



WHOLE SCHOOL FIRE SAFETY POLICY

Emergencies Head (EH): Frank Powell

Emergencies Deputy (ED): Georgina Powell

Both EH and ED have the status and authority within the school to carry out the duties of the post including the coordination of the emergency with the 112 service and, where appropriate, supporting and directing Fire Wardens and staff, through the #fire_warden and #announcements slack channels, to evacuate the school safely.

Staff should always refer and follow instructions from the EH/ED and the **FIRE WARDENS:**

- Junior School: Jo Barr
- Foundation Stage: Sam Dwyer
- Upper Junior - Train:
 - Ground floor: Richard Galan
 - Top floor: Simon Waller
- Gazebo: Lorna Bumbacco
- Founders:
 - Newton (Ground floor): Steve Allen
 - Locke (First floor): Amy Kong
 - Keynes (Gazebo): Ben Spillane
 - Austen (Music Room): Mark Blake
- Kitchen: Moises González
- Library: Nicola Reid

Fire Wardens are responsible for communicating via the Slack channel (#Fire_wardens) any useful information to coordinate actions in order to evacuate the school safely ICE. If the alarm has been triggered in their area, will report:

- If it's a true or false alarm.
- The exact location and severity of the hazard.
- If we need to evacuate the building and/or the whole school premises.
- If they notice any obstacles in the emergency exits which will urge to change the evacuation routes foreseen in this protocol.

#Fire_wardens slack channel is for emergency announcements and communication between the different fire wardens and members of staff in charge of an area/part of an intervention team.

Assemble points

- Lawn: Jo Barr
- Blue Playground: Sally Isaac and Simon Baskett
- Area between Founder's building and the Julia Powell Sports Hall and Auditorium: Robert Crumpton
- Football Pitch: Colin Fisher



Frequency of Fire Drills

There should be a practice “walk-out” at the beginning of each school year and a surprise alarm at some time later in the year. After a fire drill, feedback should be given by email to the EH, informing of any difficulties encountered during the exercise.

EMERGENCY TEAMS

First Intervention Team

- Antonio Gómez (Chief)
- Jose Manuel Muñoz (Deputy)
- Alex Jones
- Moises Gonzalez
- Steve Allen
- Blanca Sererols (Mrs Serra)
- Christopher Bumbacco
- Walter Zurita
- Samantha Dwyer

First Aid Team

- María Mínguez (Chief)
- Miguel Angel Rodriguez (Deputy)
- Cristina Powell
- Juan García
- Enrique Petregal
- Peter Rouco
- Lorna Bumbacco
- Dania Matos

FIRE ALARMS

- There are 3 ways that the siren can be heard:
 1. Activation of a smoke detector will set off a fire alarm (visual and acoustic) at the control panel in the office and indicator devices in the room of fire origin.
 2. In the main office (the general alarm sounds in the whole school).
 3. By activating one of the fire alarm switches that can be found around the building. In this case, the siren sounds in one of the following 5 areas, Upper Junior (1), Gazebo (2), Junior school (3) Founders (4) and Julia Powell Sports Hall (5). Staff should familiarise themselves with the whereabouts of these switches.



ACTION IN CASE OF FIRE

1. As soon as an alarm is activated, the Fire Warden (FW) in charge of that area will assess the severity of the hazard.
2. The FW will phone the office (ext 200) or slack the #fire_warden channel so that Grainne Pyke can activate the emergency protocol, if needed.
3. In the case of a **true alarm**:
 - i. Ms Pyke will activate the general alarm.
 - ii. Ms Pyke will call Antonio Gomez (First Intervention Team - FIT)
 - iii. Emergencies Head (EH) or Deputy Head (DH) will call 112.
 - iv. Ms Pyke will inform staff through #announcements slack channel: "Fire alarm, evacuate premises"
4. False alarm:
 - i. Ms Pyke will call Jose Manuel to stop the alarm
 - ii. Ms Pyke will inform staff through #announcements slack channel: "False fire alarm"
 - iii. Ms Pyke will inform EH and ED

• **Instructions for pupils (to be shared by Form Tutors):**

1. Stay calm, file out of the building quietly, always following the instructions of their teacher or the nearest member of staff or adult.
2. Stress the importance and need to remain silent all the time, until the ED gives the "all clear".
3. All possessions are to be abandoned.
4. Leave the building via the nearest exit which, if not obvious, will be indicated to them.
5. The exodus must be led in an orderly fashion - no running or pushing.
6. As soon as they get to the assembly point, line up quietly.
7. Line up in alphabetical order, so they can easily identify if anyone is missing behind or in front of them, even before the teacher calls the roll.
8. If everyone in a form is present, the pupils should sit down. This way form groups with missing people will be quickly identified, as they will remain standing.

• **Instruction for staff:**

1. Ensure all windows are closed before leaving their room.
2. Shepherd the pupils in their care (and any others close by) to the nearest fire exit, closing the doors on their way out.
3. Form tutors must take their iPads with them in order to register their forms.
4. Toilets to be checked and closed by the nearest authority (no matter if they are male/female)
5. On receipt of 'all clear' shepherd pupils back to their classes.
6. Any member of staff who is free should help maintain order and safety.

• **Fire Wardens will:**

1. Ensure pupils and staff, in their assigned area, are following the correct evacuation procedure and provide guidance to those who need it.
2. Check everyone has left each room before closing the door. The use of a distress marker is very useful meaning the room has been checked and it's all clear.



JUNIOR SCHOOL BUILDING

All pupils should **walk in silence in a single file** away from the building to the designated assembly point by the wall at the bottom of the lawn (PN to Y2) or the football pitch (Y3 to Y6) and assemble in an **orderly line**. PN on the far left and 2L on the far right looking down from the building.

Pre-Nursery exit by external classroom doors and then proceed to lawn via top path round the amphitheatre, passing through the high (top) gate.

Nursery M and **Nursery P** exit by patio doors and then proceed to lawn via the amphitheatre path, passing through the bottom gate.

Nursery J exit through patio doors to the playground and follow other Nurseries.

Reception G will use patio doors and leave Foundation Stage playground via gate towards the other Receptions, proceed down ramp and assemble on lawn.

Reception H exit via their outside doors, go down steps on the right hand side, proceed down ramp and assemble on lawn.

Reception S exit via their outside doors, proceed down ramp and assemble on lawn.

FS Support Room follow Nursery.

Years 1W and **1H** exit via their outside doors go down steps on left hand side, proceed down ramp and assemble on lawn.

Year 1B exit through hall. Go down right hand side of stairs. Assemble on lawn.

Year 2D exit through hall. Go down left hand side of stairs. Assemble on lawn.

Year 2L and **2K** exit through external doors, go down ramp. Assemble on lawn. (2L go first)

Gym class exit by the gym side door, go left round building to the ramp and proceed to assembly point on lawn.

Music room exit by patio doors and then proceed to lawn via the amphitheatre path, passing through the bottom gate.

Spanish room exit by the hall and assemble on lawn. This also applies to the **SEN Room** and **Miss Barr's office**.

Nurse's office exit via outside door to FS playground, proceed down ramp and assemble on lawn

Support teachers or any other available adult should assist the Pre-Nursery/Nursery if they are not taking a class.

Pre Nursery & Nursery staff remember to check there is no one in their toilets.

Year 1H Assistant to check there is no one in the toilets opposite 1H.

Samantha Dwyer to check toilets downstairs and Gym are empty.



UPPER JUNIOR - TRAIN AND GAZEBO BUILDING

Year 3 to use main exit to leave the building. Line up on far left of football pitch as seen from the building. 6T on the far right.

Year 4K to use the emergency exit in their classroom. Go down staircase and make way to football pitch.

Year 4P to use either 4K's exit if it is free, or the exit by 4J, or the door at the end of the corridor depending on the congestion.

Year 4J to use the nearest emergency exit, or the door at the end of the corridor depending on the congestion.

If the emergency exit next to 4J is used then take the route past the Reception outdoor area to the football pitch.

Upper Juniors **Spanish Room/Y5 Support room** exit by the nearest exit directly to the playground. Children to join their classes.

Year 4 and 6 Support room use nearest emergency exit and when outside children join their classes.

Year 5 exit using the exit directly to the playground.

Year 6 to use main exit to leave the building

Art Rooms use exit by main entrance.

SENIOR SCHOOL - FOUNDER'S BUILDING

Gas supplies will be closed in the science department by the lab technician.

Pupils must assemble by form at their designated meeting point. Subject teachers should stay with their pupils until they hand them over to their Form Teacher.

Please follow the Evacuation Plan specific to each classroom:

Rooms on Newton (Ground floor) will exit through their external classroom/lab doors

Locke 1 to 6 & Study Room exit by the main entrance

Keynes 1 to 6 & Study Room exit via the main entrance

Austen (Music Room) will exit by the main entrance on that floor

Locked 7 to 14 exit by the Emergency exit

Keynes 7 to 14 will exit by the Emergency exit on that floor

Top of the train exit through the main entrance on the bottom floor.

Gazebo exit down the stairs to the playground.



There are two main assembly areas:

A - Blue Playground (KS3 and KS4)

KS3 and 4 pupils will assemble by form at the far end of the **Blue Playground**. They must line up in order (starting with Year 7 on the right side as seen from Founder's building): Years 7, 8, 9, 10 and 11.

KS3-4 pupils who have **exited the building through the Fire exit**, should turn right and walk along the South-facing side of the building to the blue playground.

KS3-4 pupils who have exited the building **through the main entrance** should walk straight to the blue playground down the ramp.

B- Area between Founder's building and the Julia Powell Sports Hall and Auditorium (VI FORM)

The Sixth Form pupils will assemble by form at the back of the Founder's building (starting with Year 12 on the left as seen from Founders)

VI Form pupils who have **exited the building through the Fire exit** must walk straight to the area between Founder's building and the Julia Powell Sports Hall and Auditorium.

VI Form pupils who have exited the building **through the main entrance** should turn right and walk along the North-facing side of the building to the area between Founder's building and the Julia Powell Sports Hall and Auditorium.

Mr Baskett and Mr Crumpton:

- will take the attendance records and hand them to Form Teachers in case any of the other systems hasn't worked properly.
- will ensure that all members of staff in their evacuation point are present.
- will inform the office of any pupils or members of staff who are missing
- must be made aware of teachers not accounted for.

On receipt of the all-clear, forms return to class as instructed by the Emergency Deputy, Ms Powell.



SPECIAL SCENARIOS

If the fire alarm sounds during breaks, at lunchtime and before or after school, all STAFF should go to their assembly point (lawn or football pitch) Only the Fire Wardens will work together with the First Intervention Team to ensure the evacuation and emergency is solved quickly and safely.

Dining hall

Children to stand but should remain where they are until directed to leave by duty teacher. Staff in staff dining room to assist duty teacher. Children to assemble in lines at bottom of lawn in classes, regardless of year group.

The Julia Powell Sports Hall

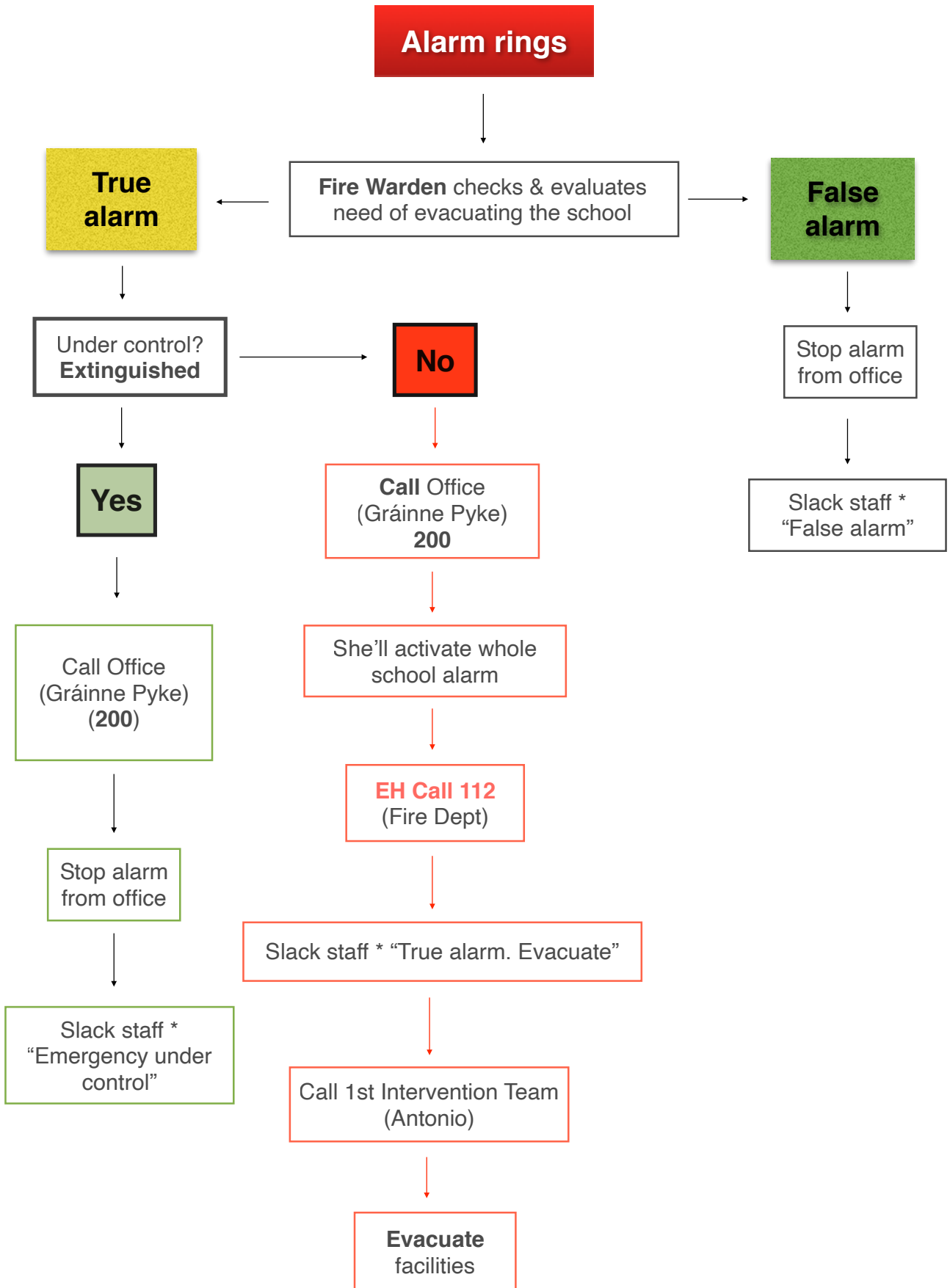
Gym class exit by the gym main door and proceed to their assigned assembly point.

Playground and ramp

Children to assemble in line order in playground. Teachers to assist in playground, as necessary, otherwise join their class on the lawn, unless this entails walking past a burning building.

Fire in the Kitchen

If, by any chance, fire would cut the access to the ramp, assembly points will be where safer. E.g. Juniors in the football pitch or Seniors in the lawn. The Fire Wardens will be the ones to communicate and ensure everyone is out of the building.



* Slack message to #announcements and #fire_wardens channels