fire' mobile phone to the ASSEMBLY POINT |
| 6.10 JUNIOR SCHOOL ASSISTANT | Assists the JUNIOR SCHOOL SECRETARY at the ASSEMBLY POINT and deputises for her, if needed |
| 6.11 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. |
| 6.12 FORM TEACHERS | Remind their form of the fire procedures each term |
| 6.13 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 (JUNIOR SCHOOL) - stored in the School Office, the HEALTH AND SAFETY OFFICER and the Maintenance Manager.

8 EMERGENCY MOBILE NUMBERS

Temporary Fire Officer: 07713 321794

Junior School 'fire' mobile: 07850 241 723

Head of Junior School: 07912 277 463

Headmaster: 07703 438 377

Health and Safety Officer: 07785 558 535







Main School Office: 020 8991 6530

Bursar's Office: 020 8991 6430

Maintenance Manager: 07714 898 845

Maintenance Assistants: 07808 888 160
07713 321 784

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.

<i>Created</i>	<i>September 2007</i>	<i>JMT</i>	<i>Version 1</i>
<i>Revised</i>	<i>September 2011</i>	<i>JMT</i>	<i>Version 2</i>
<i>Revised</i>	<i>September 2014</i>	<i>JMT</i>	<i>Version 3</i>
<i>Revised</i>	<i>January 2015</i>	<i>JMT</i>	<i>Version 4</i>
<i>Approved</i>	<i>January 2015</i>	<i>SMT</i>	<i>Version 4</i>
<i>Revised</i>	<i>September 2016</i>	<i>JMT</i>	<i>Version 5</i>
<i>Approved</i>	<i>September 2016</i>	<i>SMT</i>	
<i>Reviewed</i>	<i>16 August 2017</i>	<i>JMT</i>	<i>Version 5</i>
<i>Approved</i>	<i>13 September 2017</i>	<i>SMT</i>	
<i>Reviewed</i>	<i>August 2018</i>	<i>JMT</i>	<i>Version 5</i>
<i>Revised</i>	<i>September 2018</i>	<i>SMT</i>	<i>Version 6</i>
<i>Approved</i>	<i>September 2018</i>	<i>SMT</i>	<i>Version 6</i>
<i>Reviewed (no changes)</i>	<i>August 2019</i>	<i>JMT</i>	<i>Version 6</i>
<i>Approved</i>	<i>11 September 2019</i>	<i>SMT</i>	<i>Version 6</i>
<i>Revised and approved</i>	<i>31 May 2020</i>	<i>SMT</i>	<i>Version 7</i>