

Earlscliffe (Sussex Summer Schools Ltd)

FIRE SAFETY PROCEDURES

Fire Risk Policy

This Fire Risk Policy provides for the elimination where possible and reduction of risks from fire and dangerous substances.

The Health and Safety Officer duties include,

- a) Implementation of fire procedures and provision of staff training on the Risk of fire and Fire Prevention measures.
- b) To ensure the safety of staff and anyone else legally on the school premises.
- c) Carry out fire drills and contact emergency services where necessary
- d) Appoint one or more competent persons (with sufficient training and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation)
- e) Ensure there is a suitable system for the maintenance of clear emergency routes and exits (with fire doors opening in the direction of escape)
Fire signs and notices
Emergency lighting where required,
Fire detectors, Alarms, Extinguishers (the maintenance should be by a competent person/ISO9001 certified or BAFE approved).
- f) Provide staff and others working on the school site with fire safety information.

Fire Extinguishers and Fire Exits

All staff should familiarize themselves with the functioning of the Fire Extinguishers at their respective locations and all available Fire Exits. Experience shows that the fire develops in the most inconvenient location possible.

Staff should **ONLY** attempt to extinguish a fire if it is of **NO** discernable danger.

Pupils must **NEVER** engage in fire fighting.

Fire Evacuation Procedure (Staff) DAY TIME

Leave everything where it is and exit the building in an orderly manner, by the designated route. There are Fire Exit Routes indicated from each floor.

- a) Do not run, but proceed to the Assembly Point quickly.
- b) The whole procedure should be conducted **IN SILENCE**.
- c) Staff should make sure (where possible) that all rooms are empty, including bathrooms and that windows and doors are closed (**NOT LOCKED**) before proceeding to the assembly area.

d) Staff on duty should ensure that pupils line up **QUICKLY** and **QUIETLY**. Students should assemble in groups dependent on the building and time of day (see building specific evacuation plans). A list check should then be made to find out if anyone is missing.

Boarding/Silent Hours (17:00 to 08:00) NIGHT TIME

f) The House staff on duty are responsible for raising the alarm to all other staff living in the building.

g) Boarders should put on a coat and shoes and exit the building in silence.

h) If there is a real fire and the designated exit is blocked, House staff should direct Boarders to the nearest safe, unobstructed exit.

i) Residential staff and families should leave the building by the nearest available exit.

j) House staff on duty should ensure that Boarders line up **QUICKLY** and **QUIETLY**..
STUDENTS SHOULD ASSEMBLE IN ROOM ORDER or ALPHABETICALLY, as directed. A check should then be made to find out if anyone is missing.

Procedures for Fire Alarm sounding during Public Examinations

Pupils should remain in the Examination Room and continue with their exam unless instructed otherwise.

The Invigilator should check for any signs of immediate danger and notify the Deputy Head. Exam Officer/Deputy Head should check with the Designated Person to establish the cause/area affected and assess whether the Examination Room should be evacuated. Exam Officer should proceed to the Examination Room immediately to inform Invigilators of the situation.

Evacuation Procedure if alarm fails to function

The member of staff (1) discovering or being told about the fire, should tell as many pupils as he/she can in the immediate vicinity to leave the building. He/she (1) should then attempt to locate another staff member (2) to alert him/her of the problem. Both (1) and (2) should now attempt to tell all pupils to leave the building as quickly as possible by the nearest available exit and inform other staff and pupils of the problem. All pupils should proceed immediately to the Assembly Point. Only staff members should continue to raise the alarm verbally.

If a fire breaks out or another emergency occurs which requires the buildings to be evacuated, a member of Staff should strike the nearest alarm button and, if possible, send a message that this is not a drill to the College Office immediately.

Staff in the immediate area should begin evacuation as soon as possible. **DO NOT WAIT** for the alarm bell. Pupils should proceed to leave the building by the nearest available exit (unless it is blocked.) **WALK - DO NOT RUN.**

On hearing the alarm bell staff should put the evacuation procedures into operation **IMMEDIATELY.**

Alerting the Fire Brigade

No pupil should ever call the fire brigade unless instructed to do so by a Staff member.

The Fire Brigade will normally be alerted by the College Office during office hours or by the House Manager(s) during boarding hours. The Head Teacher should be informed immediately (or as soon as possible) if the Fire Brigade has been alerted.

Roll-Call during school hours

Pupils should assemble in groups as instructed for checking, so that those missing can be identified even before calling the roll. Pupils should report any missing friends to their Tutors immediately. 'Missing' information or 'Present & Correct' information should then be relayed to the Designated Person without delay.

Residential staff and families must also assemble with the pupils for a head-count, and confirm with the senior person on site as soon as possible of the successful evacuation of their apartments, or otherwise.

Missing Boarders/Pupils

If a Boarder/Pupil is missing:

Check with his/her room/class mate(s.) Has s/he gone out/home?

Did anyone see her/him shortly before the alarm/evacuation?

Has s/he assembled at the wrong place?

Is s/he sick?

Is s/he at an individual music/drama lesson?

Is he across the road on the playing fields?

Missing Staff/Families

A difficult one, but House staff on duty will know whether other residential staff are on or off duty and families' cars may indicate if some or all of the families are on-site.

Senior Fire Team

The Senior Fire Team consists of the Head Teacher, Deputy Head, School Manager and House Manager. These persons are the only persons allowed to conduct a search for a missing person in the event of a Fire.

Senior Staff on duty will be responsible for authorising the checking of floors, bedrooms and flats in their areas of responsibility, but would do so only if the situation were non threatening.

Fire Officers

The Fire Officers nominated below support the management of a fire situation at the school. They will receive additional training to enable them to successfully carry out their duties listed below:

Overall Fire Officer – School Manager

Teaching areas – Deputy Head

Boarding House – House Manager(s) and House staff

Any member of staff allocated as the Designated Person

The duties of the Fire Officers are as follows:

1. Visually check the fire fighting equipment and emergency lights in their areas each week.
2. Report all faults and required repairs to the maintenance department via the maintenance book.
3. Ensure that all fire exits are kept clear at all times in their buildings.

4. Manage the evacuations from their own areas, and subsequent reporting.

Important Telephone Numbers

1. FIRE/POLICE/AMBULANCE (IN EMERGENCY ONLY) TEL: 999
 2. TRANSCO (GAS LEAKS) (IN EMERGENCY ONLY) TEL: 0800 111 999
 3. EDF ENERGY (Electricity) (IN EMERGENCY ONLY) TEL: 0800 783 8866
 4. SOUTHERN WATER - MAINS LEAK TEL: 0800 820 999
- OTHER EMERGENCY TEL: 0845 278 0845

Be ready to give the following information:

a) Address.

b) Fire/Emergency (STATE TYPE OF EMERGENCY) in (named) building.

c) Your name and the telephone number from which you are calling.

Then Call:

College Office: 01303 253951