



ST JAMES
Senior Boys' School

Fire Evacuation Procedure

1. ON HEARING THE FIRE ALARM or DISCOVERING FIRE during normal operating hours:

With immediate effect the school staff listed below has the following responsibilities:

- *Estates Manager* | School Fire Officer - in overall control during a fire evacuation. Checks fire control panel on exit and directs Estates Fire Wardens to location of device activated. Oversees evacuation and calls Fire Brigade if required. Receives outcomes of roll calls from Registrars'. Liaises with FB on arrival, provides incident information and building users report. Gives the all clear.
- *D. Hipshon / J. Johnson* | Pupil Registrar - Distribute registers to form masters, keep order, receives roll calls from form masters, and informs School Fire Officer
- *N.Patel / C. Neave* | Staff Registrar - Takes roll call for staff, informs School Fire Officer
- *S. Bahia/ M. Lacey / Evening Receptionist* | Visitor Registrar - Ensure morning fire registers are printed by 9:30AM and afternoon fire registers by 1:30 and placed in the fire folders box. On hearing the alarm collects the fire box and the pupil signing in and out sheets and the visitor signing in book on exiting the building. Gives the fire registers to the Pupil Registrar.
- *A. Jefferies* | School Matron - collect emergency evacuation first aid pack (Grab Bag) on evacuation of the building from reception, ready to administer first aid. Assist Receptionist with fire evacuation items on escape
- *Mrs. T. Maynard / L. Thapa* | MAR Cleaning Registrar – to report to the Visitor Registrar
- *T. Prendergast / N. Freddino / M. Freddino* | Estates Fire Wardens - Investigates the fire location for signs of fire. Radio report to School Fire Officer. Checks the repeater panel checking the onsite accommodation board and informs School Fire Officer

Remaining Staff – to assist in missing person investigations

- 1.1 All Fire Registrars will wear high visibility waistcoats during any incident. Kept in the fire register box which will be with the Receptionist
- 1.2 THE ASSEMBLY POINT to be used by the whole school in an evacuation:
ON THE LAWN IN FRONT OF THE MAIN ENTRANCE FIRE ALARM SOUNDING: On hearing the fire alarm **all** staff and pupils and others will leave the premises without delay in **all** circumstances.
Exclusions: Tuesday 10:45am alarm test for 10 seconds.
- 1.3 FIRE or SMOKE discovered by or reported to any member of staff – they should raise the alarm (**SHOUT ‘FIRE’**) and set off the fire alarm using the **nearest** Fire Call-Point. If they have a mobile phone they should then call the fire brigade giving the full address of the school. The priority is the safety of persons. ‘GET THEM OUT, GET THE FIRE BRIGADE OUT, AND STAY OUT’
- 1.4 CALLING THE FIRE BRIGADE (in response to the fire alarm sounding) - this is the responsibility of the estates team. Surrey fire and rescue team operate a call-challenge system between 7am and 7pm each day. When the fire alarm sounds all members of the estates team assemble at the fire control panel, 2 of the team will be instructed (usually by the School Fire Officer to go to the location indicated on the fire panel where a device has activated. The members of the team all carry 2 way radios; the members of the team will report back by radio from the area indicated on the panel and advise whether the fire brigade are needed. If the FB are needed the estates team will call them out. If the fire is small members of the estates team will attempt to extinguish it themselves if they feel comfortable in doing so. If no fire or smoke is discovered this will be reported to the School Fire Officer.
- 1.5 THE TEACHER OR PERSON IN CHARGE of any activity, lesson, and study period must ensure that the pupils in their care evacuate the building in a quiet and orderly way, and then escort them to the assembly point. Once at the assembly point, pupils will line up in form order, year 7 at the Chapel end; each form master will take a roll call and report to Pupil Registrar. When covering morning/afternoon registration for a form master you are responsible for carrying out a roll call in the event of a fire alarm at the assembly point then reporting to Pupil Registrar.
- 1.6 ALL STAFF are to ensure that pupils and others in their immediate vicinity are guided to the nearest means of escape **IN SILENCE AND IN AN ORDERLY MANNER.**

- 1.7 No person shall take any items with them while evacuating other than registers nominal rolls, class lists and the Fire Folder.
- 1.8 ALL STAFF should congregate at the assembly point on the lawn and report to Staff Registrar (usually N. Patel).
- 1.9 VISITORS INCLUDING CONTRACTORS should congregate at the assembly point on the lawn and report to Visitor Registrar (Receptionist).
- 1.10 Any person away from their normal work area or class i.e. when visiting the toilet or office should go immediately to the assembly area and report to their supervisor, teacher or in the event that these are not present, School fire officer.
- 1.11 ANY PERSON WITH KNOWLEDGE OF THE FIRE/CAUSE OF THE ALARM is to report to the School fire officer without passing through the building or near to the risk area.
- 1.12 School Fire Officer will take the FIRE EVAC FOLDER containing plans, COSSH stores etc., from the estates office and meet the fire brigade by the corner of the moot hall. He will check that the main site gates have been opened and wear the high visibility waistcoat stored in the folder.
- 1.13 On the arrival of the first Fire Brigade appliance School Fire Officer will brief the Fire Officer in charge (OIC) of the situation. School Fire Officer will direct the emergency services to the location of the fire. School Fire Officer and Estates Fire Wardens will have radio and mobile phone contact.
- 1.14 NO PERSON is to enter the building until the Fire Brigade OIC has given the all clear to the School Fire Officer. The School Fire Officer will communicate the all clear to the 'most senior' at the assembly point.
- 1.15 RESIDENTS Should evacuate their premise with the school in the event of an alarm sounding. It is possible that residents may be evacuated during the night due to an alarm sounding. NIGHT TIME EVACUATION assembly point is outside the lodge. The on-site Estates Fire Warden will assist and call the fire brigade. Armstrong house resident to check fire panel by PE office on exit if possible.
- 1.16 Those members of staff close to the top floors of each building or at remote locations at the time of the fire alarm should, only if it is safe to do so, check that all people are leaving the building from those areas.

- 1.17 If, after raising the alarm and operating the nearest call-point, and only if it is SAFE to do so, trained members of staff may consider attacking a SMALL fire with the nearest appropriate fire extinguisher provided. If this has little or no effect, leave the building immediately closing all doors behind you. You should report to School Fire Officer giving details of your actions.
- 1.18 All occurrences relating to FIRE must be entered in the Fire Logbook held by the Estates Manager. These include:
- 1.18.1 All FIRES, smell of burning etc.
 - 1.18.2 Any actuation of the fire alarm and drills.
 - 1.18.3 Any evacuation or fire drill.
 - 1.18.4 Visits by Local Fire Authority.
 - 1.18.5 Visits by contractors relating to fire safety installations.
 - 1.18.6 Defects found or reported relating to fire installations.
 - 1.18.7 Weekly, quarterly and yearly tests on the alarm system should be recorded separately on test sheets provided.
- 1.19 If a fire is discovered that has either been extinguished or has burnt-out the Fire Service shall be called (via 999), stating, **“Fire is out, require inspection only”**. The Brigade must be called for the following reasons:
- 1.19.1 To ensure the fire is totally out and has not taken hold behind voids etc.
 - 1.19.2 For the purposes of fire investigation.
 - 1.19.3 To ensure the conditions of the School’s Insurance Policy are fully applied.

2. Morning fire alarm activation pre-registration

- 2.1 Any activations before 9:30 registers are carried out will require Estates Fire Wardens to sweep the building to confirm all clear from building

3. Evening fire alarm activations between 1630hr – 1800hr

- 3.1. If a fire alarm sounds in the evening Visitor Registrar is to take the school clubs registers, visitor book and the staff register on exit.
- 3.2. Estates Fire Wardens is to investigate with the assistance of another member of staff still on site and call fire brigade if required or if no assistance is available.
- 3.3 ALL PERSONNEL ON THE PREMISE MUST EVACUATE TO THE FRONT LAWN Identify yourself to Visitor Registrar at the assembly point

4. Fire alarm activations between 1800hr – 0700hr

- 4.1 All personnel on site should evacuate on hearing the fire alarm sounders. PLEASE CALL THE FIRE BRIGADE AND WAIT FOR ASSISTANCE. Take refuge in another property, stay warm and safe away from danger (The Lodge events office) Key with Estates Fire Warden, resident of The Lodge. Until the emergency services arrive.
- 4.2 Site emergency fire folder containing plans and location of hazardous stores can be found in the 'Gerder' box on the external wall of The Lodge.

5. Friday options fire evacuation procedure

Different arrangements apply on Fridays during term 1400hrs to 1600hrs.

ON HEARING THE FIRE ALARM

- 5.1. All groups to move as swiftly as possible to the assembly point on the grass opposite the main entrance.
- 5.2. Teachers in charge of on-site activities escort their pupils to the assembly point with their registers, register pupils and report to the fire warden.
- 5.3. All pupils must attend option class if they are in school. Pupils with lower limb injuries will be assigned an option by the Head of PE or Deputy.
- 5.4. Pupils removed from the Friday options program by a teacher/member of staff will be responsible for registering them in an emergency procedure.
- 5.5. Any pupils not accounted for will be assumed to be on site.

YEARS 9 TO 13-ORGANISATION

- 5.6. All boys have a Friday option. A register has been produced for each option and each venue.
- 5.7. All pupils must attend option class if they are in school. Pupils with lower limb injuries will be assigned an option by the Head of PE or Deputy.
- 5.8. Pupils removed from the Friday options program by a teacher will be the responsibility of the teacher. This teacher will be responsible for registering them in an emergency procedure and informing the Pupil registrar
- 5.9. As boys leave the site to go to off-site activities they MUST sign out on the lists in reception.

YEARS 7 & 8-ORGNISATION

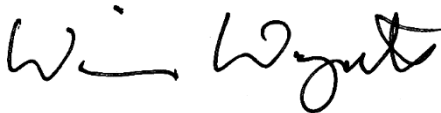
- 5.10. Years 7 & 8 are all on site during Friday options. They will follow the normal fire evacuation procedure and line up at the assembly point in form order.

5.11. Years 7 & 8 forms will be allocated a member of staff to register them by the head of lower school or nominated deputy.

5.12. Head of lower school to nominate a member of staff to 'sweep' the lake area, another nominated member of staff to sweep the rear of the school and the astro turf area.

5.13. All boys unaccounted for to be reported to the Pupil Registrar.

Effective date of the procedure:	1 September 2018
Reviewed August 2018:	Steven Marshall - Head of Estates
Next Review Date:	August 2019
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Authorised by:	
Print:	William Wyatt - Bursar
Date:	31 August 2018