
Fire Evacuation Policy and Procedure

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Statement of Intent

St Andrews Prep School will follow the procedures for evacuating buildings in the event of a fire alarm being sounded in a way that ensures all pupils are safely led away from the buildings and adults do not take any undue risks.

Aims

The School's aims are that:

- No pupil or adult will take any unnecessary personal risks
- Staff fully understand the required procedures and understand their role
- The Schools Fire Safety Officer (i.e. the Soft Services Manager) provides direction to the school based on HSE and East Sussex Fire and Rescue Service (ESFRS) advice and guidance.

Methods

- Follow the direction of the Fire Safety Officer
- Have a fire instruction at every building entrance point.
- Have a whole school fire drill at least every term and a separate Colstocks Boarding house drill every term and a record made. At least one Colstocks fire drill per year will be during sleeping hours, defined as 10.00pm to 6.00am.
- Each member of staff understands what is expected of them in any given situation
- Ensure all appropriate staff receive Fire Marshal training within their first year at the School
- Perform a Fire Safety risk management assessment review through the H&S Committee at least once a year
- Staff are to ensure that pupils understand what is expected of them in the event of a fire or fire drill
- Ensure that responsible staff are aware of who is in their department/building at all times.

Action on discovering a fire

- Sound the alarm by activating the nearest call point
- Leave the building by the nearest safe exit, closing doors, windows and switching off machines / equipment, where safe to do so.
- Ensure that all pupils, visitors, parents etc in your area of work are instructed to leave the area and accompanied to the assembly point.
- If you encounter any unaccompanied visitors, parents etc on your way to the assembly point then direct these people to accompany you immediately to the assembly point.
- Do not stop to collect personal belongings.
- If there are people with impaired mobility or disability, who are unable to use the stairs unaided, they will have received a Personal Emergency Evacuation Plan (PEEP) to facilitate their escape.
- Report to the designated Assembly Point which is the Long Asphalt.
- DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE DUTY FIRE WARDEN, FIRE OFFICER OR A SENIOR MEMBER OF EAST SUSSEX FIRE AND RESCUE SERVICE .

Actions on alarm sounding

In the event of a fire the fire alarm will sound. In short, the evacuation procedure to follow is:

- Evacuate immediately without collecting bags or other personal possessions. Swift, orderly evacuation is imperative if injuries or fatalities are to be avoided.
- Use the nearest available exit and proceed to the assembly point, which is the LONG ASPHALT ensuring that all pupils, colleagues and visitors do the same.
- If there is a clear and obvious fire then call 999 and ask for the Fire & Rescue Service immediately.
- Unless it is unavoidable, (i.e. the exit is barred by fire) do not stop to fight the fire.
- During office hours, notify the Estates team who will respond and deal with the alarm and investigate the cause. They will report back to the Fire Warden at the assembly point who will decide the next course of action.
- Out of office hours notify the Deputy Head, Head of Pastoral Care and Boarding, Headmaster or Estates Manager who in turn will alert key personnel i.e.
 - Fire Warden (Deputy Head)
 - Fire Safety Officer (Soft Services Manager)
 - Health and Safety Officer
 - Estates team
- The alarm system is monitored and an alarm will trigger phone calls to designated staff as detailed on page 3.

For an evacuation of all buildings

At the assembly point (LONG ASPHALT):

- Pupils mustered by year group and checked by teachers for unaccounted pupils.
- The headmasters PA, Office Manager or another member of office/reception staff will take the staff reporting lists to the assembly point.
- The receptionist will take the I pad sign in which will have a list of visitors on site.
- All staff are to use the staff reporting lists and report to the designated person for their group as quickly as possible once any pupils they are responsible for have been delivered to their year group muster.
- You must take a few seconds to confirm to the person taking your groups' roll call that you are present. Once you have done this then please move away from these people so that they are clearly visible to others.
- Once the person taking your groups roll has confirmed everyone is present they will report in to the Fire Warden. At this point we will know that all staff and pupils have been accounted for.
- It will also be helpful if you could let the person taking the roll know if you are aware of any colleagues who are away from School for any reason so that we do not waste time looking for them.
- The Fire Warden (Deputy Head) or Senior Fire & Rescue Service person present must be told of any missing people
- Nobody is permitted to return to the building until the all clear is given by the Deputy Head
- All clear is only given after buildings have been checked and alarms switched off

The above actions are followed for fire drills as well as for an actual fire. In the latter case, the Deputy Head will not give the all clear until told to do so by the Senior Fire & Rescue Service person present.

For an evacuation of the Nursery

- On hearing alarm all staff and children to proceed quickly and quietly to the playground in the corner furthest from the building.
- The Nursery Manager or their deputy will take a roll call of staff and children.
- Once their roll call is complete they will proceed to the Long Asphalt where they will report in to the Fire Warden.
- They will then remain on the Long Asphalt and await further instruction from the Fire Warden.
- **If it is the Nursery building which has a fire then all staff and children to proceed immediately to the Long Asphalt to both ensure that everyone is at a safe distance and to allow the emergency services access to the building without putting staff and pupils at additional risk.**

For Colstocks House evacuations out of office hours:

- On the sounding of the alarm, everyone to evacuate the building and proceed to the Long Asphalt
- Responsible member of staff to go to the fire panel, identify the zone in alarm and investigate if it is safe to do so.
- If a real fire call for fire service on 999 immediately.
- Roll call of staff and pupils to be taken.
- Contact Deputy Head, Head of Pastoral Care and Boarding, Fire Safety Officer, Headmaster, or Estates team as appropriate depending on the time of day for support.
- If a false alarm then roll call of pupils to be taken, alarm panel reset and pupils and staff given the all clear to re-enter the house.
- In both cases everyone to be prevented from entering the house until it has been declared safe.

Alarm Monitoring

- The fire alarm system is monitored by Southern Monitoring Service.
- In the event of an alarm the following people are on a list to be called by the monitoring station to alert them of the alarm:
Deputy Head
Estates Manager
Groundsman/Pool Manager

Assembly Point

- All staff and children in the Nursery should gather in the playground in the corner furthest away from the building should an evacuation be necessary.
- All other staff and pupils at St Andrews have a single point of assembly in the event of an evacuation being required which is the LONG ASPHALT.

Points to Note

Fire drills do not simulate the confusion and uncertainty that can arise in an emergency.

- False alarms – no alarm is to be ignored
- Controlling pupils – the first priority of staff is the safety of their pupils. They may choose to lead their class to safety from the front, so that they are best placed to select the safest route. Alternatively they may decide to guide their class from the rear, in which case route-finding may have to be left to the children leading the way. There is no universally correct procedure
- Use the nearest escape route by following the green fire exit signs that are mounted above doors
- Disabled staff and pupils – personalised arrangements (PEEP) must be made for the safe evacuation of those with disabilities that may include learning, physical and sensory difficulties

Close-down procedure checklist

The most important steps in fire prevention are good housekeeping and proper daily close-down procedures:

- Lock all flammable materials away.
- Remove all rubbish or waste from the building and place it in secure storage.
- Make sure that everyone has vacated the premises.
- Make sure external lighting is working correctly.
- Ensure all windows are shut and locked.
- Ensure all internal doors are shut to prevent the spread of fire.
- Switch off electrical items of equipment e.g. kettles, chilled water dispensers or fridges that are not required during a closedown period. This will also save energy!

Fire Instructions

A copy of the following Fire Instruction should be filled out and placed at each building entrance in the School

Location	Nearest Fire Alarm Activation Point
Room No/Location.	

FIRE INSTRUCTIONS

If you discover a fire:

- I. **RAISE THE ALARM.**
 - a. Shout '**Fire, Fire, Fire**'.
 - b. Operate nearest fire alarm (break glass using elbow or heel of shoe).
 - c. Students raising the alarm must inform a member of staff.
2. **CALL THE FIRE BRIGADE IMMEDIATELY.**
 - a. On hearing the alarm bell any adult member of the College staff should proceed quickly to the nearest telephone and inform the fire Brigade by dialling (9 for an outside line, when using College exchange) 999. Provide information on location and the best route to approach the fire.
3. **EVACUATE THE PREMISES – DO NOT STOP TO COLLECT BELONGINGS.**
 - a. On hearing the alarm bell, all personnel must evacuate the building immediately.

YOUR ASSEMBLY POINT IS:

- b. Orders for Emergency Evacuation:
 - Your teacher is in absolute charge; do as you are told.
 - Maintain absolute silence.
 - Evacuate following the emergency route indicated.
 - Walk – **DO NOT RUN** – in single file.
 - When last person is out, close doors if possible.
 - Notify the Headmaster's Office or Bursary
 - Wait at your assembly point until released by the teacher in charge of your class at the time of the fire.
4. **DO NOT RE-ENTER THE BUILDING.**

Appendix One:

Staff Roles and responsibilities:

Fire Warden: Deputy Head
Cover provided by Head of Pastoral Care and Boarding
Colstocks' evening cover provided by Boarding House Resident

Has overall day to day responsibility for ensuring that fire safety matters are adhered to.
Will coordinate & plan drills in conjunction with the Fire Safety Officer
Assume the senior role in a real evacuation
Ensure the accounting for pupils and staff takes place effectively
Liaise with emergency services where appropriate
Issue the instruction for people to return to the school buildings once it has been confirmed it is safe to do so.

Fire Safety Officer: Soft Services Manager

Oversees fire safety matters across the charity
In conjunction with the Head of Pastoral Care & Boarding, Estates Manager and Health and Safety Committee, is responsible for ensuring this procedure is adequately communicated and understood by all staff.
In conjunction with the Head of Pastoral Care & Boarding, Estates Manager and Health and Safety Committee, is responsible for reviewing the procedure annually to ensure it remains fit for purpose.
In conjunction with the Estates Manager, HoDs and Head of Pastoral Care & Boarding reviews fire risk assessments on an annual basis.

Estates Manager

Oversees routine maintenance and servicing of all fire safety equipment and systems.
Oversees statutory checks of fire alarm equipment and fire fighting equipment.
Investigates the cause of any alarm and reports back to the Fire Officer.

Fire Marshal Can be any member of staff

Assists with evacuation or conducting a sweep of a building as instructed by the Fire Warden.

Tutors & Teachers

Ensure that pupils are informed of the fire procedures.
Ensure that good housekeeping is maintained within their departments.

Reception/Office staff

Ensure that visitors and contractors are informed of the fire procedures on arrival.
Responsible for taking the staff lists to the assembly point and accounting for any visitors on site by using the signing in iPad which will be taken to the assembly point.