



FIRE EVACUATION PROCEDURES

DAYTIME (i.e. 08.00 – 17.15)

- The Fire Brigade will be called by the Fire Officer, if required, once he/she has determined the reason for the alarm activation.
- Evacuation of the buildings will continue as normal.
- In the case of a practice drill GB or ADJB will phone the three Fire Brigades covering the Schools, in advance, to let them know a drill is being carried out. At the end of the drill GB or ADJB will call the Fire Brigades to inform them that the drill is over.
- On GB not being present SG will take on the role of Fire Officer.
- On ADJB not being present SC will cover for ADJB. VL will stand in for ADJB on Monday afternoons.
- Another member of staff will be nominated should any of the designated members of staff not be available.
- On hearing the fire alarm, staff and children will follow the guidelines in the Staff Handbook (see Appendix 2), going to the Assembly Point, and lining up by Form and in alphabetical order.
- The Form and Absentee check lists are kept in the Fire Box at the Assembly Point. These lists are sufficient for checking pupils ONLY. A member of Admin Staff will bring the staff signing in/out book and visitors signing in/out book to the Assembly Point to check staff.
- Any Brookham pupils being taught in Highfield must also follow this procedure. However, between 11:30 – 13:00, if the fire alarm is activated then if any Brookham children are in Highfield buildings and the Dining Room then they must go down to Brookham to be registered. The Fire Officer will activate the Brookham Fire during these times (it is on a separate system).
- Everyone MUST respond to the alarm, including Kitchen, Admin, Domestic and Cleaning Staff.
- The Fire Marshalls will be summoned by the Fire Officer to go to their designated building to assist with the evacuation.
- A test is carried out every Monday between the times of 1030 - 1045am to test call point activations and fire door activations. No-one is required to evacuate the buildings during these tests.
- All the fire alarm systems at Highfield School are linked, so if one building alarm is set off, the others will follow.

EARLY EVENING (i.e. 17.15 – 19.30)

- This is potentially a very difficult time of the day.
- On hearing the fire alarm ALL personnel must evacuate to the Assembly Point EVEN IF THEY ARE WAITING TO BE COLLECTED AT THE DROP OFF/PICK UP POINT. The Car Park Duty member of staff will accompany such children. Any children who have not been collected, but are waiting for a lift

(i.e. not engaged in any other designated activity) must go to the Assembly Point. They will be instructed to stand as a separate group for registration.

- Children will line up by Form at this time of the day and any members of staff running an activity will check their pupils. This will act as a second check on top of the usual registration procedure for Forms.
- In every other way, procedure follows the instructions for DAYTIME (see above).

EVENING AND NIGHT (i.e. 19.30 – 08.00)

- The Fire Brigade will be phoned immediately using 999. They will ask if the person calling is competent to investigate whether or not this is a false alarm. You should say: “No I am not competent to find out”.
- The check lists for those boarding is kept electronically, and updates emailed each evening to all boarding staff. This is because some children are flexi boarding or may have gone home. .
- Children and staff should follow the instructions in the Staff Handbook.
- The staff fire rota is kept electrically and checked each evening. The Estate Manager is always sent an up to date list. This will include which senior members of staff goes to the Fire Box (Main Reception) and who goes to the Assembly Point. All staff will be allocated areas (dorms) to check and clear.

OTHER CONSIDERATIONS

- The emphasis **MUST** be on EVACUATION. Do not waste time on other considerations on hearing the alarm.
- When checking the dormitories in your area, quickly pull back duvet covers and pile on the floor in the middle of the room. It is easy for a child to be snuggled up underneath.
- Close doors behind you on evacuating the building.
- Remain calm and sensible at all times.
- If a child is in a state of panic, reassure them and take their hand or carry them if absolutely necessary (ensuring it is safe to do so and physically able).
- **Treat every alarm as if it is a real fire. It is not for you to decide whether or not the alarm is genuine.**

FIRE DRILL PROCEDURE FOR FIRE OFFICER

The Fire Officer in the School is the Estate Manager (GB). In his absence SG will take responsibility for determining the need for calling the emergency services. If both are absent then the Head or Deputy Head will take responsibility, followed by a designated member of SMT or senior member of staff in their absence.

On the day of a practice, telephone the Fire & Rescue control rooms for Hampshire, West Sussex and Surrey ten minutes before activating the alarm.

Telephone numbers:

Hampshire – 02380 386 390

Surrey (including West Sussex) – 01293 826470

- Inform them that you are going to be holding a fire practice in the next ten minutes and ask them to put us “off watch”.

- Take a note of the time.
- Activate the alarm by entering the code and pressing “sound alarms” or by activating a call point.
- Leave the alarm sounding until the buildings are evacuated and everyone is accounted for.
- When evacuation is complete and all the occupants are accounted for, take a note of the time once more.
- Reset the alarm.
- Telephone Hampshire, West Sussex and Surrey Fire & Rescue control rooms to report that the practice is over and ask them to put us back “on watch” and ask if any calls were made.
- Meet with SG, GB and anyone else involved discussing the drill and any issues highlighted and if the procedure can be improved.
- Record all details of the Fire Drill in the Fire Safety Log Book.

FIRE PROCEDURE FOR STAFF

DAYTIME (08.15 – 19.30)

- When the fire alarm sounds all staff and pupils should evacuate the building via the nearest fire exit, make their way to the Assembly point at the Playground in front of the Tennis Courts and line up by Form in alphabetical order. Any Brookham pupils being taught in Highfield must also follow this procedure.
- Form tutors check their own forms using the registers. The Deputy Head(s) will record the information and deal with any causes for concern.
- The Duty staff or other available staff should check those forms whose Form tutors are absent, once they have checked their own forms. Those members of staff not required to account for pupils should assemble in the playground and make themselves available to a member of the admin staff to be registered.
- The school will assemble by Form on the hard play area facing the Tennis Courts (Year 4 closest to the Masters House).

NIGHTTIME (19.30 – 08.15)

- When the fire alarm sounds all staff and pupils go to the Assembly Point and line up by Dormitory facing the Tennis Courts with the boys nearest the Master’s House and the girls nearest the Chapel.
- The check lists for those boarding is kept electronically, and updates emailed each evening to all boarding staff. All members of staff are to call the Fire Brigade (using 999) immediately even if it is thought to be a false alarm as the focus is to be on evacuating the pupils and staff.
- The staff fire rota is kept electrically and checked each evening. This will identify which senior members of staff goes to the Fire Box (Main Reception) and who goes to the Assembly Point. These two members of staff will communicate via walkie-talkies.
- All staff will be allocated areas (dorms) to check and evacuate.
- A senior member of staff will be designated to the Fire Box and another at the Assembly Point to check that all the boarders are accounted for.
- The member of staff at the Fire Box will also meet the Fire Brigade.
- When the Head of Boarding (Senior Member of Staff if Head of Boarding off duty) is satisfied that all the boarders are properly accounted for, he/she will instruct the boarders to remain silent until the all clear is given by the Fire Brigade. Once the all clear has been given, the boarders will be allowed back into the building at the say so of the Head of Boarding.

- The Head of Boarding or SG will record all required information for GB to complete the Fire Safety Log Book.
- The Duty staff or other available staff should check the children if any of the above staff are absent.
- All residential staff must be aware that at night they should be prepared to react efficiently, calmly, and effectively in the case of fire.
- If a fire was to occur Head of Boarding is to call GB at the earliest possible opportunity.

Important Notes for Residential Staff

- It is very important the fire register is completed every night and sent around by email to all boarding staff. The senior member of staff designated to the assembly point must have a hard copy on their person at all times.
- All Residential staff who are on the fire rota must ensure they are resident in the boarding house overnight (unless they have notified the Head of Boarding in advance and a swop has been made and communicated to all staff).
- If a member of Resident staff is off school site, they should sign out.
- Staff should be responsible for their area (as outlined on the duty rota and overleaf)
- If the alarm rings overnight, all staff should telephone 999 immediately. Remember, when asked, to say "I am not competent to investigate the cause of the fire".
- All staff in residence should help evacuate the building.
- It is helpful to go to bed with your mobile telephone charged and readily available.
- The children should be evacuated using the nearest exit, not just using the most convenient exit. The children should remain SILENT at all times.
- During the night the children might appear disorientated, or even still asleep.
- After an alarm, please give detailed feedback to Head of Boarding, who will pass this onto the Guy Baber.

GB/AB SEPT 2022

Review date SEPT 2023