

Runnymede College

Fire Safety Policy

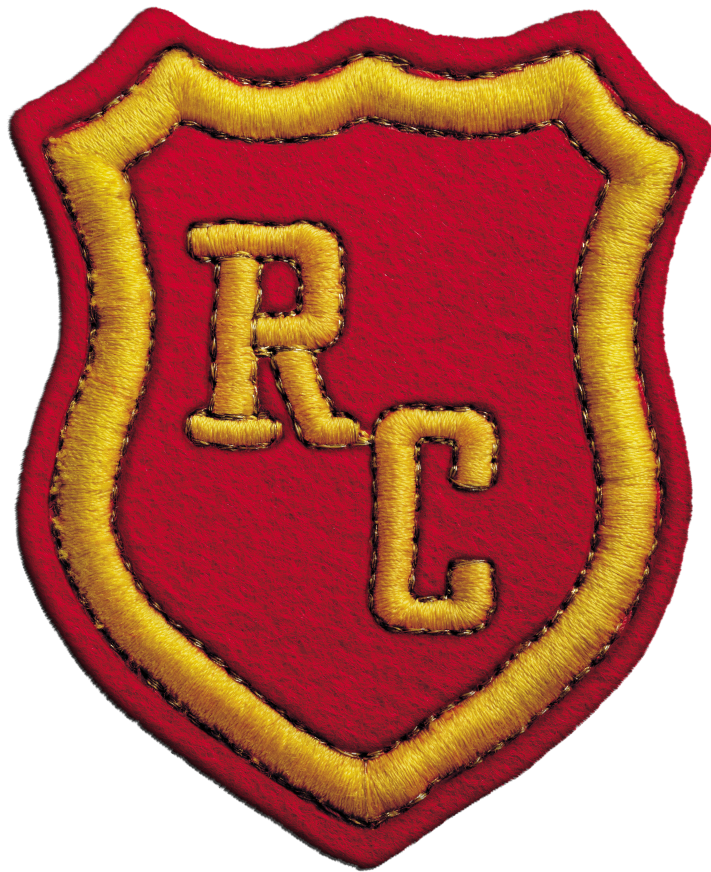


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Fire Safety Managers

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 **#office_announcements** slack channels, to evacuate the school safely.

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

- Pre-prep school: Jo Barr, Penny Mashford and/or Emily Albery
- Prep school: Duncan Bailey
 - Top Floor: Charlotte Revie
 - Middle Floor: Manuel Herrero
 - Bottom Floor: Miranda Cook
- Founders:
 - Newton (Ground floor): Rebecca Thompson
 - Locke (First floor): Nick Holtham
 - Keynes (Second floor): Ben Spillane
 - Austen (Music Room): Oscar Quinn
- The Julia Powell Sports Hall: Miguel Angel Rodriguez
- Library: Natalia Ciordia
- Kitchen: Andres Aguado

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:

- WHO reports
- WHAT is the emergency: If it's a true or false alarm.
- WHERE: 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.
- After checking their assigned area, they will send an all-clear message (e.g: Newton clear)

#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:
 - Duncan Bailey (Y3 to Y8) Lining up along the hedge with Kings
- FS Playground: Penny Mashford and/or Emily Albery (Pre-Nursery to Reception)
- Playground:
 - New playground area: Jo Barr (Pre-Nursery to Y2)
 - Football pitch: Mark Blake (Y9 to to Y11)
- Area between Founder's building and The Julia: María O'Driscoll & Kate Lowdon

The **appointed teachers** to each assemble point:

- 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.
- will send a message to **#fire_wardens** slack channel once their area is under control (e.g: lawn clear)

Frequency of 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. Whenever possible, the Occupational Risk Prevention Service, ASPY, as well as the 112 Emergency Service will be called to monitor the procedure.

Emergency Teams

First Intervention Team

- Antonio Gómez (Chief)
- Segundo (Deputy)
- Manuel Herrero
- Blanca Sererols (Mrs Serra)
- Yoanna Georgieva
- José Pintor
- Alfredo Samperio

First Aid Team

- María Mínguez (Chief)
- Miguel Angel Rodriguez (Deputy)
- Juan García
- Michael Davies
- Peter Rouco
- Dania Matos
- Raquel Rodriguez
- Samantha Dwyer

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 Junior 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, Pre-prep school (1), Prep school (2), Founders(3) Julia Powell Sports Hall (4) and the Library (5). Staff should familiarise themselves with the whereabouts of these switches.

Action in Case of Fire

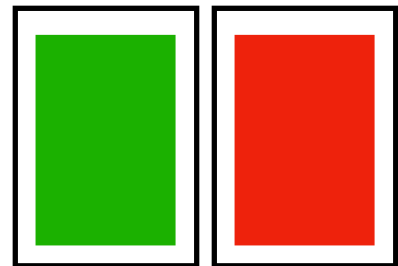
1. As soon as an alarm is activated, the Fire Warden (FW) in charge of that area will assess the severity of the hazard.
2. The FW will phone the office (ext 200) or slack the #fire_warden channel so that Ms Etherington can activate the emergency protocol, if needed.
3. In the case of a **true alarm**:
 - i. Ms Etherington will activate the general alarm.
 - ii. Ms Etherington will call Antonio Gomez (First Intervention Team - FIT)
 - iii. Emergencies Head (EH) or Deputy Head (DH) will call 112.
 - iv. Ms Etherington will inform staff through #announcements slack channel: "Fire alarm, evacuate premises"
 - v. Will notify the Sixth Form Common Room as well as the Train and Gazebo (handbell) until the whole school alarm is joined up.
 - vi. Once she receives the "all-clear" messages from each of the assemble areas, she will post in the #office_announcements slack channel "Emergency under control", so everyone may return to the premises.
4. **False alarm**:
 - i. Ms Etherington will call Segundo to stop the alarm
 - ii. Ms Etherington will inform staff through #announcements slack channel: "False fire alarm"
 - iii. Ms Etherington will inform EH and ED
5. **Fire Drill**:
 - i. Ms Etherington will activate the general alarm.
 - ii. Ms Etherington will inform staff through #office_announcements slack channel: "Fire drill, evacuate premises"
 - iii. Once she receives the "all-clear" messages from each of the assemble areas, she will post in the #office_announcements slack channel "Emergency under control", so everyone may return to the premises.

• **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 use of lifts is prohibited in the event of an evacuation.
6. The exodus must be led in an orderly fashion - no running or pushing.
7. As soon as they get to the assembly point, line up quietly.
8. Line up **in alphabetical order** (from year 3 onwards), so they can easily identify if anyone is missing behind or in front of them, even before the teacher calls the roll.
9. 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. The use of lifts is prohibited in the event of an evacuation.
3. Shepherd the pupils in their care (and any others close by) to the nearest fire exit, closing the doors on their way out.
4. Form tutors must take their iPads with them in order to register their forms.
5. Once the FT has called the roll, will raise the green sign¹ if all students are present or the red sign if any student is missing.
6. The colour system allows the appointed area supervisor to immediately identify which forms are ok and which are not.
7. Toilets to be checked and closed by the nearest authority (no matter if they are male/female)
8. On receipt of ‘all clear’ shepherd pupils back to their classes.
9. Any member of staff who is free should help maintain order and safety.



Red & Green signs

• **Fire Wardens will:**

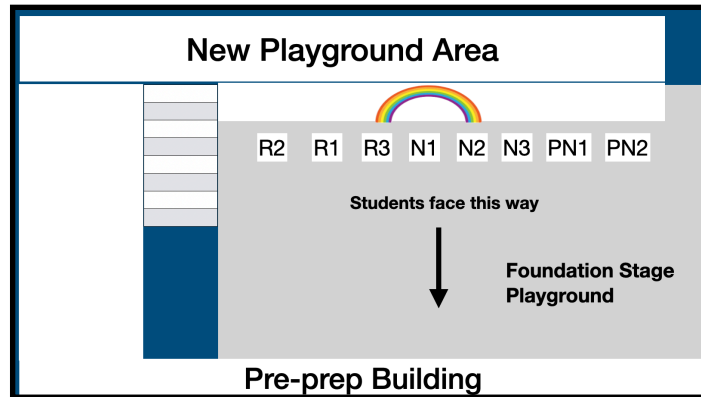
10. Ensure pupils and staff, in their assigned area, are following the correct evacuation procedure and provide guidance to those who need it.
11. Check everyone has left each room before closing the door. The use of a distress marker is very useful meaning the room has been checked and it’s all clear.

¹ The *red* and *green* symbols are the two sides of the same A4 laminated card. Will be given out by the appointed teachers on each assembly area, together with the register records.

Pre-prep building

All pupils should **walk in silence in a single file** away from the building to their designated assembly point and assemble in an **orderly line**:

- FS: Along the "rainbow" wall in FS playground. Penny Mashford and/or Emily Albery will supervise.



FS Assemble point

Pre-Nursery H & Pre-Nursery W as well as **Nursery M & Nursery S** exit by external classroom doors and then proceed to their left towards their assemble area.

Support room follow Nursery.

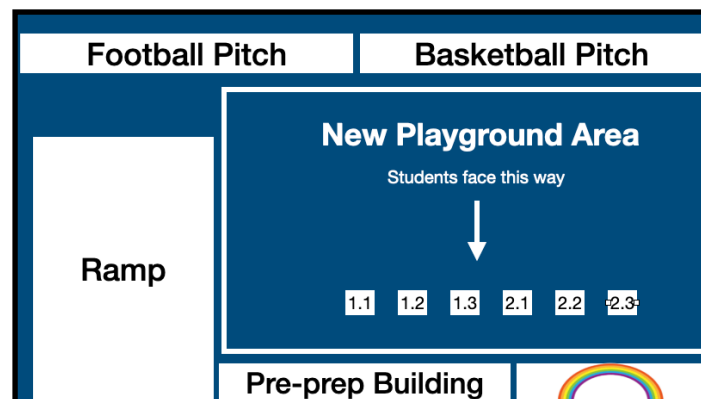
Reception G & Nursery F exit via external doors and proceed to line up.

Nurse's office exit via outside door to FS playground, proceed to the exit towards the FS patio

Ms Barr's office, Mr Rouco's office & Staff Room exit by external doors and then proceed to the new Playground area through the FS patio.

Rec T & Rec MA exit via external doors, turn right towards their playground and line up.

- Y1 and Y2: Along the new playground area (**ZONE 5**) Y1.1 on the right and 2.3 on the far left. Jo Barr will supervise.



Y1 & Y2 assemble point

Year 1L, Year 1J & Year 1S exit via their outside doors to corridor, proceed up the ramp and assemble on the new playground area.

Year 2S & 2K exit via their external doors, go up the amphitheatre steps and assemble on the new playground area via the forest area.

Classes in the Dining Room exit by the glass doors and proceed up the ramp and assemble on their assigned meeting points.

Year 2D, Spanish room & Library exit by external doors and then proceed to the new playground area via the top path around the forest.

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

Year 2K Assistant to check Year 2 toilets.

Prep School

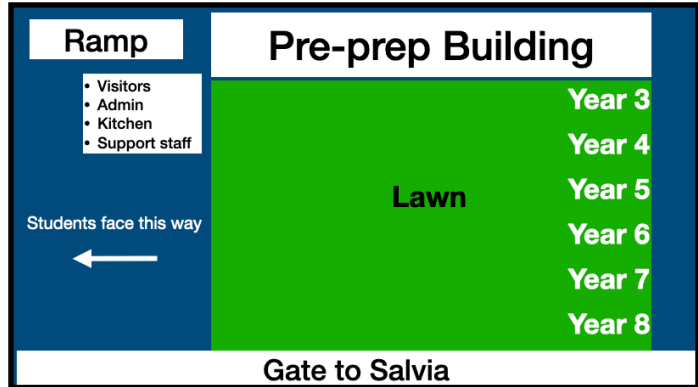
All pupils should **walk in silence in a single file** away from the building to the designated assembly point along the hedge on the left side of the lawn and assemble in an **orderly line**.

Duncan Bailey to supervise

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

All classes will line up from top to bottom in this order: Y3, Y4, Y5, Y6, Y7 & Y8

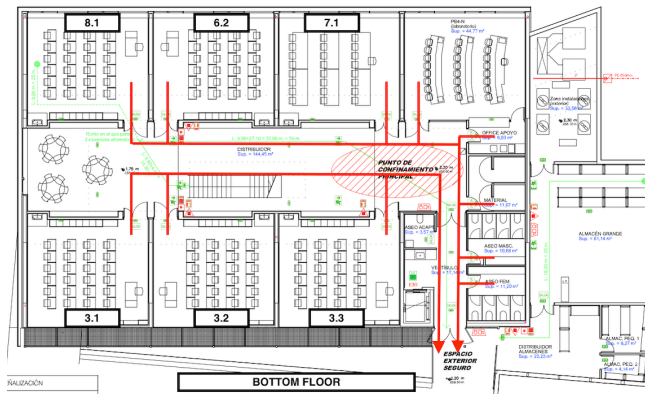
Kitchen and **Office** staff, any **visitors** as well as **Isabel (Gardener)²** will assemble on the lawn.



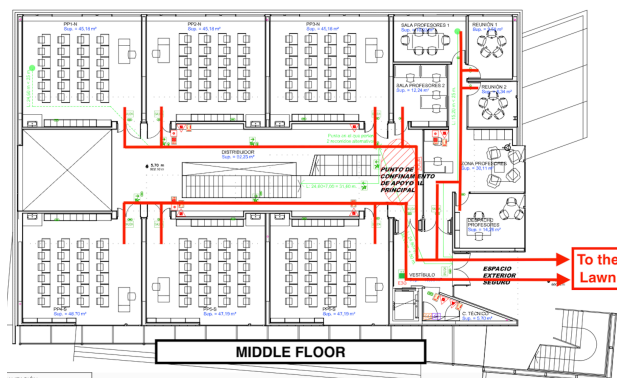
Prep School Assemble point

Vlth Form Common Room & Dining Hall will leave via the main entrance to their assemble point.

- **Bottom floor** to use the emergency exit to leave the building, across the parking area and assemble on the lawn.

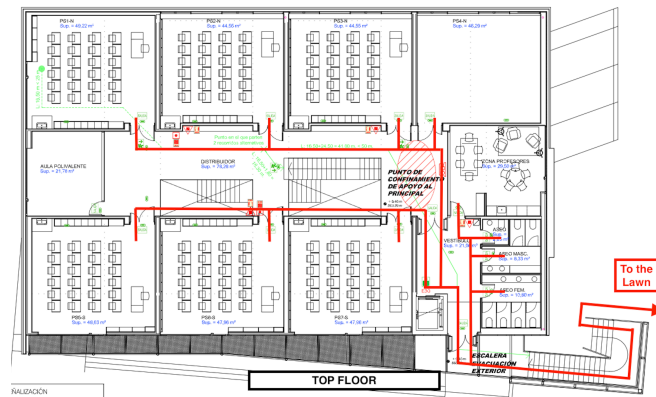


- **Middle floor** exit through the main entrance, turn right and proceed to the lawn.



² Mon-Wed-Fri from 8:00 to 15:00h

- **Top floor** will exit through the outdoor staircase, turn right and proceed to the lawn.



IT department will exit by main entrance and assemble on the lawn.

Senior School - Founder's Building

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

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.

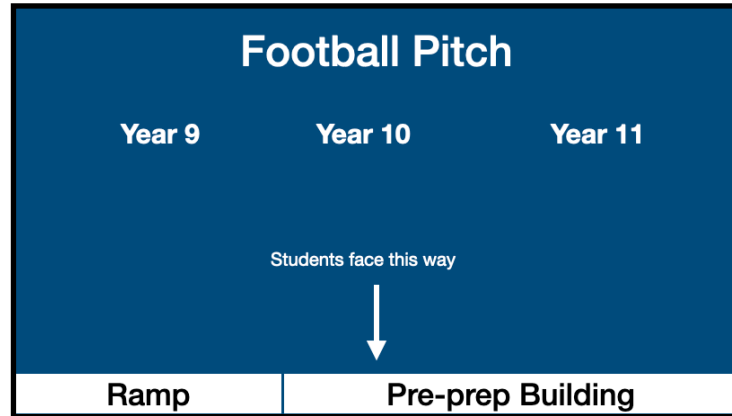
Please follow the Evacuation Plan specific to each classroom:

- **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 (Art rooms)** will exit by the Emergency exit on that floor
- **Exams room (Library)** exit by main entrance

There are two main assembly areas:

A - Football Pitch (Y9 to Y11): Mark Blake to supervise

Pupils will assemble by form up at far end of the football pitch from left to right in the following order: **Y9, Y10 & Y11**



Y9 to Y11 Assemble point

Pupils who have **exited the building through the Fire exit**, should turn right and walk up the ramp to their assemble area.

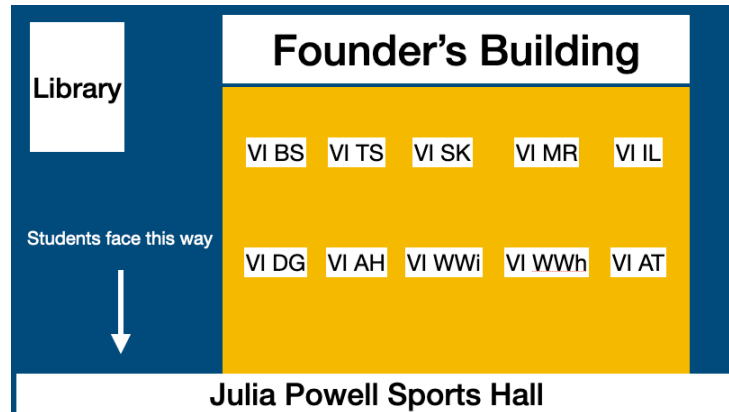
Pupils who have exited the building **through the main entrance** should walk straight to the football pitch up the ramp.

HOY will call the roll of their year groups.

Admin, Kitchen, Support staff and **visitors** will assemble on the lawn.

Pilar Rosser will help **Karen Magnus** get to the assembly point.

**B- Area between Founder’s building and The Julia Powell Sports Hall & Auditorium (VI FORM)
María O’Driscoll and Kate Lowdon to supervise**



VIth Form Assemble point

The VIth 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 & Auditorium.

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

The following teachers, who are **not FT**, should assemble here:

Adam Kirkman	Louise Atkinson
Alfredo Samperio	Maite Arandilla
Blanca Serra (Tues - Thurs)	Marta Lorente
Cristina Lyons	Miguel Angel Rodriguez
Delphine Daries	Miriam Diez-Sevilla
Jon Walter	Nick Holtham
Juan García	Rachel Fahy
Julia Shave (No Wed morning)	Tony Lyons (Mon-Thu)
Karen Magnus	Yoanna Georgieva

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, FS playground, new playground area 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 in silence where they are until directed to leave by duty teacher. Staff in staff dining area to assist duty teacher. Children to assemble in lines at bottom of lawn in classes, **regardless of year group**, where they will wait for their FT.

The Julia Powell Sports Hall

Gym class, or any other activity (e.g exams) will exit by the gym main door, turn left and line up along the building, where they will wait for the FT. Their P.E teacher will stay with them until their FT arrives.

Playgrounds & 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. The Fire Wardens will be the ones to communicate and ensure everyone is out of the building.

Fire in the Pre-prep building

In the event of a fire in an assembly area (e.g. the staff room or library), all classes will leave through their external doors.

Rec G, Nur F, Pre-H & Pre-W, Nur M & Nur S will evacuate via the top path of the amphitheatre, straight down to the lawn. **Y2, Spanish room** and **Support room** will leave through the low path of the amphitheatre and assemble along the hedge (King's College) on the lawn.

Y1, Rec MA & Rec T must use the external doors and walk down the main ramp towards the lawn, following the rest of the pre-prep.

Library

Children will use main exit to leave the building and proceed to assemble point.

Visitors

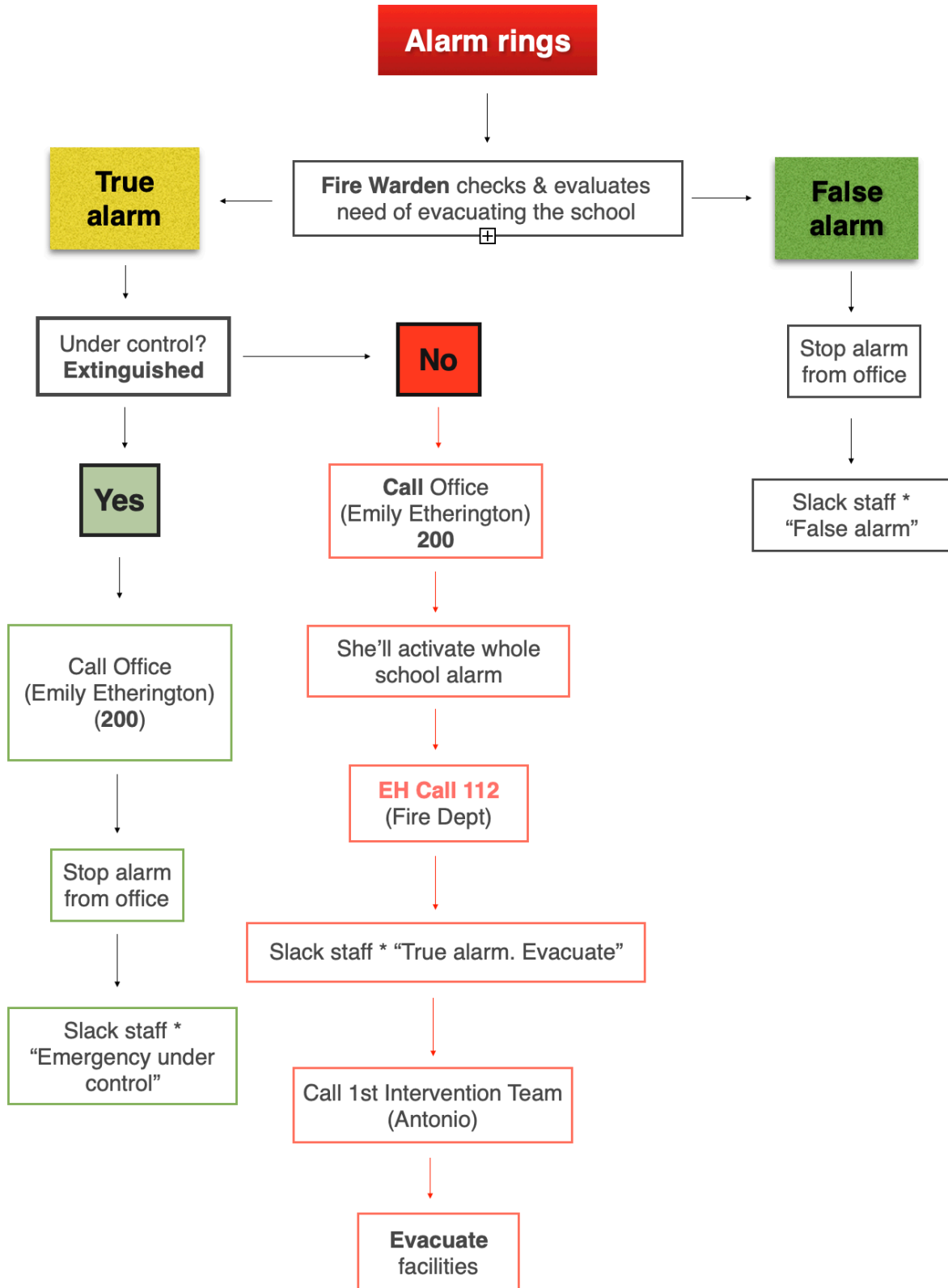
All visitors and any person (e.g suppliers, courier service, builders, etc) who, for circumstantial reasons, find themselves on the school premises, will follow the instructions of the nearest member of staff, evacuating the building by the closest emergency exit and proceed to the indicated meeting point, which will otherwise be on the lawn.

Policy and System Review

This First Aid Policy will be reviewed every two years coinciding with the Health and Safety Risk evaluation, or when there is a change in circumstances.

Date Reviewed: 1st of September 2024

Date of Next Review: 1st of September 2025



* Slack message to #office_announcements and #fire_wardens channels