



GATEWAYS SCHOOL

Fire Procedures

This document gives advice on the safe evacuation of the school when the fire alarm has been sounded, with guidance to those with added responsibility for ensuring the accountability of all evacuated. This procedure is applicable to all pupils in the school including those in the EYFS and those attending out of school care.

On the discovery of a Fire, you must break the glass at the nearest call point, the activation of the alarm will trigger throughout school causing a total evacuation to the designated assembly area.

The alarm will automatically register with the local fire service who will respond immediately. The operations Manager or his deputy will also call 999 to ensure the alarm has been registered by the emergency services, if there is no call from the monitoring station within 3 minutes.

The person responsible for activating the alarm will inform the head teacher at the assembly area.

The operations manager and his team will check the alarm activation panels (where safe to do so), to identify the location of the alarm, should this have been activated by a fire detection device.

On hearing the alarm

Check evacuation notice in the room you are in and follow instructions. Vacate building by appropriate exit, in single file and in silence. Do not run. Do not stop to collect belongings. Last person to close door behind them.

Fire 'packages' containing the registration groups and staff lists are located at Reception and the Gatehouse Nursery.

A fire package along with the visitors' book and signing in/out books will be taken to the assembly point by reception staff, or in their absence the Head's PA. If the reception area is affected a fire pack is collected from the Gatehouse Nursery.

If your escape route is blocked, maintain silence, listen to instructions. Leave by the nearest alternative route.

Any pupil, visitor or member of staff with a disability should be assisted by an adult during evacuation. Care will be taken when timetabling the pupils to restrict lessons, where possible, to the ground floor. Wheelchairs should always be left in an accessible location. Each individual situation will be looked at when necessary.

Assemble on the field, Preparatory School nearest the Gatehouse, Sixth Form towards the far side of the field. Line up in forms, maintaining silence. Fire Group Leaders to assemble with backs to the hedges. Staff to report to fire group leaders to be marked off, then to line up behind the children.

Accounting for all present.

NOTE

Form teachers to be aware of absent members from the form or those sent to the Sick Room at any time during the day.

- School Receptionist and Nurse to evacuate the Sick Room when the alarm sounds.
- Finance Assistant is to inform the Terrace Classroom that the alarm has sounded.
- Finance Administrator to check the Cellars, Sundowners and guard the Post Office gate, also acting as a radio contact to the Ops Manager.
- IT Manager to guard the main gate and prevent further access, also acting as a radio contact between the Ops Manager checking the alarm system and the fire brigade as they enter the site.
- Head of 6th Form to check Listening room and Study Room.

There are 2 fire packages for Fire evacuation (Multi pocket folder) 1 – Reception 2 – Gatehouse Nursery



On hearing the Fire Alarm, the reception staff will take the Fire Pack Folder to the Fire Assembly Point. At the assembly point they will have the fire pack with them and hand out Registration Group Envelopes containing Check list, Fire Group Leader Master Check Lists and pencils to all staff taking a roll call.

Those responsible for registration groups will need their relevant check folder for their year group. These are card sheets with the relevant form in large red letters for ease of access.

Fire Group Leaders who do not have a registration group but are responsible for other groups, will find their roll list, again on card sheets will all relevant information thereon on this Master Check Sheet.



Fire group leaders who supervise registration groups will ensure that the registration group sheets go to the relevant teacher to take the roll call for their pupils in their registration group.

NB

In a public or mock examination, the invigilator should: -

1. immediately notes the time of the alarm
2. advise candidates to leave all question papers and scripts in the examination room
3. picks up the examination attendance lists
4. escorts the candidates to the benches by the cycle store at the top of the car park where the pupils line up in silence.
5. Candidates are accounted for by being checked against the attendance list.
6. The pupils are escorted back to the examination room by the invigilator at the permitted time; finish times are adjusted accordingly so that the full examination time is given.
7. The invigilator informs the Examinations Officer as soon as possible on the same day.

Any other fire group leaders responsible for checking colleague teachers who are not involved in registration groups, and associate staff, will also use the Master Check Sheet having collected it from the receptionist.

Absences and concerns regarding missing children or staff should be checked with reception staff against their daily list which they will have taken to the assembly point for that purpose.

Once all checks have been completed, Fire Group Leaders will report to the Deputy Head with their status.

The Deputy Head Teacher will then inform the Headmistress that everyone is accounted for.

Fire Group Leaders are to ensure their Fire Pack is completed after the evacuation, both for drills and in the event of a fire. These will be held on record for attendance. Registers and new sheets will be printed for the Fire Packs.

Completed Fire Packs are to be returned to reception staff who will liaise with the Operations Manager for evaluation and debriefing.

Fire evacuation drills will be carried out on a termly basis to ensure that all staff and pupils are aware of the procedure.

Any problems highlighted will be rectified by the Health and Safety Officer.

Fire Drills are held once per term and fall into 3 types -

All staff and pupils are aware of the time and the relevant information is given.

Staff only are made aware of the time

Headmistress and Safety Officer are aware

FIRE EQUIPMENT IS CHECKED ANNUALLY

2019-20 PR (03/09/20)

2018 - 19 CF (26/02/18)

2017 - 18 CF (24/02/17)

2016 - 17 CF (23/09/16)

Reviewed September 2019
Next Review SEPTEMBER 2020

2015 - 16 CF (17/09/15)

2013-14 PS