

# Durston House

## Fire Procedures – No 12 Castlebar 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 by the designated exit route (Appendix 1), 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 (Appendix 1)

### 2 What to do if you hear the Fire Alarm

#### 2.1 SCHOOL SECRETARY

- contact the FIRE OFFICER and hand over the fire panel key
- call the Fire Brigade after consulting the FIRE OFFICER
- take the EMERGENCY FOLDER (form & absence lists etc) to the ASSEMBLY POINT – to be assisted by the ADMINISTRATIVE ASSISTANT
- inform the HEALTH & SAFETY OFFICER
- take the designated ‘fire’ mobile phone to the MUSTER 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

- take your school SMT mobile phone
- liaise with the 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 SCHOOL SECRETARY and the DEPUTY FIRE OFFICER

#### 2.3 DEPUTY FIRE OFFICER

- take charge at the ASSEMBLY POINT – The SCHOOL SECRETARY and the ADMINISTRATIVE ASSISTANT will assist
- open the gate into Pre-Prep car park (gate code and instructions are in the EMERGENCY FOLDER)
- 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
  - if safe to do so - turn off gas in the laboratory and ensure all stools are pushed in
  - exit with the boys via the designated route and proceed with the boy/s to the ASSEMBLY POINT
  - take nothing with you
  - if possible, shut the windows
  - last one out to shut the door
- 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 and proceed with the boy/s to the ASSEMBLY POINT
  - if possible, shut the windows
  - make sure that all have left the classrooms that you supervise
  - take nothing with you
  - last one out to shut the door
- 2.6 TEACHING & OTHER STAFF - at Haven Green Church or at Castlebar/Swyncombe Fields
- the 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
- 2.7 TEACHING & OTHER STAFF - in school but not with a class
- exit the building via the designated exit route
  - proceed to the ASSEMBLY POINT to be registered and assist registration of boys, if needed
  - take nothing with you and make no detour to another room
  - remain where you are until advised what to do by the DEPUTY FIRE OFFICER
- 2.8 PrP/LUNCHTIME SUPERVISOR STAFF WITH BOYS IN PLAYGROUND – at No 12
- move all boys through the iron gate onto the pavement and line them up as quickly as possible
  - 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).
  - Take the boys in through the front door of Pre-Prep, not the rear door; the Main School boys will be lining up in the Pre-Prep car park. Escort the boys to their classrooms where form teachers will take the register
- 2.9 HEALTH & SAFETY OFFICER
- liaise with the FIRE OFFICER and Fire Brigade, as necessary
- 2.10 IN THE EVENT OF A FIRE IN SCHOOL AFTER 5.00 p.m.
- AFTER SCHOOL CARE SUPERVISOR contacts the duty SMT person (who will act as FIRE OFFICER) and begins the evacuation of the 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 or, in her absence, the duty Maintenance person
    - 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
  - 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 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 car park at the rear of Pre-Prep.

### 5 Assembly Point Procedures

- Forms line up IN SILENCE
- Form Teachers will register their forms and hand their registers to the SCHOOL SECRETARY or the ADMINISTRATIVE ASSISTANT when completed
- the DEPUTY FIRE OFFICER will ask non-form teachers to deputise as a Form Teacher if needed
- the 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 who will inform the FIRE OFFICER at the Fire Site
- the SCHOOL SECRETARY (with assistance from the ADMINISTRATIVE ASSISTANT) will register teaching staff, non-teaching staff and visitors
- Form Teachers will remain with their forms until instructed otherwise by the DEPUTY FIRE OFFICER
- all other staff and visitors should gather and remain in the space alongside the school vehicles until instructed otherwise by the DEPUTY FIRE OFFICER
- Form Teachers will remain with their Forms until instructed otherwise by the DEPUTY FIRE OFFICER
- when the ALL-CLEAR is given by the FIRE OFFICER , boys will return to the Main School building one form at a time, beginning with Year 8 Forms

### 6 Roles and Responsibilities

Roles:

- |     |                                |   |
|-----|--------------------------------|---|
| 6.1 | FIRE OFFICER                   | Deputy Head or duty SMT person if the fire is after 5.00 p.m. On days when the FIRE OFFICER is absent the Head of Co-Curriculum will deputise During the period of partial reopening of the School, THE HEADMASTER will be the nominated FIRE OFFICER |
| 6.2 | DEPUTY FIRE OFFICER            | Director of Studies. On days when the DEPUTY FIRE OFFICER is absent the Studies Manager will deputise During the period of partial reopening of the School, the BURSAR will assume the role of DEPUTY FIRE OFFICER                                    |
| 6.3 | HEALTH & SAFETY OFFICER        | Bursar  |
| 6.4 | DEPUTY HEALTH & SAFETY OFFICER | Maintenance Manager (or duty Maintenance Assistant, depending on the time of day)   |

Responsibilities:

- |     |                           |  |
|-----|---------------------------|--|
| 6.5 | FIRE OFFICER              | Remains at the fire site unless the fire is after 5.00 p.m. in which case the FIRE OFFICER will hand over to the HEALTH AND SAFETY OFFICER at the fire site and take charge at the ASSEMBLY POINT. |
| 6.6 | DEPUTY FIRE OFFICER       | Takes charge at the ASSEMBLY POINT assisted by the SCHOOL SECRETARY.   |
| 6.7 | HEALTH AND SAFETY OFFICER | Gets to the fire site as quickly as possible to liaise with the Fire Brigade.  |

- 6.8 The REGISTRAR Remains at the site with the FIRE OFFICER to assist. In the absence of the REGISTRAR, the SCHOOL ASSISTANT will deputise.
- 6.9 The SCHOOL SECRETARY Is responsible for calling the Fire Brigade - in her absence the ADMINISTRATIVE ASSISTANT will deputise.
- 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 (stored in the School Office) the HEALTH AND SAFETY OFFICER and the Maintenance Manager

## 8 EMERGENCY MOBILE NUMBERS

FIRE OFFICER:	07912 277 461	Deputy FIRE OFFICER:	07912 277 462
Headmaster:	07703 438 377	Health and Safety Officer:	07785 558 535
Head of Co-Curriculum:	07912 339 026	Bursar's Office:	020 8991 6430
Maintenance Manager:	07714 898 845	Maintenance Assistant:	07808 888 160
Pre-Prep Car Park Gate Code	2626	Maintenance Assistant:	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 2011</i>	<i>JMT</i>	<i>Version 1</i>
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