The Prebendal School

A11_Fire Risk and Prevention Policy

This policy covers all staff, pupils (including those in the EYFS) and visitors at The Prebendal School.

PART 1: FIRE SAFETY

INTRODUCTION
Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at The Prebendal School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER
The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

EMERGENCY EVACUATION NOTICE
All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at as indicated on the fire notice displayed nearest to you (this is dependent on the building you are in).
3. If you are teaching a class, take your register with you or if these have been returned to the School Office then the Secretary will bring them to the Assembly point. Do not take
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anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.

4. The Bursar, Bursar's Assistant, or in their absence during the day, the School Office staff or the duty Boarding staff outside of the working day, will summon the Emergency Services if the alarm sounds.

5. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.

6. Take the register of your class as soon as you reach the assembly point.

7. The Person in Charge will consult the biometrics data using the iPad (or SmartPhone for Head or Deputy) and ensure all Staff that are registered as on site are accounted for. Any staff that are at the evacuation point but are not shown as registered through the biometrics data must be reported to the Head Master who will reiterate to them the importance of the use of the biometrics entry and exit system for these purposes.

8. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar, or her representative, who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

9. Remain at the assembly point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

Full fire procedures for all staff are at Annex A.

BRIEFCING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school’s emergency evacuation procedures on their first day at The Prebendal school. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed next to Call Points and at high-traffic areas of the school, and we ensure that everyone knows what they look like and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else’s safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first year. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

Both the Bursar’s Office and School Office are manned between 8.30am and 5.00pm during weekdays throughout the year, apart from the Christmas and Easter closedowns. The fire alarm panels that shows the location of all the alarm call points on the applicable networked alarm systems in the school buildings is physically located in the Front Hall of 54 West Street (for the West Street Site except Highleigh) and there is also a panel in the front hall of 55 West Street for this area, in the Hall (for Highleigh Hall), and in the Front Hall (for the Bishop’s Palace). The panels in 54 and 55 West Street are linked and if the alarm sounds at either panel it will then sound throughout the West Street buildings (with the exception of Highleigh). The alarm systems on the school site are not monitored by the Fire Brigade with the exception of the Bishop’s Palace and so the Fire and Rescue Service must be called if they are required to attend
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the site. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff has standing instructions to summon the Fire and Emergency Service at once.

One of the Senior Management Team or designated member of staff is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. H/She has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed (unless warned of a planned fire practice).

VISITORS AND CONTRACTORS
All visitors and contractors are required to sign in at Reception, where they are issued with a visitor’s badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS
We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

We have designated safe refuge points on every floor of every building, which will be advised to staff in the event of a disabled person being in school (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Bursar as soon as he or she reaches the assembly point. It is the responsibility of the Bursar to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

RESPONSIBILITIES OF TEACHING STAFF
Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar. It is the responsibility of the Bursar, or her representative or the duty staff (if out of the main working day), to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

RESPONSIBILITIES OF FIRE MARSHALS
Fire Marshals are generally members of the non-teaching staff, such as Matrons, Maintenance and Administrative staff who do not have specific duties in the event of fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as Fire Marshals. All Fire Marshals are “competent persons” who have been trained to provide “safety assistance” in the event of a fire.

FIRE PRACTICES
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We hold at least one fire practice every term during the day at The Prebendal School and we also practice a night-time evacuation of the boarding area every term. We also hold at least one at the Bishop’s Palace site. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals, helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at The Prebendal School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed at every Call Point and high-traffic areas of the school.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on some doors in or leading onto escape routes.
- The master panel for the alarm system is located as previously indicated and shows the location of a fire. It is fitted with a back-up power supply (battery).
- Alarms can be heard to sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Duty Staff is responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and for reporting defects.
- Testing of all fire alarms weekly (and recording all tests and defects) and monthly checks of fire doors, automatic door closures and emergency lights are completed by the maintenance team. The Bursar also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Bursar’s office.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place. A member of the Maintenance Team has been trained in this role.
- Records of all tests are kept in the Maintenance Department.
- The Head of Science / Head of ADT checks that all Scientific and DT equipment is switched off at the end of the school day.
- It is the responsibility of the last person in each room to check that all computers, projectors, printers and electronic whiteboards have been switched off every evening and the Caretaker during holidays and weekends.
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Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar’s office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

LETTING OR HIRING THE SCHOOL
Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school’s fire safety policy and procedures.

PART 3: FIRE RISK ASSESSMENT

The School’s Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

The Prebendal School has a fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. Copies of The Prebendal School’s fire risk assessments are in the health and safety manual for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.
ANNEX A TO FIRE POLICY

ACTIONS IN THE EVENT OF THE FIRE ALARM SOUNDING

In the event of the Fire Alarm sounding BETWEEN 0830 AND 1700 MONDAY TO FRIDAY, the following personnel are to undertake the following actions:

MAIN SCHOOL

BURSAR (OR IN HER ABSENCE BURSAR’S ASSISTANT)

- Proceed to fire panel and ascertain which sensor has set off the alarm.
- Take the Communications Radio out of the box and turn it on. (Channel is preset).
- If appropriate (i.e. thought to be a spurious alarm) identify what has caused the alarm. (If it is spurious then you may need to reset a call point before enabling the alarm again.)
- Call the Fire and Rescue Service if there is any possibility of this being a real alarm.
- Do not silence the alarm until it is reported that all personnel are accounted for. A runner will be sent from the muster point via fresh air (i.e. not through the building) to the door at 54 West Street to report this or report who is missing (including age if it is a child) and where they were last seen.
- Put the door to 54 West Street on the latch (i.e. so that people can get in) and wait outside the front door of 54 West Street for the Fire Service to arrive.
- On arrival of the Fire Service report:
  o where the alarm has sounded,
  o that all personnel are accounted for OR
  o name of anyone who is missing (including age if it is a child) and where they were last seen.
- Once it is ascertained that it is safe to re-enter the buildings, reset the alarm system and then authorise everyone to re-enter by going to the muster point and personally telling the senior member of staff there.
- Inform the Head Master/Deputy Head what has happened and been done and write the incident in the Fire Log.

CARETAKER / MAINTENANCE TEAM

- Meet the Bursar / Bursar’s Assistant at the fire alarm panel in 54 West Street (route to the panel must be via fresh air as much as possible i.e. not through the buildings)
- Take a Communications Radio out of the box and turn it on. (Channel is preset).
- The Bursar / Bursar’s Assistant will direct the action to take (i.e. whether investigation is required or if they should muster with the rest of the school)

DEPUTY HEAD / DIRECTOR OF STUDIES / SENIOR MASTER WILL:

- Proceed to the muster point (playground)
- Assign sentries from the 1st members of staff to arrive to ensure that there is no one entering the buildings until they have been reported as clear to re-enter. One sentry must go in the Memorial Garden to ensure no entry through the music block and one
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sentry to near the Stone Corridor to ensure no entry to the changing rooms, Richmond or the main school.

- Take the Communications Radio out of the box and turn it on. (Channel is preset).
- Assign one member of staff to tell the staff in Highleigh of the alarm and that they should vacate the building to the muster point (playground).
- Assign one member of staff to go to the Bishop’s Palace and inform all classes and personnel there to vacate to the muster point (playground).
- Ascertain by using the Registers and Visitors Book and staff list if all pupils are accounted for, noting the names and ages (if children) and last location of any personnel unaccounted for.
- Check that all staff are accounted for.
- Use the Communications Radio to communicate with the Bursar (or if this does not work then send a runner from the muster point via fresh air (ie not through the building) to the door at 54 West Street) and report to the Bursar / Bursar’s Assistant or report who is missing (including age if it is a child) and where they were last seen. The report also needs to include what rooms in the boarding area have not been checked.
- Do not re-enter any part of the buildings until the Bursar / Bursar’s Assistant has informed you that it is safe to do so.

SCHOOL OFFICE STAFF

- Collect all of the Registers and the Visitors Book and list of staff on site.
- Proceed to the muster point and give these documents to the person in charge.

TEACHING STAFF

- Proceed immediately via the quickest route to the muster point ensuring that all children that are in the room that you have been in are led to safety.
- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Take your Register from the person in charge and quickly account for all personnel in silence (i.e. DO NOT CALL OUT NAMES) and report any that are missing (including age if it is a child) and where they were last seen to the person in charge.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.

MUSIC STAFF

- Proceed immediately via the quickest route to the muster point ensuring that all children that are in the room that you have been in are led to safety.
- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.
CLEANING STAFF

- Proceed immediately via the quickest route to the muster point.
- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Tell the person in charge that either all cleaning personnel are accounted for or who is missing and where they were last seen.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.

MATRONS

- Proceed immediately via the quickest route to the muster point ensuring that the boarding area rooms have been checked as much as possible.
- Ensure that the doors to all rooms are shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- If you are downstairs then do not go back up to the boarding area. Proceed to the muster point and report to the person in charge that the boarding area has not been cleared.
- Tell the person in charge that either all rooms in the boarding area have been checked or inform them which particular rooms have not been checked.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.

KITCHEN STAFF

- Proceed immediately via the quickest route to the muster point ensuring that the kitchen and dining room areas have been checked and are clear of.
- Ensure that all of the doors are shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Tell the person in charge that either all catering personnel are accounted for or who is missing and where they were last seen.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.

HIGHLEIGH

HEAD OF PRE-PREP / PERSON IN CHARGE WILL:

- Proceed to fire panel and ascertain which sensor has set off the alarm.
- If appropriate (i.e. thought to be a spurious alarm) identify what has caused the alarm. (If it is spurious then you may need to reset a call point before enabling the alarm again.)
- Call the Fire and Rescue Service if there is any possibility of this being a real alarm.
- Take the Communications Radio out of the box and turn it on. (Channel is preset).
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- Inform the Bursar’s Office with details of what has been done, using the Radio or by sending a member of staff.
- Send a member (or the same member) of staff to get the registers from the school office.
- Expect the Bursar’s Assistant or delegate to set off the main school alarms for the school to be evacuated.
- Wait in a safe place for the Bursar / Bursar’s Assistant or delegate to arrive.
- Expect the Bursar’s Assistant or delegate to silence the alarm once all personnel are reported as accounted for.
- Not allow anyone to re-enter the building until authorised by the Bursar’s Assistant or delegate.

BURSAR (OR IN THEIR ABSENCE BURSAR’S ASSISTANT) WILL:

- Using the Communications Radio ascertain from the Head of Pre-Prep / Person in charge what has been done and if all personnel are accounted for.
- Send the Bursar’s Assistant or another responsible person to Highleigh.
- Set off the main school alarms and inform the Head / Deputy Head.
- Silence the main school alarm and instruct the Bursar’s Assistant to silence the Highleigh alarm once all personnel are reported as accounted for.
- If the Fire Brigade have been called, get the cars cleared from the parking area by informing the kitchen and Matrons by phone or use the Maintenance Staff to find people.
- On arrival of the Fire Service report:
  - where the alarm has sounded,
  - that all personnel are accounted for OR
  - name of anyone who is missing (including age if it is a child) and where they were last seen.
- Once it is ascertained that it is safe to re-enter the buildings, reset the alarm system and then authorise everyone to re-enter by going to the muster point and personally telling the senior member of staff there.
- Inform the Head Master/ Deputy Head what has happened and been done and write the incident in the Fire Log.

TEACHING STAFF

- Take your Register and proceed immediately via the quickest route to the muster point ensuring that all children that are in the room that you have been in are led to safety.
- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Take your Register from the person in charge and quickly account for all personnel in silence (i.e. DO NOT CALL OUT NAMES) and report any that are missing (including age if it is a child) and where they were last seen to the person in charge.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.

CLEANING STAFF

- Proceed immediately via the quickest route to the muster point.
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- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Tell the person in charge that either all cleaning personnel are accounted for or who is missing and where they were last seen.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.

BISHOP’S PALACE

TEACHER IN CHARGE

- Proceed to fire panel and ascertain which sensor has set off the alarm.
- If appropriate (i.e. thought to be a spurious alarm) identify what has caused the alarm. (If it is spurious then you may need to reset a call point before enabling the alarm again.)
- The alarm is monitored and will inform the alarm company who will check with the Bishop’s Office as to if they think it is spurious or not and call the Fire and Rescue Service if there is any possibility of this being a real alarm.
- Inform the Bursar’s Office with details of what has been done by sending a member of staff.
- Send the same member of staff to get the registers from the school office.
- Expect the Bursar, Bursar’s Assistant or delegate to set off the main school alarms for the school to be evacuated.
- Wait in a safe place for the Bursar’s Assistant or delegate to arrive.
- The Bursar / Bursar’s Assistant will inform the Fire Brigade or Bishop’s Office (as applicable) once all personnel are reported as accounted for.
- Not allow anyone to re-enter the building until authorised by the Bursar’s Assistant or delegate.

BURSAR (OR IN THEIR ABSENCE BURSAR’S ASSISTANT) WILL:

- Set off the main school alarms and inform the Head / Deputy Head
- Send the Bursar’s Assistant or a responsible person to the Bishop’s Palace with one of the two communication radios held at the Bursary.
- Send a responsible person to Highleigh to instruct staff and pupils to leave the building and move to the muster point.
- Silence the main school alarm once all personnel are reported as accounted for.
- Once it is ascertained that it is safe to re-enter the buildings, reset the main school alarm system and then authorise everyone to re-enter by going to the muster point and personally telling the senior member of staff there.
- Inform the Head Master/ Deputy Head what has happened and been done and write the incident in the Fire Log.

BURSAR ASSISTANT OR DELEGATE AT HIGHLEIGH WILL:

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- Using the Communications Radio ascertain from the Teacher in charge what has been done.
- The alarm must not be silenced until all personnel are reported as accounted for including the West Wing staff.
- The primary role is to liaise with the Bishop’s Staff.
- Be ready, if required and on the arrival of the Fire Service report:
  - where the alarm has sounded,
  - that all personnel are accounted for OR
  - name of anyone who is missing (including age if it is a child) and where they were last seen.
- Once it is ascertained that it is safe to re-enter the buildings, reset the alarm system (if not done by the Bishop’s Staff) and then authorise everyone to re-enter by going to the muster point and personally telling the senior member of staff there.

TEACHING STAFF

- Take your Register and proceed immediately via the quickest route to the muster point ensuring that all children that are in the room that you have been in are led to safety.
- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Take your Register from the person in charge and quickly account for all personnel in silence (i.e. DO NOT CALL OUT NAMES) and report any that are missing (including age if it is a child) and where they were last seen to the person in charge.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.

CLEANING STAFF

- Proceed immediately via the quickest route to the muster point.
- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Tell the person in charge that either all cleaning personnel are accounted for or who is missing and where they were last seen.
- Do not re-enter any part of the buildings until the person in charge has passed the message from the Bursar / Bursar’s Assistant that it is safe to do so.
In the event of the Fire Alarm sounding **BETWEEN 1700 AND 0830 MONDAY TO FRIDAY OR AT WEEKENDS** the following personnel are to undertake the following actions:

**MAIN SCHOOL AND HIGHLEIGH**

**HOUSE MASTER / DUTY MATRON / DUTY STAFF**

- Proceed to the main fire panel and ascertain which sensor has set off the alarm.
- If appropriate (i.e. thought to be a spurious alarm) investigate what has caused the alarm. (If it is spurious then you may need to reset a call point before enabling the alarm again.)
- Take out and turn on the Communications Radio.
- Call the Fire and Rescue Service if there is any possibility of this being a real alarm.
- Do not silence the alarm until it is reported that all personnel are accounted for. A runner will be sent from the muster point via fresh air (i.e. not through the building) to the door at 54 West Street to report this or report who is missing (including age if it is a child) and where they were last seen.
- Put the door to 54 West Street on the latch (i.e. so that people can get in) and wait outside the front door of 54 West Street for the Fire Service to arrive.
- On arrival of the Fire Service report:
  - where the alarm has sounded,
  - that all personnel are accounted for OR
  - name of anyone who is missing (including age if it is a child) and where they were last seen.
- Contact the Head or Senior Master or Deputy Head.
- Once it is ascertained that it is safe to re-enter the buildings, reset the alarm system and then authorise everyone to re-enter by going to the muster point and personally telling the senior member of staff there.

**MATRON**

- Clear the boarding area of all children and lead the children immediately via the quickest route to the muster point.
- If you are downstairs then do not go back up to the boarding area. Proceed to the muster point and report to the person in charge that the boarding area has not been cleared.
- Ensure that the doors to all rooms are shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the appropriate muster point (Highleigh if it is safe) taking the list of boarders from the Stone Corridor board with you.
- Take the Communications Radio out of the box and turn it on so that you can communicate with the person at the panel.
- Account for all children and staff.
- Using the Communications Radio (or if this does not work send a runner from the muster point via fresh air (i.e. not through the building) to the door at 54 West Street) report to the Duty person that all are accounted for or report who is missing (including
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- Do not re-enter any part of the buildings until the person in charge has passed the message that it is safe to do so.

**CLEANING STAFF**

- Proceed immediately via the quickest route to the muster point.
- Ensure that the door to the room is shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Tell the person in charge that either all cleaning personnel are accounted for or who is missing and where they were last seen.
- Do not re-enter any part of the buildings until the person in charge has said that it is safe to do so.

**KITCHEN STAFF (IF ON SITE)**

- Proceed immediately via the quickest route to the muster point ensuring that the kitchen and dining room areas have been checked and are clear of.
- Ensure that all of the doors are shut behind you.
- Do not turn off lights but do shut windows if you deem that it is safe to do so.
- Proceed to the muster point (playground)
- Tell the person in charge that either all catering personnel are accounted for or who is missing and where they were last seen.
- Do not re-enter any part of the buildings until the person in charge has passed the message that it is safe to do so.

**BISHOP’S PALACE**

**GAP STUDENT**

- Proceed to fire panel and ascertain which sensor has set off the alarm.
- The alarm is monitored and will inform the alarm company who will check with the Bishop’s Office as to if they think it is spurious or not and call the Fire and Rescue Service if there is any possibility of this being a real alarm.
- Vacate the building and wait for the Fire Brigade to arrive.
- If the Bishop’s Staff have not come out and the Fire Brigade arrive try and give them as much information as you can. E.g. which sensor set of the alarm (where it is) and if you know (or don’t know) if the School Wing of the building is empty.
- If the alarm is silenced and the Bishop’s Staff have not been out to inform you and you cannot see any fire or smoke then ring the bell for the West Wing to speak to the Bishop’s Staff to ascertain if it is safe to re-enter. IF UNSURE THEN GO TO THE MAIN SCHOOL AND INFORM THE BOARDING PARENTS / MATRONS WHO WILL FIND YOU BEDS FOR THE NIGHT.
- Inform the Bursar / Bursar’s Assistant of what has happened on the next working day.

**BOARDING STAFF / BURSAR (OR IN HER ABSENCE BURSAR’S ASSISTANT)**
A11_Fire Risk and Prevention Policy

- Inform the Head Master what has happened as reported by the GAP Students and was done as reported by the GAP Students and write the incident in the Fire Log.