# The Prebendal School

## Boarding Fire Arrangements

### ARRANGEMENTS IN THE EVENT OF FIRE

<table>
<thead>
<tr>
<th>DORMITORY</th>
<th>STAFF IN CHARGE</th>
<th>ESCAPE ROUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Dorm</td>
<td>Duty Matron</td>
<td>Via turret spiral stairs and through girls’ changing room exit.</td>
</tr>
<tr>
<td>The Witterings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goodwood</td>
<td>Duty Matron</td>
<td>Through The Witterings, via turret spiral stairs and through girls’ changing room exit.</td>
</tr>
<tr>
<td>Bosham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fishbourne</td>
<td>House Master</td>
<td>Along top corridor, through Long Dorm to turret spiral stairs and through girls’ changing room exit.</td>
</tr>
<tr>
<td>Selsey</td>
<td>(Weekends – Matron)</td>
<td></td>
</tr>
<tr>
<td>Ashling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lavant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Secondary Escape Routes

The Witterings, Goodwood, Bosham

1. Past the common room, down matron’s stairs, through the dining room and the stone corridor.

2. Past the common room, up and down the stairs to go past English 1, through the dining room and the stone corridor.

3. Past the common room, up and down the stairs to go past English 1, down the House Master’s stairs and out through the staff kitchen and the Music Block.

Long, Fishbourne, Selsey, Ashling, Lavant

1. Down matron’s stairs, through the dining room and the stone corridor.

2. Down the stairs, past English 1, through the dining room and the stone corridor.

3. Down the stairs, past English 1, down the House Master’s stairs, and out through the staff kitchen and the Music Block.

### FIRE ASSEMBLY POINT: Highleigh Hall

Date of Last Review: September 2018

01.09.18/01.09.19/HoM/M
DORMITORY FIRE INSTRUCTIONS

IF YOU DISCOVER A FIRE

1. Set off the nearest fire alarm.

2. Wake up the rest of the dormitory

3. If the fire is threatening the dormitory evacuate it immediately without waiting for a member of staff by the nearest exit a safe distance from the fire.

4. Go immediately to the assembly point in Highleigh Hall

WHEN YOU HEAR THE ALARM

1. Get up immediately and put the lights on.

2. Make sure that your neighbours are awake

3. Quickly put on dressing gown and slippers.

4. Stand quietly by your bed until everyone is ready and awake

5. Walk quietly, orderly and slowly in single file via the fire exit to the assembly point in Highleigh Hall. Last one out of the dormitory should check back to make sure no one is left behind.

6. At the assembly point remain silent and then answer your name clearly when it is called.

7. Remain quietly in Highleigh Hall until told to return by a member of staff.

The fire brigade is to be called from a place of safety by dialling “999”

Date of Last Review: September 2018
Boarding House Fire List Procedure

In order to account for all boarders in the event of a fire evacuation the following procedures must be followed by resident staff and matrons:

- The fire list for the Boarding House is a single sheet of paper that can be initially drawn up during supper, but must be completed and cross checked before the evening duty teacher completes their duty. Once it is cross checked to the satisfaction of matron and the duty resident, then a copy is taken.
- One copy is then pinned to the notice board outside Matron’s Office, which the House Master will collect on his way to the Fire Assembly Point in Highleigh.
- One copy is kept by the overnight duty matron who will bring it down on her way to the Fire Assembly Point in Highleigh.
- The fire list is also used at pre-breakfast roll call to account for all boarders and ensure they have all been through breakfast.

Date of Last Review: September 2018