

FIRE EVACUATION PLAN (606)

1. Warning People of the Presence of a Fire

- Automatic fire alarm systems are activated in the school environment by fire call points/smoke and heat detectors.
- A continuous two-tone alarm is sounded by a bell system.
- In the event of power failure, emergency lights activate automatically.
- In the event of an alarm failing, a mixture of word of mouth messaging, whistles, hand bells and fire air horns (kept by the Reception teams) will be used.

All parts of the building will evacuate at the same time. There are no arrangements for 'phased' evacuations

2. How the Fire & Rescue Service and any other necessary services will be contacted

- The School's central monitoring service for fire and burglar alarms call the site staff's mobile (see below) to confirm whether the fire alarm is a test/false alarm/real thing.
- The site staff during working hours will immediately investigate any alarm and call the emergency services as appropriate.
- Outside working hours once contacted, one of the site staff investigating the call out will contact the emergency services if and when they ascertain it is not a false alarm.
- The site staff person whilst on duty can always be contacted on: **07789 131 969 or ext 33098**. There is always a member of the site staff team on duty when the school is open.

3. Contacting the Fire & Rescue service out of hours

- If the fire alarm is sounded outside of normal school hours then the schools central monitoring service will call one of the site staff who will come to the school and investigate.

4. What staff, students or pupils should do if they discover a fire

Any person finding a fire shall:

- Immediately raise the alarm by verbally raising the alarm by shouting "Fire, Fire, Fire" and activating the nearest emergency fire call point.
- Begin evacuation of the building and ensure other adults are alerted immediately, if possible by sending a Teaching Assistant to inform the other classes
- If trained and if possible to do so without taking personal risks, tackle a small fire with the appliances provided. If you have not been trained do NOT attempt to tackle the fire.
- Go to the assembly area which will be the MUGA in the centre of the school.
- If there is time and it is safe to do so, gas and electrical appliances should be switched off and practical work that is in progress at the time of the alarm being initiated made safe as staff evacuate the buildings.

On hearing the evacuation signal (a continuous two-tone bell) leave the building quickly and calmly by the nearest available escape route, wherever possible assisting in evacuating pupils and visitors.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS. DO NOT USE LIFTS

Title	Fire Evacuation Procedures (606)			Page	11 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

Testing: The fire alarm is tested every Monday during term-time at 2.12pm (except in the public exam season when it is 8.28am on a Tuesday), and at pre-arranged times out of school hours. Consequently if you hear the alarm take immediate action - it's either a drill or the real thing!

5. Action In The Event Of a Fire/Activation of the Fire Alarm (during School Hours 0830-1545)

The main priority is for everyone to get out and stay out until the Head or London Fire Brigade authorise the return to classrooms/offices. Staff must ensure that those in their charge get out quickly, quietly and in an orderly fashion, using the nearest available exit.

Fire evacuation procedures are overseen by the **Fire Evacuation Officer**. Everyone present on site reports to one of the following key fire officers - all of whom have a deputy in case of absence - who in turn report to the Fire Evacuation Officer.

Key posts	Primary person	Deputy
Fire Evacuation Officer	Head	Deputy Head: Academic
H&S Coordinator & Fire Safety Officer	DFO	Estates Manager
Pupil Officer	Deputy Head: Pastoral	Assistant Head Sixth Form
Teaching Staff Officer	Deputy Head: Academic	Assistant Head Enrichment
Peripatetic Staff Officer	Head of Music	SLT Curriculum Support
Support Staff Officer	Head's PA	Data Director
Prep School Officer	Head, Prep School	Deputy Head, Prep

- Heads of Department (HODs) report to the Teaching Staff Officer
 - (Head to deputise)
- Form Tutors report to Pupil Officer
 - (Head to deputise)
- Peripatetic Staff report to the Peripatetic Staff Officer
 - (SLT Curriculum Support to deputise)
- Support Staff report to the Head's PA
 - (Data Director to deputise)
- Prep School Staff report to the Head of Prep School
 - (Deputy Head of Prep School to deputise).

On hearing the alarm:

Senior School Receptionist should:

- Collect the InVentry Ipad from Reception and walkie-talkie
- Instigate "start evacuation" on the InVentry Ipad
- Hang fire sign on external door on way out
- Collect boxes containing lists of pupils and other evacuation items and take to assembly point.
- Stand at corner of field and check off Visitors on the InVentry ipad
- Check off Peripatetic Staff and Support Staff on InVentry iPad (once notified of accounted for staff by Peri Staff Officer and Support staff Officer)

Report 'all accounted for' groups and any missing persons to Fire Evacuation Officer

Title	Fire Evacuation Procedures (606)			Page	2 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

Head's PA (deputy Data Director) to collect walkie talkie and the **Fire Emergency Box from Assembly Point** which contains:

- Air horn
- Support staff register
- Master Department tick sheet (to give to Teaching Staff Officer on field)
- Whole School Master Checklist to the Fire Evacuation Officer.
- Teaching Staff Absence Report (to be prepared daily by the Cover Manager)
- Support Staff Absence Report (to be prepared daily by the Receptionist)

SLT Curriculum Support (deputy Data Director) to collect the trips information and the **Fire Box Register from Assembly Point** which contains:

- Master Form list sheet (to give to Pupil Officer on field)
- Pupil Fire Absence Report (to give to the Pupil Officer)
- Year groups offsite for PE

Welfare Officer should:

- Evacuate pupils from the medical room and close the door and windows if safe to do so
- Report to the Support Staff Officer

ICT staff (deputise for each other) should:

- Take out the mobile phones

Prep School PA (deputy: Prep School Receptionist) should:

- Check the Prep School sick bay
- Collect Inventory Ipad from Reception
- Take out class lists
- Take out absence lists
- Take a walkie talkie

Learning Resources Manager (deputy: Cover Supervisor/Assistant Librarian) should

- Evacuate pupils from the library and close the doors and windows if safe to do.
- Report to Support Staff Officer

Teachers and Teaching Assistants should:

- Remind class of exit route, supervise the exit of the class in silence and close the classroom door as you leave
- If it is quick and safe to do so close windows
- If it is safe to do so, make any 'hot' activities safe e.g. science experiments
- All staff have a responsibility to maintain silence along the exit route to the assembly point
- Head of Sixth, or a member of staff, to check evacuation of Sixth Form Centre
- Senior Girls line up in form groups on the MUGA facing the Dining Room with Year 7 nearest to Fernwood House
- Prep school girls and staff will assemble alongside the MUGA, in front of their corresponding form wood carving with the Prep school Head (or her deputy, as the case may be) reporting to the Fire Evacuation Officer as noted below in Section 6.
- Once outside, Form tutors collect their register directly from the Senior School receptionist or Prep School Receptionist.
- If someone is substituting for a Form Tutor that person must take the register in the event of an evacuation.
- Head of Sixth Form to confer with Senior School Receptionist and check Inventory for signed out sixth form. Any unaccounted for Sixth Formers are identified to the Pupil

Title	Fire Evacuation Procedures (606)			Page	3 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

Officer, and fire absence report. Assistant form tutors, if present, help the tutor to check all girls are present

- Form tutors check the fire absence report and Inventory held by the Senior School Receptionist if girls are missing
- HOYs oversee the checking process; if a form tutor is missing, HOY to use a member of teaching staff not attached to a tutor group or a member of the office staff to carry out the check
- Form tutors report that all girls are accounted for to Pupil Officer: **Blue clipboard**
- Form tutors keep the registers until the all clear is given

Invigilators should:

- Follow the same procedures as detailed above for teachers however
- Evacuate the examination room in line with the instructions given by the appropriate authority.
 - Ensure that all question papers and scripts are left in the examination room
 - Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room and make sure that there is no discussion about the examination
 - Make a note of the time of the interruption and how long it lasted
 - Allow the candidates the full working time set for the examination
 - If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
 - Make a full report of the incident and of the action taken and send it to the awarding body within 7 days of the incident.

Heads of Department should:

- Check that all non-peripatetic teaching staff (and subject specific technicians) are accounted for and the staff signing facility on Inventory in case any staff are missing
- Report results to the Teaching Staff Officer, who will check the names of any missing staff against the Teaching Staff Absence Report

The Peripatetic Staff Officer should:

- Check that all peripatetic staff having signed in and not signed out are accounted for
- Report results to the Senior Receptionist who will sign them as present on Inventory. This should then be reported to the Fire Evacuation Officer

Staff Support Officer should:

- Check that all support staff are accounted for, Inventory for staff signing in/out and Support Staff Absence Report in case any staff are missing
- Report results to the Senior Receptionist who will sign them as present on Inventory
- Report results of Support Staff check to the Fire Evacuation Officer

Estates Manager (deputy: DFO/Head's PA or senior site person on duty) should:

- Immediately proceed to fire panel outside office to ascertain fire location.
- Communicate to the caretakers by walkie-talkie to direct them to the identified location of the apparent fire so that they investigate
- Await arrival of Fire Safety Officer to communicate information to them.
- Return externally to check kitchen staff have evacuated safely, check no visitors trying to enter building
- Wait by external fire panel for emergency services in case caretaker in charge not arrived.

Title	Fire Evacuation Procedures (606)			Page	4 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

- Keep the Fire Safety Officer or the Head informed as soon as possible of situation via walkie talkie

Site Staff should:

- Communicate with Estates Manager by walkie-talkie at main fire panel to ascertain fire location.
- Check out fire location without endangering their own safety to ascertain size/cause
- Bring out Emergency Services Folder for Fire Service
- Let Head's PA know if any cleaners on site
- Once the Head has been advised of the location of the fire the duty Site Staff should wait at the front of the school at external fire panel to meet the Fire & Rescue services and direct them to the correct entrance for the fire

Fire Location	Entrance to be used
Dene Bungalow	55 Cheam Road
Dene 6 th Form Centre	55 Cheam Road
43/45 Cheam Road (Speech & Drama)	55 Cheam Road
55 Cheam Road	55 Cheam Road
Suffolk House (Music)	55 Cheam Road
Garden Building	St James' Road
Sports Centre	St James' Road
Swimming Pool	St James' Road
Homestead	Grove Road
86-90 Grove Road	Grove Road
Fernwood House	Grove Road

Other Site Staff should:

Immediately prepare the site for the fire service by

- Opening the fire gates in St. James' Road
- Opening the fire gates in Grove Road
- Return to the Muga to await further instructions

Contractors should follow emergency evacuation procedures and proceed to the MUGA, where they must sign in with the Senior School Receptionist, and confirm that all contractors/sub-contractors have been evacuated.

Visitors should follow instructions of member of staff they are with, or if alone, go to the assembly point where they will be checked against the Visitors' Signing In system Inventory.

Cleaners should assemble on the MUGA in front of Prep School building with support staff; and report to the Head's PA who will note their names and check with caretaker in charge

Peripatetic teachers should supervise the exit of the music lesson in silence and close the classroom door as you leave, escort the pupil(s) to their assembly point to join their class and then assemble on the MUGA and report to Peripatetic Officer who will note their names, confirm attendance on Inventory and report all present to the Fire Evacuation Officer.

Support staff should assemble on the MUGA in front of Prep School building and report to the Head's PA.

Technicians should assemble on the MUGA in front of Prep School building and report to their Head of Department

Kitchen Staff should:

- Make safe all services and close all windows, if this can be done safely, before closing the door
- Assemble outside Kitchen door in Cheam Road Car Park
- Prevent any visitors or contractors from entering school via main reception
- Head Chef to report that all catering staff are accounted for to the Support Staff Officer

6. At the Assembly Point

Form tutors should:

- Collect their register from their Head of Year and check their class against the register
- Report the result of register to Pupil Officer, who in turn reports to the Fire Evacuation Officer
- Return to their class and maintain quiet and discipline until the Head (or Deputy Head) has been given the 'all clear' from the Fire Brigade

Heads of Departments should:

- Check that all members of their department are present
- Part-time staff let their HOD know they are present
- HODs report to Teaching Staff Officer
- Speech and Drama coordinator evacuates and reports that staff and girls are accounted for to Teaching Staff Officer
- When the HOD is absent their responsibilities are devolved to a named member of the department. HODs should nominate a second person in their department to deputise in their absence.

The Head' PA should:

- Ensure all support staff are present and accounted for
- Report to the Fire Evacuation Officer

The Receptionist should:

- Check Inventory to ensure that all visitors/ contractors and Peripatetic staff have been evacuated, and report to the Fire Evacuation Officer

The Head should:

- If necessary organise a search with the Fire & Rescue Services for any missing pupils/members of staff/visitors.

The Pupil Officer, Teaching Staff Officer, Peripatetic Staff Officer, Support Staff Officer and Prep School Officer all report to the Fire Evacuation Officer who holds the master checklist.

The decision to evacuate the site will be made by the Head or Deputy Head on the advice of the Fire Safety Officer.

Should evacuation prove necessary, instructions will be given on the evacuation route to Sutton Grammar School, our agreed base.

7. Escape Routes

Title	Fire Evacuation Procedures (606)			Page	6 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

Identification of Key Escape Routes

Every room should have at least one route that can be used in an emergency. These routes are signed and can be illuminated with emergency lighting. All the routes are used on a regular basis throughout the day, but care should still be taken to ensure they are not blocked or obstructed, for example by furniture, bags or boxes.

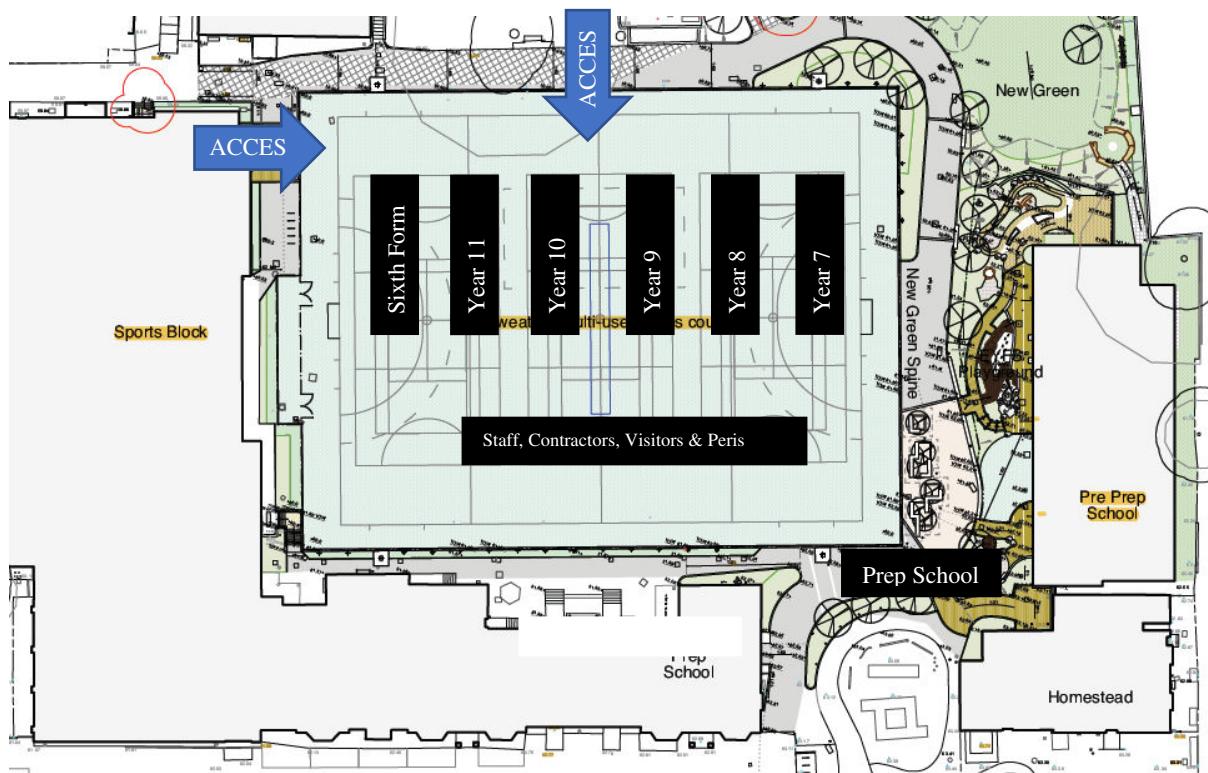
How people can gain access to them and escape from them to a place of total safety

Fire Exit Doors can be readily opened from the inside without the use of a key. Fire doors are provided to prevent the spread of heat and smoke, they should always be kept shut when not in use.

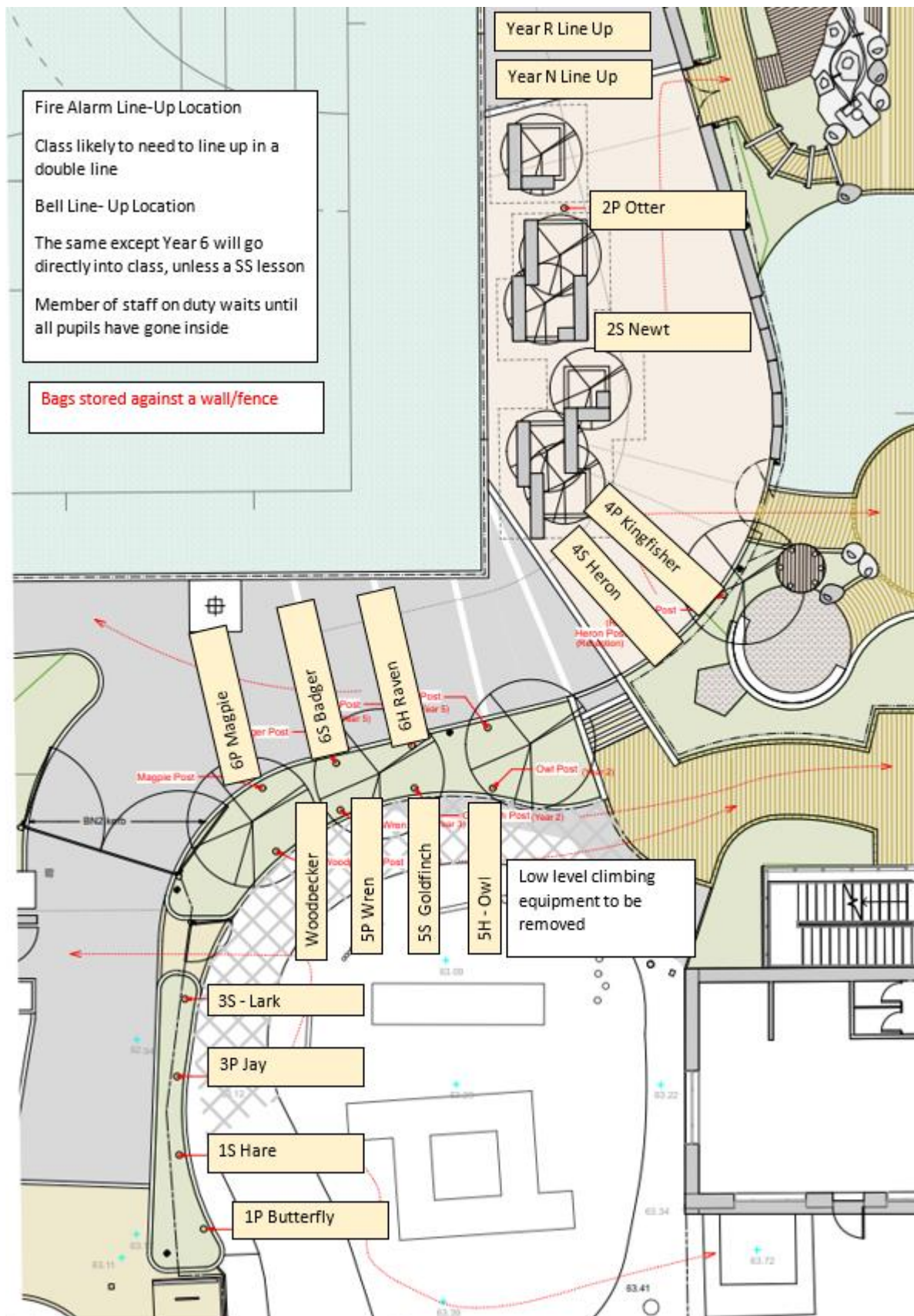
DO NOT remove self-closing devices or wedge doors open

8. Fire Assembly Points

The assembly points are split into two locations. The Senior School will assemble on the new MUGA in front of the Prep School buildings. Access to the MUGA will be via the gates by the Swimming pool entrance or by the gates on the main road on the Senior School side of the MUGA.



The Prep School assembly point is located on the pathway and play area in front of Fernwood (new Prep School building) and identified by carved animals per year group.



The only exception is that the kitchen staff assembles in Cheam Road car park and alert stray visitors/deliveries and so on. The Head Chef does a roll call and reports back to the main assembly point.

Title	Fire Evacuation Procedures (606)			Page	8 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

You may be directed to another area by a member of the senior management team if these assembly points are affected by the fire.

Do not re-enter the building until informed that it is safe to do so by Fire Safety Officer, the Head or the Deputy Head.

If you believe that someone is missing, inform the Fire Evacuation Officer.

9. Procedures for checking whether the premises have been evacuated

As the school community evacuates, teachers should close the classroom door as they leave the room, check the toilets/library for any 'stray' pupils, and join their class at the assembly point.

10. Action In The Event Of a Fire/Activation of the Fire Alarm (Before and After School)

The main priority is for everyone to get out and stay out until the Senior Member of Staff or London Fire Brigade authorise the return to classrooms/offices. Staff must ensure that those in their charge get out quickly, quietly and in an orderly fashion, using the nearest available exit.

Fire evacuation procedures are overseen by the **Fire Evacuation Officer** who will be the most Senior Person on site at the time.

Everyone on site before or after school reports to the MUGA.

Key posts	Primary person
Fire Evacuation Officer	Senior Member of Staff
H&S Coordinator & Fire Safety Officer	Caretaker

On hearing the alarm:

Senior School / Prep School Receptionist should:

- Collect the InVentry Ipad from Reception and walkie-talkie
- Instigate "start evacuation" on the InVentry Ipad
- Hang fire sign on external door on way out to field
- Stand at corner of MUGA and check off Visitors on the InVentry ipad
- Check off Staff and Support Staff on InVentry iPad
- Report 'all accounted for' groups and any missing persons to Fire Evacuation Officer

Learning Resources Manager (deputy: Cover Supervisor/Assistant Librarian) should

- Evacuate pupils from the library and close the doors and windows if safe to do.
- Report to Fire Evacuation Officer

Explorers staff and Homework Club

- Evacuate pupils from Explorers / Discovery Zone and close the doors and windows if safe to do.
- Report to Fire Evacuation Officer

Teachers / Teaching Assistants / Coaches should:

Title	Fire Evacuation Procedures (606)			Page	9 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

- Remind class of exit route, supervise the exit of the class in silence and close the classroom door as you leave
- If it is quick and safe to do so close windows
- If it is safe to do so, make any 'hot' activities safe e.g. science experiments
- All staff have a responsibility to maintain silence along the exit route to the assembly point
- Head of Sixth, or a member of staff, to check evacuation of Sixth Form Centre
- Senior Girls line up in Clubs on the MUGA facing the Dining Room
- Prep school girls and staff will assemble in Clubs on the MUGA, facing the Dining Room
- Once outside, Club leaders will check off attendees against the register. Any students that have been signed in to the Club but are not present must be reported to the Fire Evacuation Officer which will be relayed to the Caretaker who will perform a sweep of the area.
- Head of Sixth Form (if present) or Caretaker to sweep the Sixth form building and report back to the Senior School Receptionist.

Clubs taking place in the Sports Hall / Swimming Pool

- Clubs that are taking place in the Sports Hall should evacuate towards the MUGA but should wait in the Sports Changing Room corridor, check students off against the club register and report this to the Fire evacuation officer via radio and await further instruction. Once the Caretaker has confirmed the location of the alarm a decision will be taken by the Fire Evacuation Officer whether there is a requirement for the students to evacuate to the MUGA.
- Clubs that are taking place in the swimming pool should collect the box of space blankets and evacuate to the entrance of the Swimming pool changing rooms, check students off against the club register and report this to the Fire evacuation officer via radio and await further instruction. Once the Caretaker has confirmed the location of the alarm a decision will be taken by the Fire Evacuation Officer whether there is a requirement for the students to evacuate to the MUGA where space blankets should be handed out.
- If both of these groups are evacuated to the MUGA due to a real fire then it is important to find them a suitable location where there are able to remain warm as they are likely to have fewer clothes on than others. A decision needs to be made directing them to a building which is not connected to the building where a fire is located and far enough away so that they are not at risk. Fernwood house is a good example of this.

Caretakers

- Communicate with Estates Manager/Senior Receptionist by walkie-talkie at main fire panel to ascertain fire location.
- Check out fire location without endangering their own safety to ascertain size/cause
- Perform a sweep of the main school building from the Lees Hall to Library
- Report to the MUGA and await instruction from the Fire Evacuation Officer.
- Once the Fire Evacuation Officer has accounted for all staff and students, Site Staff should wait at the front of the school at external fire panel to meet the Fire & Rescue services and direct them to the correct entrance for the fire

11. Arrangements for fighting fire

If staff have not been trained to use fire extinguishers, they should close the door on the fire and evacuate the building.

If you have been trained in first response fire control, and feel safe and confident to do so, you are authorised to tackle **small** fires.

Title	Fire Evacuation Procedures (606)			Page	10 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

- Wherever possible, summon assistance before tackling a fire.
- Always have your back to an escape route, do not let the fire get between you and the escape route.
- Determine the correct type of extinguisher to use on the fire.
- Determine the correct method of operating by reading the instructions on the fire extinguishers.
- Crouch as low as possible to avoid rising heat and smoke.

The Fire Brigade will have the main responsibility for fighting fires.

If your clothing catches fire:

- Lie down immediately to prevent flames from travelling up to your face and then **ROLL ACROSS THE FLOOR.**
- Whilst rolling, if you can wrap yourself in a coat or something similar to smother the flames, so much the better but **DO NOT DELAY LYING DOWN AND ROLLING ACROSS THE FLOOR TO SMOTHER THE FLAMES.**

If someone else's clothing catches on fire:

- Stop them from running away from you
- Immediately force them to the ground
- Grab a coat or fire blanket and wrap it around them to smother the flames
- BE CAREFUL that your own clothing does not catch fire
- If a fire extinguisher or hose reel is readily available, these can be used

12. Arrangements for the safe evacuation of people identified as being especially at risk

The following groups of people, who visit or use the school, have been identified as being at special risk from fire:

- **Very young children:** Typically there will be two adults supervising the evacuation of pupils in the Early Years Department; no child should be left alone during the evacuation.
- **Pupils, staff or visitors** who suffer a range of disabilities, eg mild epilepsy to complete disorientation in an emergency situation to health issues such as brittle bone disease.

A '**Personal Emergency Evacuation Plan (PEEPS)** will be developed for any individual with special needs regularly on site by the Medical manager. Pupils with disabilities should be allocated a 'buddy' and on hearing or seeing the fire alarm the buddy should ensure that their 'charge' leaves the environment with them.

For visitors with similar disabilities their host should ensure that they are evacuated in a similar manner.

It is necessary to make special arrangements for disabled persons in emergencies. Certain disabilities are easily recognised, for example persons in wheelchairs or who are visually-impaired, but it is not always possible to identify those with hearing or other problems. In this case they might not hear the fire alarm. **All staff must therefore be alert to these problems and introduce special arrangements as follows:**

The Receptionist should ensure that visitors who are identified as being disabled in any way are notified to the Estates Manager or the member of staff running the event if outside of normal school hours.

Title	Fire Evacuation Procedures (606)			Page	11 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

In the event of an evacuation, disabled people must be given assistance. The degree of disability will dictate the special arrangements that are necessary to ensure their safety, which will include alerting them and assisting in their evacuation to the assembly point.

13. Specific Arrangements for High-Fire-Risk Areas & High Traffic Areas

DT: the Teacher or DT Technician on exiting the DT rooms will close off the supply of gas and electricity supply by pressing the emergency isolation valves.

Food Technology: The Teacher on exiting the FT room will close off the supply of gas and electricity supply by pressing the emergency isolation valves.

Science Departments: the Teacher or Science Technician on exiting the Laboratories will close off the supply of gas and, where appropriate, electricity supply to the laboratories by pressing the emergency isolation valves.

Kitchens: the Catering Manager or Assistant will ensure that all equipment and machinery has been shut down and that the gas and electricity is closed off by pressing the emergency isolation valves on exiting the Kitchen areas.

Boiler Rooms: the Caretaker will shut down the boilers, if safe to do so.

Dining Room: Staff should ensure that all girls exit the dining room using the closest available fire door.

Sports Hall: Staff should ensure that all girls exit the sports hall using the closest available fire door. Girls and staff exiting through an external fire door should walk into the Grove Road car park and proceed to the Assembly Point by the Prep school playground.

14. Arrangements for an emergency plan to be used by a hirer of part of the premises

Hirers of the school premises are orientated with the area that they are using during a pre-contract walkabout. Additionally, on the day of hire the Lettings Manager and/or Caretaker repeats the School's evacuation procedures with the Hirer to ensure that the Hirer fully understands the actions that are to be carried out (section 5 above, Action In The Event Of A Fire/Activation Of The Fire Alarm).

All Hirers are required to take a register of their attendees on the specific day of hire. All Hirers are advised of the location of nearest the nearest phone, the name and address of the building, and the school person to contact in an emergency.

15. Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, such as the location of highly flammable materials

The School Caretakers will be stationed at the main external fire panel to instruct the Fire & Rescue services as to where the fire is located.

If the fire is located in the Science Department:

The Heads of the Sciences will be stationed at the assembly point and with the Head (or Deputy Head) and will inform the Fire & Rescue services as to what risks are present within the Science

Title	Fire Evacuation Procedures (606)			Page	12 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

Laboratories or Prep rooms, e.g. location of highly flammable substances, gas cylinders and radioactive substances.

If the fire is location in the DT Department:

The Head of DT will be stationed at the assembly point and with the Head (or Deputy Head) will inform the Fire & Rescue services as to what risks are present within the DT Department, e.g. location of highly flammable substances and gas cylinders.

If the fire is location in the Art Department:

The Head of Art will be stationed at the assembly point and with the Head (or Deputy Head) will inform the Fire & Rescue services as to what risks are present within the Art Department, e.g. location of highly flammable substances.

If the fire is location in the Catering Department:

The Catering Manager will be stationed at the assembly point and with the Head (or Deputy Head) will inform the Fire & Rescue services as to what risks are present within the Catering Department,

If the fire is location in the Caretaking Department:

The Senior School Caretaker will be stationed at the assembly point and with the Head (or Deputy Head) will inform the Fire & Rescue services as to what risks are present within the basement of the Sixth Form Centre where the Caretaking offices and stores are location, e.g. location of highly flammable substances and LPG gas cylinders.

16. Fire Safety Training and Fire Drills

- a) The Health & Safety Coordinator will ensure that all staff, pupils and any long term 'visitors' are thoroughly trained in fire safety procedures at their induction or on INSET days.
- b) Contractors will be given an evacuation briefing on the first day on site and asked to ensure that their Site Manager/Foreman communicates this procedure at each 'Toolbox' talk to subcontractors.
- c) All staff will be given regular (annual) refresher training on INSET days or at some other appropriate time. Pupils will be reminded of the actions to take in the event of an emergency during practice fire evacuation drills.
- d) Key members of staff - site team, catering management, teaching and support staff working in identified high risk departments - are trained in basic fire safety including the use of fire extinguishers and fire blankets.
- e) Pupils are trained in specific actions they need to take in event of fire alarm being activated.
- f) Fire drills re-enforce all training given. Fire Drills are normally arranged by the Health & Safety Coordinator and communicated to the Head. They take place at least once a term, normally within the first two weeks of term. Records are retained by the Health & Safety Coordinator and reported at Health & Safety meetings.
- g) From time to time the Trust will provide Health & Safety Training for key duty holders which will include:
 - a. Health & Safety Management for Health & Safety Coordinators (incorporating fire risk management),
 - b. 'Train the Trainer' training for Fire Officers or other suitable persons.

17. Site Staff - Out of Hours Procedure (not lone working)

- Ensure evacuation procedures are underway
- Identify the location of the fire alarm

Title	Fire Evacuation Procedures (606)			Page	13 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO

- Establish contact with senior member of staff present
- Investigate the cause of the alarm exercising all due caution
- Call 999 as appropriate and inform senior member of staff present that this has been done or confirm that false alarm
- Inform monitoring station of the outcome

18. Site Staff - Out of Hours Procedure (lone working)

- If the alarm goes off call 999
- Ensure that any clubs or lettings have started evacuation procedures
- Open the St James' and Cheam Road fire gates as required
- If safe to do so check the Dene or Grove Road panels to identify the source of the fire, and call the Fire Service to tell them which entrance to use

Title	Fire Evacuation Procedures (606)			Page	14 of 11
Last reviewed	September 2023	Next Review	September 2024	Author/Lead	DFO