

## **Feltonfleet School**

### **Fire Policy and Procedures**

This is an overview of practical information for staff and is to be read in conjunction with Boarding House Fire Procedures.

A full version of all the School's Fire Safety Procedures in the Health and Safety handbook held by the Bursar.

#### **Aim**

To reduce the level of risk to the members of the school community in the event of fire

#### **Objectives**

- every member of the school community knows what to do in the event of the fire alarm going off
- systems and equipment are tested regularly and records kept

#### **Practice**

#### **Personnel**

- The Caretaker is the School's Fire Marshal.
- The Deputy Head is the fire officer who oversees the conduct of Main School fire practices during the day; the Head of Boarding those overnight. During daytime practices Deputy Head will check on presence of adults: Assistant Head - Operations and Co-ordination checks with form tutors on pupil presence.
- The Assistant Head - Head of Lower School oversees fire practices at Calvi.
- The Bursar maintains records of fire practices conducted in the Main School and at Calvi. He also maintains records of any fire-related legislation, changes to school plant, extinguisher and alarm testing, visits by fire protection officers, and so on.
- Bursar and Fire Marshal ensure new staff are informed about fire procedures.
- Secretariat maintains 'grab' lists for checking personnel on site

#### **Testing**

The School's alarms are tested weekly by the Caretaker

#### **General Principles**

- Do not attempt to put any fire out. Your first responsibility is to the children
- If you hear the fire alarm, follow procedures listed below
- If you are in an area without smoke detectors (eg. Memorial Hall, LC) and there is a fire, break the glass on one of the alarms or shout, 'Fire, fire'
- If you have visitors, it is your responsibility to get them to the appropriate muster point

- Form tutors to walk the route to the muster point on the first day of each term

## **Prep School Fire Procedures**

### **If you hear the Fire Alarm**

The Fire Assembly Point is on the Hard Yard

The fire alarm is a loud continuous siren

### **Daytime Fire Drill**

If you are in class:

- be the last to leave the classroom. Close windows and door
- make your way to the fire assembly point
- at the fire assembly point, **form tutors** will do a roll call of their classes
- the Secretary will bring the grab file containing class and staff lists to the assembly point
- at the end of the drill lead your class back to the form/classroom
- in the event of actual fire be responsible for your class until the end of the emergency

If you are not in your class, make your way to the fire assembly point

**Non-Form Tutors** - Please form a straight line, to the side of where the children assemble on the Hard Yard, so staff presence or non-presence can be quickly noted

**Support Staff** - Please form a straight line, to the side of where the children assemble on the Hard Yard, so staff presence or non-presence can be quickly noted

Check with senior member of staff present that those areas of the School not on the main alarm system - Art room CDT block, Music block, swimming pool, changing rooms - have been notified.

### Additions to School Fire Procedures

- I. If the fire alarm should go off during inter-school matches:
  - the member of staff in charge of the game will ensure that all pupils who should be at the match are accounted for, including all substitutes, scorers and so on. He or she will ask parents present to ensure that all members of their respective parties are accounted for. If it is found to be a practice or false alarm, the match may resume
  - those taking games in the school grounds but not inter-school matches will attend the muster on the Hard Yard as normal

2. If the Hard Yard is not accessible for any reason, the secondary assembly point will be on the grass below the terrace.
3. At all times there will be a fire officer who will be responsible for ensuring that all procedures have been completed satisfactorily.  
During the working day, the officer will usually be the Deputy Head unless she is off-site, in which case it will be the Bursar.
4. If the alarm goes off in the evening while there are still day pupils on site doing clubs, boarders will gather in the LC, the day pupils will gather on the Hard Yard.

### **FIRE PROCEDURE IN CALVI**

1. On hearing the alarm, proceed via the nearest Fire Exit to the muster point which is on the grass area next to the Astro.
2. Children must be accompanied by their teacher and there should be no talking. They must walk in an orderly line.
3. The Assistant Head: Lower School, or in her absence the Early Years leader must collect the Registers and once the class is lined up should the teachers should do a roll call.
4. The Year 2 Assistant to check old toilets and Library and accompany any children there to the muster point. Year 1 assistant to check new toilets.
5. Where possible close doors as you vacate the building.
6. Remain at the muster point until told it is safe to return to the building.
7. No-one may return to the building unless authorized to do so by the Assistant Head: Lower School or in her absence by the Early years Leader.
8. A Fire Practice is held at least once a term and recorded in the Fire Drill Book. At the beginning of the academic year the first practice will be notified to the children in advance so that they are fully aware of what to do.
9. If in Main School, the muster point is the Hard Yard beyond Rowan Block.
10. In the event of a real fire, a member of staff to run to the Prep School to alert them and the emergency services.

**Deputy Head – August 2011**

**Next Review: August 2012**

