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FIRE PROCEDURES

The Fire Procedures apply to the whole school including the Early Years Foundation Stage.

Actions to be taken on discovery of a Fire/Emergency (Senior and Prep Schools)

If you detect signs of a fire or another emergency which could place employees, pupils or property in danger, **SOUND THE ALARM** by one or more of the following:

- Activating an emergency call point.
- Shouting *fire, fire, fire* in a loud voice and ringing the Senior School Receptionist on Ext 276, informing her of the location of the fire or emergency. The Receptionist will then activate the fire alarm, if not already activated, and call the Fire Brigade.
- Going to, or sending someone to Senior School Reception to report the location of the fire or emergency.

Immediately a report of a fire or emergency is received or the alarm sounds the **FIRE BRIGADE MUST BE CALLED**. This is the responsibility of the Receptionist during working hours or the boarding staff after hours. In the Receptionist's absence the Head of Maintenance is to call the Fire Brigade. **In all circumstances, after calling the Fire Brigade, the Headmistress and SLT must be advised.**

Reacting to a Fire Alarm

- On hearing the alarm, staff in charge of classes are to escort their class to the designated fire assembly point using the nearest, safe exit. If time permits switch off any equipment which could pose further danger and close all doors and windows. This should be done quickly and in silence. Do not stop to collect personnel belongings.
- All other staff to leave the building by the nearest safe exit and proceed to their designated fire assembly point. Ensure that any visitors also leave the building.
- Everyone must remain at the fire assembly point until the Fire Brigade has arrived. Once they declare that it is safe to do so the senior member of school staff in charge can release staff and pupils to return to the buildings.
- The fire alarm is not to be silenced or the detectors touched until authorised to do so by the Fire Brigade.

If You Are Cut Off by a Fire

- Close the door, using clothing, etc, to block any gaps.
- Go to the window and attract attention.
- If a mobile phone is available, call the main school number (01403 254967) or any other member of staff number you know and explain the situation.
- If the room becomes smoky, stay low – it is easier to breathe.
- If it is possible to safely exit via a window do so. If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation assembly point and report to the member of staff in charge.
- Do not hinder roadways and routes that may be used by emergency vehicles.
- If anyone has been injured ensure this is brought to the attention of the medical staff.

Fire Assembly Points

The following table shows the appropriate assembly points:

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Time	Prep School	Senior School
Before 8.15am	<ul style="list-style-type: none"> All Prep School day girls to Astro Turf All Prep School boarders to Huts 1 and 2 	<ul style="list-style-type: none"> All Senior School day girls to Astro Turf All Senior School boarders to Huts 1 and 2
8:15am – 4:30pm	Tennis Courts	Astro Turf
4:30pm – 5:45pm	Astro Turf	Astro Turf
After 5.45pm	Prep Boarders and any remaining day girls to Huts 1 and 2	Senior Boarders and any remaining day girls to Huts 1 and 2
If between 8.00pm and breakfast	Fishponds Boarders remain in house unless Fishponds alarm sounding	Senior Boarders and any remaining day girls to Huts 1 and 2

SENIOR SCHOOL – FIRE ALARM DUTIES AND RESPONSIBILITIES

8.15 am - 4.30 pm

HEADMISTRESS

Ensure that all procedures are taking place

ASSISTANT HEAD (MHH)

In charge of roll call of pupils

SCHOOL SECRETARY (or Headmistress's PA)

Take out Fire Boxes, Absence Lists, Pupils Absence Book and Staff Absence Book to Assembly point.
Check missing pupils and staff against these records.

RECEPTIONIST

Phone Fire Brigade. Take Visitors' Book to assembly point.

HEAD OF MAINTENANCE

Man control board with maintenance staff.
Investigate location of fire, liaise with Fire Brigade.
Call Fire Brigade in the absence of receptionist.

Form Tutors

Collect roll call card from School Secretary and check Form against the list. Check absences with School Secretary - should not rely on remembering who is absent - pupils sometimes return in the course of the day without the Form Tutor's knowledge. Keep pupils calm and silent. When the 'all-clear' for return to the building has been given, accompany Form back to the building and supervise them crossing the drive.

4.30pm – 5.45pm



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MEMBER OF SLT ON DUTY

Ensure that all procedures are taking place

EXTENDED DAY/ACTIVITY/PREP STAFF

In charge of roll call of their pupils

RECEPTIONIST

Phone Fire Brigade. Take Visitors' Book to assembly point.

MAINTENANCE STAFF

Man control board. Meet Fire Brigade on arrival.

SENIOR BOARDING MISTRESS/ASSISTANT BOARDING MISTRESS:

Responsible for safe evacuation and roll call of all Mansion House boarders. Fishponds boarders and staff will NOT normally be evacuated unless there is a direct threat to the Fishponds building.

FISHPONDS BOARDING MISTRESS:

Fishponds has its own fire alarm system which is not linked to the Mansion House alarm panel. The on-duty Fishponds Boarding Mistress is responsible for safe evacuation and roll call of all Fishponds boarders. She should call for support from the Mansion House on-duty boarding mistress who will also call the Fire Brigade.

ALL STAFF ON SITE

To help as directed by member of SLT/Boarding Mistress

Weekends/evenings

The Senior Boarding Mistress / Assistant Boarding Mistress is responsible for the safe evacuation of all Mansion House boarders and liaison with the Fire Brigade on their arrival.

Fishponds has its own fire alarm system which is not linked to the Mansion House alarm panel. The on-duty Fishponds Boarding Mistress is responsible for safe evacuation and roll call of all Fishponds boarders. She should call for support from the Mansion House on-duty boarding mistress who will also call the Fire Brigade.

Zone Checks

If the fire alarm sounds the Head of Maintenance, Maintenance Staff and Caretaker will muster at the master fire alarm panel in the Mansion House. After discovering which zone has been activated the Head of Maintenance and two staff will proceed to that zone to investigate. They will conduct a thorough search, if safe to do so, of that zone to ensure that all personnel have been evacuated and to ascertain the cause of the activation.

If a fire is discovered they will withdraw to a place of safety, closing all doors behind them. The Head of Maintenance will report his findings to the Headmistress and then assume control of the incident awaiting the arrival of the Fire Brigade and briefing them on the situation. **AT NO TIME ARE THEY TO PLACE THEMSELVES IN ANY DANGER.**

If an obvious false alarm is evident then it is at the discretion of the Headmistress or Assistant Head on the advice of the Head of Maintenance to cancel the Fire Brigade and to reset the fire panel. **IF ANY DOUBT EXISTS AS TO THE PRESENCE OF A FIRE THE FIRE BRIGADE MUST ATTEND AND INVESTIGATE.**

All members of the Maintenance team will be in possession of a mobile phone and carry a two way radio.

NO ONE MAY RETURN TO THE BUILDING UNTIL THE HEADMISTRESS OR ASSISTANT HEAD HAS GIVEN PERMISSION

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FARLINGTON

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The following procedures will take place if the alarm sounds during assembly.

- **In the Hall.** No one is to move until the Assistant Head (AB) has checked that the main stairs are safe and the Assistant Head (MHH) has checked the back stairs. Pupils will then be directed by the Headmistress to leave by the stairs by which they came into the Hall, accompanied by Form Tutors. Non-Form Tutors are asked to wait until all the pupils are out.
- **In the Studio.** The Assistant Head (AB) will check the fire escape. The Assistant Head (MHH) will check the spiral stairway. When these checks have been made, the Headmistress will direct pupils to leave in an orderly manner by the most appropriate route. Form Tutors should endeavour to accompany their forms in order that the roll call at the assembly point is not delayed.

PREP SCHOOL - FIRE ALARM DUTIES AND RESPONSIBILITIES

8.15 am - 4.00 pm

ASSISTANT HEAD (PREP)	Ensure that all procedures are taking place. Responsible for coordinating the roll call. Report to the Assistant Head (MHH) of the Senior School by mobile telephone when roll call is complete.
SECRETARY	Take out Register and Class Lists, Current Pupil and Staff absence lists to assembly point. Hand out fire register class lists. Confirm that absent pupils match current registers.
CLASS TEACHERS	Check class against the fire register class list. Check absences with School Secretary – go through the register card systematically. Keep pupils calm and silent at all times. When the 'all-clear' for the return to the buildings has been given, accompany class from the tennis courts back to timetabled lessons.
4.00pm – 4.30pm	Assemble on Tennis Courts
4.30pm – 5.45pm	Assemble on Astro Turf with Senior School
MEMBER OF SLT ON DUTY	Ensure that all procedures are taking place
ACTIVITY STAFF	In charge of roll call of pupils
ALL STAFF ON SITE	To help as directed by member of SLT

No one is to leave the assembly point until permission has been given from the Headmistress or member of SLT on duty.