

Runnymede College

Fire Safety Policy



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PURPOSE

To ensure the safe, orderly and rapid evacuation of all pupils, staff, visitors and contractors from the school premises in the event of a fire or suspected fire.

FIRE SAFETY MANAGERS

Head of Emergency Response - Emergency Coordinator (EH): Mr Frank Powell
(Headmaster)

Deputy Emergency Coordinator (DE): Ms Georgina Powell (Assistant Headmistress)

Pre-prep School Emergency Lead: Ms Emily Albery (Head of the Pre-prep school)

Prep School Emergency Lead: Mr Duncan Bailey (Head of the Prep school)

Senior School Emergency Lead: Ms Annabel Hawkins (Senior Deputy Head)

The **Emergency Coordinator, Deputy Coordinator** and **Emergency Leads for Pre-Prep, Prep and Senior School** — or their designated deputies if off site — together with **key emergency personnel** (including the **Head of the First Intervention Team, the School Nurse and the School Secretary**), are responsible for managing emergencies, coordinating with 112, and issuing instructions via **Slack** (*#fire_warden* and *#office_announcements*), **walkie talkies**, the **PA system**¹, or **verbally**. These individuals must collect the contents of their **Emergency Box** (see Annex A) before initiating any procedure or proceeding to their Muster Point.

All staff must adhere to instructions from **EH, DE** in coordination with the **Emergency Leads** and the designated **Fire Wardens** without delay to ensure a safe and effective evacuation:

- **Pre-prep school:** Ms Emily Albery and Raquel Saiz
- **Prep school:** Mr Duncan Bailey
 - ➔ Top Floor: Ms Charlotte Revie
 - ➔ Middle Floor: Ms Balsam Aoun
 - ➔ Bottom Floor: Ms Miranda Cook
- **Founders:** Ms Annabel Hawkins
 - ➔ Newton (Ground floor): Ms Rebecca Thompson
 - ➔ Locke (First floor): Mr Nick Holtham
 - ➔ Keynes (Second floor): Rebecca Lee
 - ➔ Austen (Music Room): Mr Oscar Quinn
- **The Julia Powell Sports Hall:** Mr Miguel Angel Rodriguez
- **Library:** Ms Natalia Ciordia
- **Kitchen:** Mr Andres Aguado
- **Main office:** Ms Lizzie Morris

¹ The school's public address (PA) system is currently under development as part of the future football pitch sound infrastructure project.

FIRE WARDENS

Fire Wardens are responsible for the following:

- Ensuring pupils and staff at their assigned Muster Point follow the correct evacuation procedure.
- Providing support to any individual requiring assistance during evacuation.
- Verifying that all rooms in their assigned area have been vacated and doors closed. Where possible, a visible sign/distress marker should be used to indicate a room has been checked and cleared. (e.g post-it note, coloured tape, door hanger tag, whiteboard marker tick (✓))
- Reporting emergencies via the *#fire_warden* Slack channel, clearly stating:
 - **WHO** is reporting
 - **WHAT** the emergency is (e.g. confirmed fire or false alarm)
 - **WHERE** the incident is occurring, including severity
 - Any changes to **evacuation routes** due to obstructions or hazards

Once their area is cleared, Fire Wardens must send a message such as: **"Newton clear."**

The *#fire_warden* Slack channel is exclusively for emergency communication and coordination among Fire Wardens and staff responsible for managing specific zones.

MUSTER POINTS

- **FS Playground:** Ms Emily Albery (Pre-Nursery to Year 2)
- **Lawn:** Mr Duncan Bailey (Y3 to Y8) - Pupils line up along the hedge
- **The Plaza:** Ms Annabel Hawkins
 - VI Form: Between the benches on the steps in front of the Founder's building
 - Year 9 & Year 10: In front of the trees/planters on The Plaza
 - Year 11: Flat area at the bottom of the steps in front of the Founder's building

Muster Point Supervisors will:

- Wear their assigned high-visibility vests and carry their walkie-talkie and emergency whistle at all times during an incident.
- Distribute red and green cards to Form Tutors.
- Take printed attendance registers and hand them to Form Tutors, in case electronic systems fail.
- Confirm the presence of all staff assigned to their Muster Point.
- Report any missing pupils or staff to the EH or ED.
- Notify the Emergency Coordinator or Deputy if any staff members are unaccounted for.
- Send a clearance message (e.g. "Lawn clear.") via the *#fire_warden* Slack channel or over the radio system.

FREQUENCY OF DRILLS

- One **scheduled fire drill** will take place at the beginning of each academic year.
- One **unannounced drill** will be conducted later in the year.
- Following each drill, feedback must be submitted to the Emergency Coordinator (EH) via email.
- The **Occupational Risk Prevention Service (ASPY)** and **Emergency Services (112)** may be invited to observe or evaluate the drill.

EMERGENCY TEAMS²

First Intervention Team

- Segundo Rubio (Head)
- Blanca Sererols (Mrs Serra)(Deputy)
- Diego Diaz
- Yoanna Georgieva
- Michael Langton
- Alfredo Samperio
- Jose Pintor*

First Aid Team

- María Mínguez (Head)
- Miguel Angel Rodriguez (Deputy)
- Juan García
- Michael Davies
- Peter Rouco*
- Dania Matos
- Raquel Rodriguez

FIRE ALARM SYSTEM

The school operates a **centralised fire alarm system**, controlled from the main office control panel. This panel enables authorised personnel to detect, assess, and respond to alerts across the campus. It includes a buzzer, display and zone identification, manual activation buttons for drills, and reset functions.

Detailed operating instructions are provided in **Annex B: Fire Alarm Panel Instructions**.

The alarm system can be triggered in three ways:

1. **Smoke Detector Activation:** Automatically alerts the control panel and the affected room.
2. **Manual Activation from the Office:** Used for drills or confirmed emergencies.
3. **Manual Fire Alarm Switches:** Located in:
 - Pre-Prep School Building
 - Prep School Building
 - Founder's Building
 - Julia Powell Sports Hall
 - Library

* Peter Rouco until Oct 25 and Jose Pintor is on paternity leave

ACTION IN CASE OF FIRE

Initial Assessment

- i. A buzzer will sound in the main office as an alert that a fire alarm has been triggered somewhere on campus.
- ii. Ms Morris will silence the buzzer and check the panel display to identify the location of the alarm.
- iii. Ms Morris will contact Maintenance Head and Emergency Lead in the affected building to proceed immediately to the identified location to determine whether it is a **genuine fire(1)** or a **false alarm/system error (2)**.
- iv. They must assess the situation within **two minutes, before the alarm sounds in the affected building**.
- v. Report to the office (**ext. 2000**) or **#fire_warden** Slack channel.

(1) Confirmed Fire

- i. Ms Morris **will activate the general alarm** to initiate the evacuation process.
- ii. She will inform all staff via the **#office_announcements Slack channel** with the message: **"Fire alarm, evacuate premises."**
- iii. She will **contact Segundo (First Intervention Team - FIT)** for immediate response
- iv. Emergencies Head (EH) or Deputy Head (DH) will **call 112**.
- v. Once **all muster points confirm the 'all-clear' status**, she will post "Emergency under control" to authorise re-entry to the premises.

(2) False Alarm

- i. Ms Morris will **deactivate the alarm** according to the procedure described in Annex B
- ii. She will notify all staff via **#office_announcements** with the message: **"False fire alarm."**
- iii. The Emergencies Head (EH) and Deputy Head (DE) will be informed accordingly.

Fire Drill

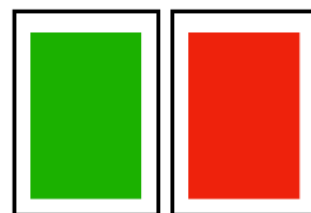
- i. Ms Morris will activate the general alarm.
- ii. Ms Morris will inform staff through **#office_announcements** slack channel: **"Fire drill, evacuate premises"**
- iii. After receiving the "all-clear" confirmations from each of the muster points, she will post in the **#office_announcements** slack channel **"Emergency under control"**. Everyone may return to the premises.

Pupil Instructions (to be shared by Form Tutors)

- **Stay Calm & Follow Instructions:** Evacuate the building quietly, following your teacher or the nearest staff member's guidance.
- **Silence is Essential:** Remain completely silent until the "all clear" is given.
- **Leave Everything Behind:** Do not take any belongings with you.
- **Use the Nearest Exit:** If unsure, follow staff directions. Lifts must not be used.
- **Orderly Exit:** Walk calmly - no running or pushing. Move quickly but without causing delays.
- **Muster Point:** Line up quietly upon arrival. Staff will ensure order.
- **Alphabetical Order:** From Year 3 onwards, line up alphabetically to help identify missing students before roll call.
- **Sitting Down:** Once all students are accounted for, the teacher will instruct the group to sit. Groups with missing students will remain standing for easy identification.

Staff Instructions

- **Silence:** All students and staff must remain silent during the evacuation. Staff must remind students to stay quiet throughout.
- **Windows & Lifts:** Ensure all windows are closed before leaving. The use of lifts is strictly prohibited.
- **Evacuation Procedure:** Guide students to the nearest fire exit, closing doors behind. Assist any nearby students in need.
- **Registration:** Form tutors must bring their iPads/laptops to register students. They will receive a red & green card from the appointed teacher in their muster point.
- **Card System:** After calling the roll, tutors will raise a **green card** if all students are present or a **red card** if anyone is missing. Groups with missing students will remain standing for quick identification.
- **Supervision & Focus:** Tutors must always face the emergency lead in charge of their muster point, remain silent and stay focused to ensure a prompt response to any communication.
- **Toilet Checks:** The nearest authority, regardless of gender, must check and close toilets.
- **Returning to Class:** Once the 'all clear' is given, staff will escort students back to class.
- **Additional Support:** Any available staff should assist in maintaining order and ensuring safety.



Red & Green cards

Pupils and Staff Using Crutches or Limited Mobility

- The school is equipped with ramps and lifts for accessibility.
- Parents must notify the school about mobility issues and expected recovery time.
- Special arrangements will allow affected pupils to move safely between lessons.
- A designated "buddy" will assist the pupil during evacuations.

Muster Points for Staff Without a Designated Emergency Role

- **Pre-prep School teaching staff** should report to the **FS playground**
- **Prep School teaching staff** not acting as Form Tutors must report to **The Lawn**
- **Senior School teaching staff** not acting as Form Tutors must report to **The Plaza**
- **Administrative staff, kitchen staff, support staff and visitors** must assemble on the **lawn**, at the designated **Visitor Muster Point**.

The list for the 2025–26 academic year shall be as follows:

Staff	Name	Surname	Fire Muster Location
RAb	Roslina	Abdullah	Pre-Prep
CAm	Conchi	Amado	Pre-Prep
KAv	Katie	Aveyard	Pre-Prep
GBa	Grace	Bailey	Pre-Prep
RCa	Rebeca	Calero	Pre-prep
ACo	Alice	Cook	Pre-Prep
SFr	Sophia	Frodhardt	Pre-Prep
AGa	Ana Fe	Garcia	Pre-Prep
PGi	Pablo	Gillard	Pre-Prep
EHe	Ellen	Hegarty	Pre-Prep
BMa	Barbara	Martín Penasco	Pre-Prep
DMa	Dania	Matos	Pre-Prep
MMo	Maeve	Molloy	Pre-Prep
KMo	Kirstie	Morrison	Pre-Prep
BRo	Balbina	Rogala	Pre-Prep
SSa	Sergio	Sanz	Pre-Prep
HSB	Haley	Scott-Barnes	Pre-Prep
ESh	Emma	Shirley	Pre-Prep
DBa	Duncan	Bailey	Prep
JBr	Jacqueline	Brackin	Prep
MCo	Miranda	Cook	Prep
JGa	Juan	Garcia	Prep
IGa	Irene	González Arijá	Prep
MLa	Melanie	Lawrence	Prep
ALv	Andrea	Levy	Prep
MMc	Maria Luisa	Manchon Cortes	Prep

Staff	Name	Surname	Fire Muster Location
OQu	Oscar	Quinn	Prep
ARe	Anthony	Rendall	Prep
CRe	Charlotte	Revie	Prep
MRo	Miguel Angel	Rodriguez	Prep
ASa	Alfredo	Samperio	Prep
BSe (PT)	Blanca	Serra	Prep
MAr	Maite	Arandilla	Senior
LAAt	Louise	Atkinson	Senior
MBI	Mark	Blake	Senior
RCI	Ruth	Clague	Senior
DDa	Delphine	Daries	Senior
MDS	Miriam	Diez Sevilla	Senior
DGr	Dawn	Graham	Senior
AGr	Alice	Greenwood	Senior
AHa	Annabel	Hawkins	Senior
EHS (PT)	Elizabeth	Holman-Smith	Senior
NHo	Nick	Holtham	Senior
NHw	Nicola	Howard	Senior
BHo	Brittany	Howe	Senior
RIn (PT)	Rebecca	Ingrey	Senior
EJo	Ella	Johnsrud	Senior
AKi	Adam	Kirkman	Senior
MLS	Maite	Lacoste	Senior
RLe	Rebecca	Lee	Senior
ILe	Idoya	Leon	Senior
KLg	Kirsty	Logan	Senior
MLo	Maite	Lorente	Senior
KMa	Karen	Magnus	Senior
AMu	Alba	Muñoz	Senior
MOD	Maria	O'Driscoll	Senior
DRu	David	Ruiz	Senior
PSh	Patrick	Shutt	Senior
JTa	James	Talbot	Senior
MTe	Marta	Tello	Senior
GTh	Graham	Thomson	Senior
JWa	Jon	Walter	Senior

PRE-PREP SCHOOL BUILDING

Ms Emily Albery, as the Pre-Prep School Emergency Lead, will assume overall responsibility for supervising the evacuation of the Pre-Prep building.

All pupils must walk in silence and in single file away from the building towards their designated Muster Point and assemble in orderly lines under staff supervision.

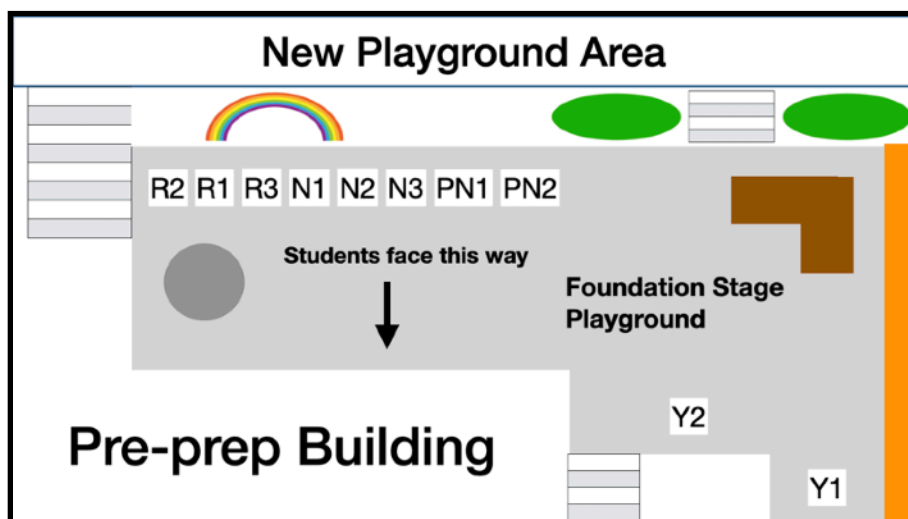


Fig 1. Pre-prep School Muster Points

Muster Point: FS Playground

This revised route has been established due to temporary construction works blocking the usual external access. Staff must ensure pupils remain in line, walk calmly, and are supervised throughout the indoor transition.

- **Pre-Nursery 1 & Pre-Nursery 2** as well as **Nursery 2 & Nursery 3** will exit by external classroom doors, then turn left towards the FS playground.
- **Sensory room** will follow Nursery.
- **Reception 3 & Nursery 1** will exit via external classroom doors and proceed directly to the FS playground.
- **Reception 1 & Reception 2** will exit via external classroom doors, turn left, walk along the corridor inside the building, and leave through the door to the FS playground at the far end.
- **Year 1 and Year 2:**
 - **Year 1** will line up along the ramp next to the Pre-nursery classrooms.
 - **Year 2** will line up in front of the tricycle area, facing the climbing frame.

Specific routes:

- **Year 2.1 & Year 2.2:** exit via their internal doors to the corridor, then proceed to the FS playground through the nursery external doors.
- **Year 2.3** will exit via internal door, turn right towards the door to the FS playground
- **Year 1.2 & Year 1.3:** exit via their external classroom doors and proceed through the top-left gate of the amphitheater to the FS playground. .

- **Year 1.1, Spanish room & The Library:** exit via external doors and proceed directly to the FS playground.
- **Nurse's office:** exit via outside door leading to the FS playground
- **Ms Albery's office, Mr Rouco's office & Staff Room:** exit via external doors and proceed directly to the FS playground.

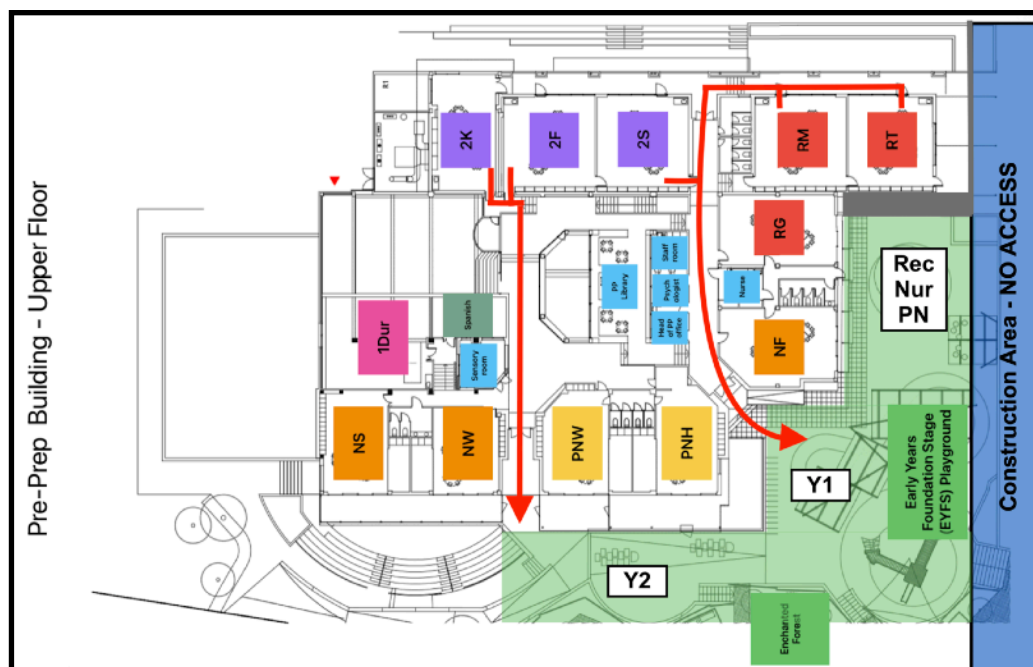


Fig 2. Rec and Year 2 evacuation routes

Dining Hall

Pupils present in the Dining Room will exit via the glass doors, proceed up the ramp and assemble at their assigned Muster Point.

Additional Support Roles

- **Support teachers or available staff** not assigned to a specific class should assist the **Pre-Nursery and Nursery teams** unless already helping in a classroom.
- Staff must ensure that all toilets are checked:
 - **Pre-Nursery and Nursery staff:** Check toilets in their respective areas.
 - **Year 2.3 Assistant:** Check toilets opposite Room 2.3.
 - **Year 1.3 Assistant:** Check Year 1 toilets.

Staff and Visitors

- **Kitchen staff, administrative staff, the gardener and any visitors** must proceed directly to the **lawn** and line up at the designated Visitor Muster Point.
- Pupils or staff in the **Sixth Form Common Room and Dining Hall** must exit via the **main entrance** and proceed to their designated Muster Point on the **Plaza or VI Form line**, as applicable.

PREP SCHOOL BUILDING

Mr Duncan Bailey, as the Prep School Emergency Lead, will be responsible for supervising the evacuation of the building.

All pupils must walk **in silence and in single file** away from the building and proceed to their designated **Muster Point along the hedge on the left-hand side of the lawn**, where they will assemble in **orderly lines** under staff supervision. **All classes will line up from top to bottom in this order: Y3, Y4, Y5, Y6, Y7 & Y8**

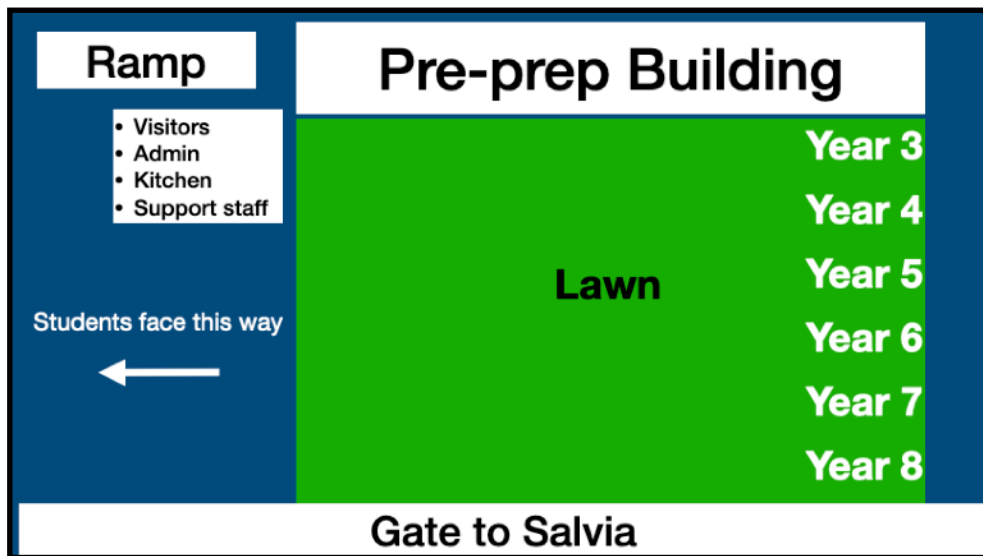


Fig. 2 - Prep School muster point

- **Bottom floor.** exit through the **emergency exit**, cross the parking area, and proceed directly to the lawn.

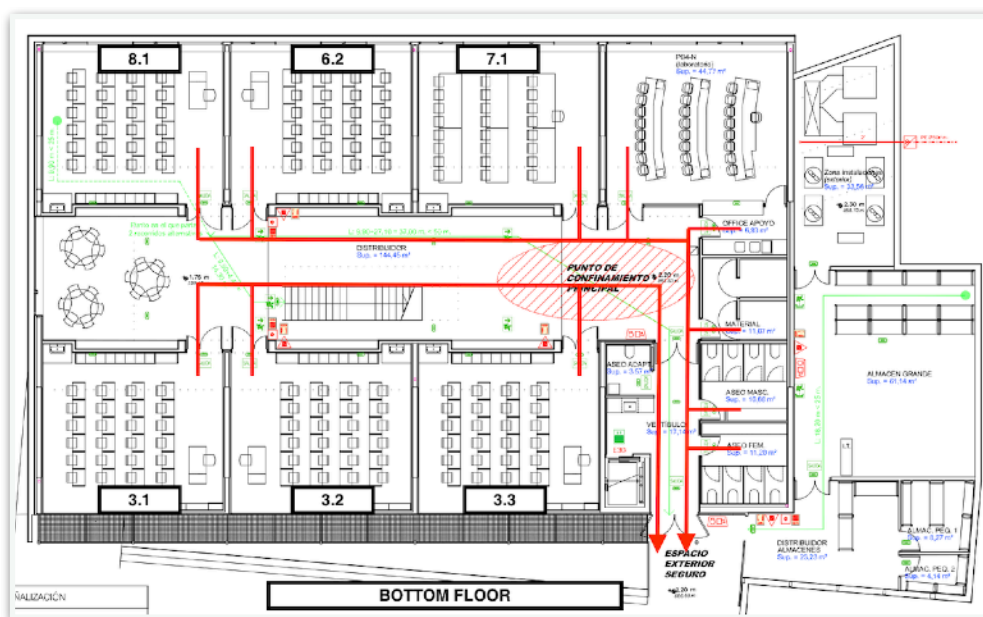


Fig. 3 - Bottom floor evacuation routes

The **Prep School Laboratory Technician** will ensure that **all gas supplies in the Science Department** are shut off before leaving the building.

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

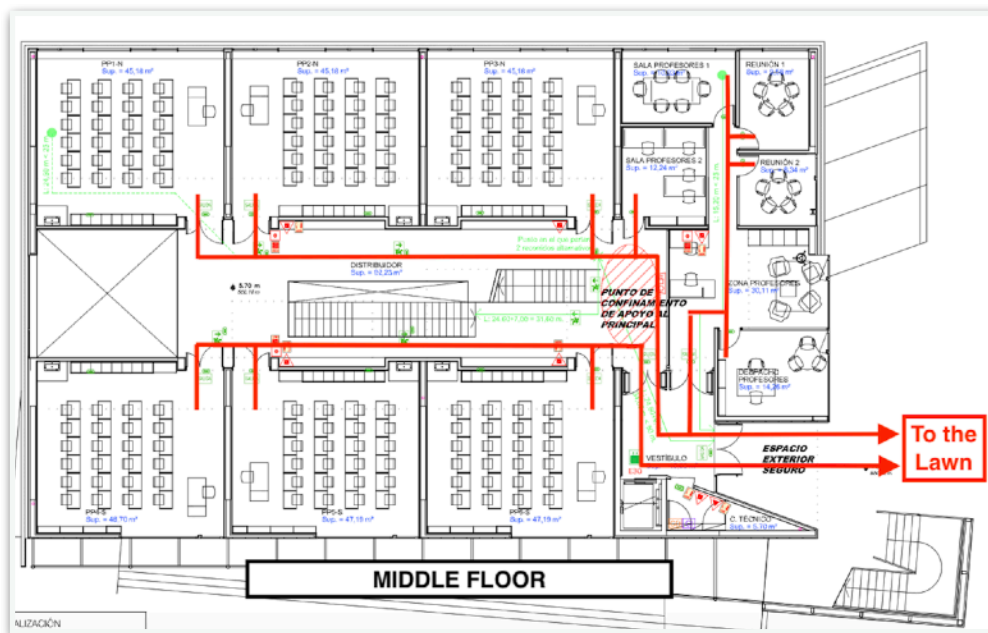


Fig. 4 - Middle floor evacuation routes

- **Top floor:** exit via the **external staircase**, turn **right** and proceed to the lawn.



Fig. 5 - Top floor evacuation routes

SENIOR SCHOOL - FOUNDER'S BUILDING

Ms Annabel Hawkins, as the Senior School Emergency Lead, will supervise the evacuation of the Senior School.

All pupils must walk **in silence and in single file** away from the building to their designated **Muster Point** and line up in an **orderly and calm manner**, under the guidance of staff.

Safety Procedures

- The Senior School **Laboratory Technician (Ms Julia Shave)** will ensure that **all gas supplies in the Science Department are shut off** prior to evacuating.
- **Subject teachers** must remain with their classes during the evacuation and hand pupils over directly to their **Form Tutor** at the Muster Point.
- Staff and pupils must follow the **Evacuation Plan specific to each room or department**, as detailed below.

Classroom Evacuation Routes

- **Rooms on Newton (Ground floor):** exit via **their external classroom/lab doors**.
- **Locke Rooms 1 to 6 & Study Room:** exit through the main entrance
- **Keynes Rooms 1 to 6 & Study Room:** exit via the main entrance
- **Austen (Music Room):** exit through the external classroom doors.
- **Locke Rooms 7 to 14:** exit via the emergency exit on the same floor.
- **Keynes 7 to 14 (Art rooms):** exit via the emergency exit on the same floor
- **Exams room (Library):** exit through the main entrance of the Library

Senior School Muster Points - The Plaza

All Senior School pupils will assemble in **The Plaza**. This area offers clear visibility for staff and Wi-Fi connectivity for digital roll calls.

If a fire originates in the Founder's Building, pupils should move **laterally** to the **lower section of the plaza**, maintaining line formation and register order.

Roll Call and Support

- **Form Tutors** will take the roll for their respective year groups. Heads of Year will support.

Muster point distribution

- **Years 9 & 10:** In front of the **trees and planters** on The Plaza
- **Year 11:** On the **flat area** at the bottom of the steps in front of Founders

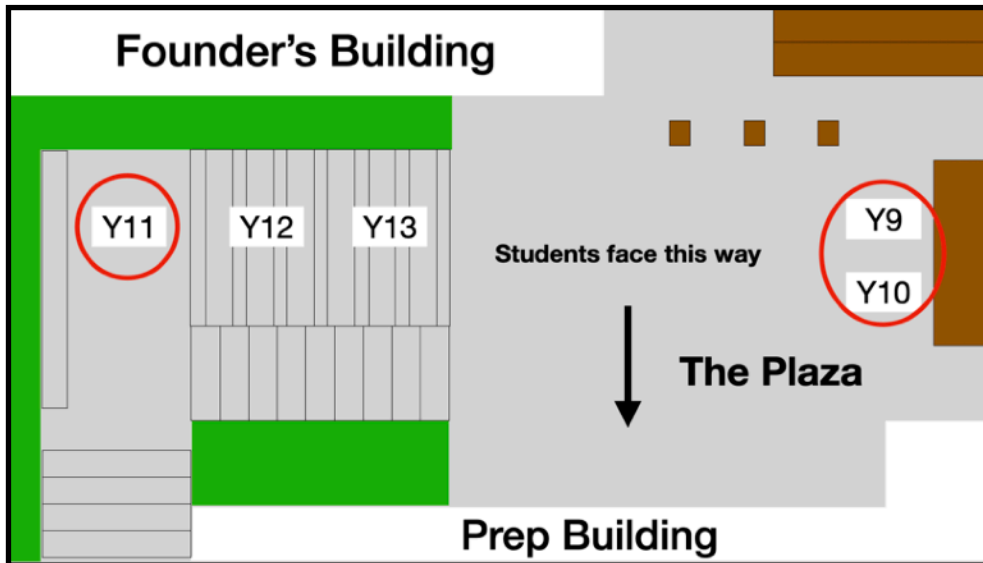


Fig. 6 - Year 9, 10 & 11 muster points

- **Sixth Form:** **Between the benches** on the steps in front of Founders

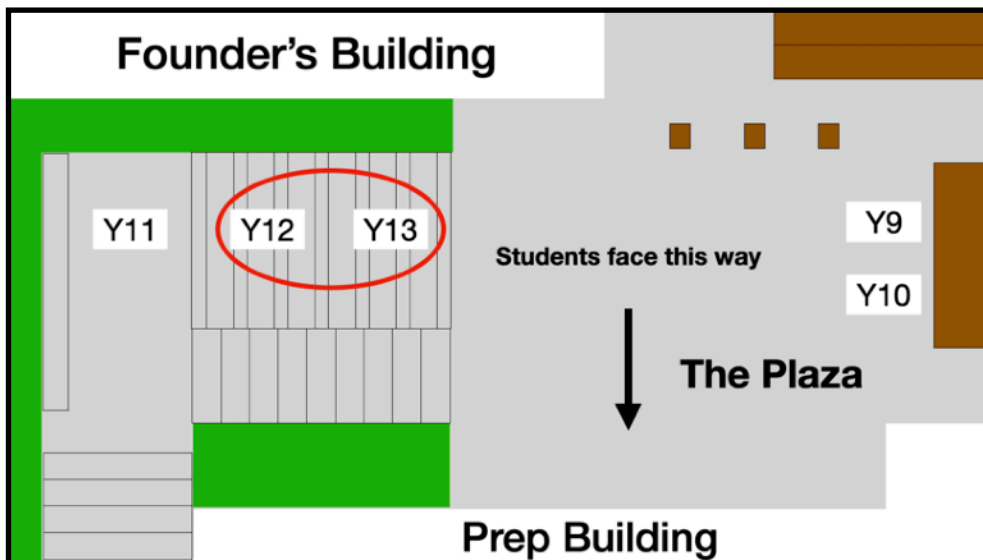


Fig. 7 - VI Form muster Point

SPECIAL SCENARIOS

Fire Alarm During Breaks, Lunchtime or Outside School Hours

If the fire alarm sounds during break time, lunch, or before/after school, all staff must proceed directly to their designated Muster Point (Lawn, FS Playground, or The Plaza).

Only the Fire Wardens, working in coordination with the First Intervention Team (FIT), are authorised to ensure the safe evacuation and to manage the emergency response.

Fire During a Lesson

If the fire alarm sounds during a lesson, the teacher delivering that lesson is responsible for escorting the pupils to the appropriate **Muster Point for the pupils' year group**. Once pupils are safely handed over, the teacher should then proceed to their **own assigned Muster Point** to be accounted for. I will update the document to make this sequence explicit.

Pupils in the Dining Hall

Over the case where the fire alarm sounds *while pupils are in the Dining Hall*, regardless of the fire's location, pupils should go to their **usual Muster Point**.

- Upon hearing the fire alarm, **all pupils must stand immediately and remain in silence**, awaiting further instruction.
- The **teacher on duty** will coordinate the evacuation, supported by any other staff present in the Dining Hall at the time.
- Pupils will be led **calmly and in line** out of the building, using the nearest safe exit.
- Pupils will remain there under the supervision of the staff on duty until their **Form Tutor arrives and takes over** responsibility.

The Julia Powell Sports Hall

- Pupils participating in P.E. lessons or other scheduled activities (e.g. exams) must exit the building via the main gym door, turn left, and proceed calmly to their designated Muster Point.
- The P.E. teacher will accompany the group to the Muster Point and remain with them until the Form Tutor arrives and formally assumes responsibility.
- If movement to the Muster Point is not safe (e.g. due to fire or blocked routes), the group should remain in a secure external location along the building's wall, under the supervision of the P.E. teacher, until further instruction is given.
- At all times, pupils must remain silent, follow instructions, and walk in line. Playgrounds & ramp

Fire in the Kitchen

- If a fire in the kitchen area blocks access to the emergency ramp, **alternative Muster Points** will be used depending on which area is deemed safest.
- **Fire Wardens** will communicate any changes and ensure that all individuals are safely evacuated.

- **Kitchen staff** must evacuate the building immediately via the **nearest safe exit**, avoiding any smoke or fire-affected areas.
- Once outside, they must proceed **directly to the lawn**, which serves as their designated Muster Point, and report to the **Emergency Coordinator or Deputy**.
- If the fire occurs **during peak service hours** (e.g. lunch preparation or meal distribution), staff must prioritise their own safety and that of nearby pupils and adults.
- Any ongoing food handling or use of gas appliances must be **immediately stopped**, and the area evacuated without delay.
- Under no circumstances should kitchen staff attempt to extinguish the fire unless they are specifically trained and the fire is small and contained.

Fire in the Pre-prep building

If the fire affects the **Pre-Prep building or its Muster Point** (e.g. Pre-prep Staff Room or Library): all classes will evacuate via their **external classroom doors**.

Evacuation routes:

- **Reception 3, Nursery 1, Pre-Nursery 1 & 2, Nursery 2 & 3:** evacuate via the top path of the amphitheatre and proceed directly to the lawn.
- **Year 1, Spanish Room, Support Room:** evacuate via the lower path of the amphitheatre and line up along the hedge bordering King's College on the lawn.
- **Year 2, Reception 2 & Reception 1:** use their external classroom doors and walk down the main ramp to the lawn, joining the rest of the Pre-Prep pupils.

Library

All pupils and staff in the Library will exit via the **main door** and proceed to their assigned Muster Point.

Visitors

All visitors and external personnel (e.g. suppliers, couriers, contractors) present on the school premises must follow the instructions of the **nearest member of staff**, evacuate the building using the nearest emergency exit, and proceed to the designated **Visitor Muster Point** (on the lawn unless otherwise indicated).

POLICY AND SYSTEM REVIEW

This fire evacuation protocol will be reviewed **every two years**, in line with the school's **Health and Safety Risk Assessment**, or earlier if there is a significant change in procedures or circumstances.

Date Reviewed: 1st of September 2025

Date of Next Review: 1st of September 2026

ANNEX A: EMERGENCY BOX – FIRE AND CRITICAL INCIDENT RESPONSE

Purpose

To ensure that each section of the school can respond efficiently and independently in the event of a fire or major incident, by having immediate access to critical materials stored in a secure, pre-defined location within each building.

Scope

This procedure applies to the **Emergency Leads** of the following school sections:

- **Pre-Prep School** – Ms Emily Albery
- **Prep School** – Mr Duncan Bailey
- **Senior School** – Ms Annabel Hawkins

It also applies to the **Emergency Coordinator (Mr Frank Powell)** and **Deputy Emergency Coordinator (Ms Georgina Powell)**, who must have immediate access to a dedicated Emergency Box in the Main Office.

Location of Emergency Boxes

Each Emergency Box will be stored in a **clearly labelled, secure**, but quickly accessible location within each respective school building.

Suggested placement: Head of section's office

Boxes should be marked with: **“EMERGENCY BOX – DO NOT REMOVE – For use in Fire or Critical Incident Only”**

Storage Allocation Details

- The **Main Office Emergency Box**, assigned to the **Emergency Coordinator (Mr Powell)** and **Deputy Coordinator (Ms Georgina Powell)**, will also contain the walkie talkies and emergency equipment for:
 - **Head of the First Intervention Team (FIT)** – Segundo
 - **School Secretary** – Ms Lizzie Morris
- The **Pre-Prep Emergency Box** (Ms Emily Albery) will additionally contain the walkie talkie and vest for the **School Nurse**, acting as **First Aid Lead**.
- The **Prep School Emergency Box** (Mr Duncan Bailey) will be stored inside Mr Bailey's office.
- The **Senior School Emergency Box** (Ms Annabel Hawkins) will be stored inside Ms Hawkins's office.

In addition, it is **strongly recommended** that a walkie talkie and basic emergency equipment (e.g. high-visibility vest, site plan, staff list) be kept at the **main gatehouse for use by the gate security officer** (Cristina or her replacement). This enables coordinated communication and response management from the school entrance, especially for liaison with emergency services and site access control.

Box Contents

1. **Walkie talkie** – charged and tested weekly.
2. **High-visibility vest** – clearly marked with section (e.g., “Prep School Lead”).
3. **Whistle** – for manual crowd control or alerting others if communication fails.
4. **Printed pupil registers** for all Form Classes in the section.
5. **Black permanent marker and pen.**
6. **Clipboard or folder** to support register checks in the field.
7. **Copy of Fire Muster Point Map** for section.
8. **Checklist sheet** for monthly verification and sign-off.

Walkie talkies from Emergency Boxes are assigned **for emergency use only** by:

- Emergency Coordinator and Deputy
- Emergency Leads for Pre-Prep, Prep, and Senior
- Head of First Intervention Team (FIT)
- School Nurse or First Aid Lead
- School Secretary (Main office)
- Gate Security Officer (Gatehouse)

Responsibilities

- Each **Emergency Lead** is responsible for maintaining and updating their assigned Emergency Box. This ensures:
 - **Ownership and accountability:** The person who will use the box is responsible for its contents.
 - **Familiarity with materials:** They know exactly what’s in the box and where it is.
 - **Responsiveness:** They are more likely to notice missing, outdated or faulty items in advance.
- The **School Nurse**, in her role as **Health and Safety Officer**, will oversee the general condition of the system, provide support with medical or shared equipment, and coordinate with the Deputy Headmistress to ensure all Emergency Boxes are regularly inspected and compliant.
- The **Assistant Headmistress** (Georgina Powell) will oversee monthly checks and log compliance.
- The **School Administrator** will assist in printing updated registers at the start of each term.

Monthly Maintenance Check

Each Emergency Lead must, during the **first week of each month**:

- Open the Emergency Box and verify that all contents are **present and in good condition**.
- Test each **walkie talkie** and ensure it is fully charged
- Replace **missing or outdated materials**
- Complete and sign the **Monthly Checklist**, which must be submitted to the Deputy Headmistress.

In the Event of a Fire or Drill

1. The Emergency Lead collects the Emergency Box **immediately** and exits to their **designated Muster Point**.
2. They put on the **high-visibility vest** and establish communication with the Emergency Coordinator (Mr Powell) and Deputy (Georgina Powell) via **walkie talkie**.
3. **A roll call is conducted** using printed registers, and any missing persons must be reported immediately
4. If radio communication fails, the **whistle** is to be used to attract assistance
5. Once the **“all-clear”** has been issued, all registers and relevant notes are to be returned to the Main Office

Contingency Plan

If the Emergency Lead is **absent or off-site**, a **designated deputy** must be assigned in advance to assume all related duties, including collecting the Emergency Box, establishing communication, conducting roll call, and liaising with the Emergency Coordinator.

ANNEX B: FIRE ALARM PANEL INSTRUCTIONS (MAIN OFFICE)

Fire Alarm Activation

1. A buzzer will sound in the main office as an alert that a fire alarm has been triggered somewhere on campus.
2. Press the “Silencio Zumbador” button to silence the buzzer.
3. Check the panel display to identify the location of the alarm.
4. Proceed immediately to the identified location to determine whether it is a genuine fire (1) or a false alarm/system error (2)

Scenario 1 – Real Fire

1. After 2 minutes from buzzer activation, the alarm will sound in the affected building.
2. After 4 minutes, if no action has been taken, the alarm will automatically sound across the entire campus.
3. To stop the alarm, press the “Reposición” button; the sounders will stop within seconds.
4. Do not press the “Rearme” button until all call points and detectors have been checked.
5. Call ABTEX (91 652 16 18) for authorisation and reset procedure.

Scenario 2 – False Alarm

1. You have 2 minutes to verify that it is a false alarm and prevent the alarm from sounding in the affected building.
2. If not cancelled in time, the system will continue the sequence and trigger the full campus alarm after 4 minutes.
3. To stop the sequence, press the “Reposición” button within 2 minutes.
4. Do not press the “Rearme” button. Contact ABTEX to check and reset the call point or detector responsible for the false activation.

Fire Drill Activation

To initiate a drill manually, use the following buttons on the panel:

S1 – Activates alarm in Founders

S2 – Activates alarm in Prep School

S3 – Activates alarm in Julia Building

S4 – Activates alarm in Pre-Prep School

S10 – Activates alarm across all buildings simultaneously

The alarm will begin to sound in the selected building(s) after 2 minutes. If not cancelled, it will trigger the alarm in the rest of the buildings after 4 minutes.

To Deactivate the Alarms:

1. Press “Silencio Zumbador”
2. Press “Reposición”
3. Call ABTEX before pressing “Rearme” so they may identify what caused the alarm.