



# King Edward's

## WITLEY

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### **Fire Orders - School**

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#### **1. OPENING STATEMENT**

Fire Orders are an important part of the School's Health & Safety Policy and are designed to assist in a smooth and efficient evacuation of all the school's buildings in case of fire. It is essential that ALL personnel and pupils read Fire Orders and understand them.

#### **2. STAFF**

- The School's Fire Officer is the Health & Safety Manager (Phillip Sanders).
- The Duty Fire Officer is the Estates Team Leader. Duties are shown in Annex A. In his absence, the duty maintenance person will assume the role of Duty Fire Officer.
- Duties of the senior member of staff on duty are shown in Annex B.
- Duties of the Emergency Maintenance duty personnel are shown in Annex C.
- Duties of the Staff on duty and the Matron in House are shown in Annex D.
- List of Fire Marshals are shown in Annex E.
- List of staff living in North Side, Copeland and St Helena House are shown in Annex F.

#### **3. FIRE ZONES**

South Side and Bridewell Room	Wakefield and Elizabeth	Medical Centre
Copeland and Administration	Edward and Tudor	Charter Hall Complex
Maths, Economics, Selborne Room, Sixth Form Centre, Lecture Theatre, North Side and Piccadilly	Grafton and Ridley	Design Technology
Warburg Science School	Queen Mary House	Kitchen, Dining Hall and Music
Health and Lifestyle Centre	Library and IT	Laundry, Maintenance and St Helena
Chapel	Old Ridley and Former St Bridget's	Sports Complex

#### **4. ACTION ON DISCOVERING A FIRE (DAY OR NIGHT)**

##### **4.1 Staff**

1. Operate the nearest Fire Alarm call point.
2. Extinguish the fire if safe to do so, using the appliances provided.
3. Leave the building by the nearest fire exit and report to your designated Assembly Point (see Annex G/H).
4. Call the Fire Brigade (call 9999 on the internal telephone).
5. Notify the Duty Fire Officer/duty member of staff of your actions at the Tarmac Assembly Point (see Annex G/H). To aid ease of recognition, where possible, the Duty Fire Officer will wear a high visibility vest.

##### **4.2 Pupils**

1. Operate the nearest Fire Alarm Call Point.
2. Leave the building by the nearest fire exit.
3. Do not attempt to fight the fire.
4. Go directly to your designated Assembly Point and notify the member of staff of your actions:
  - Day (see Annex G)
  - Night (see Annex H)

##### **4.3 Medical Centre**

1. Operate the nearest Fire Alarm call point.
2. Leave the building by the nearest fire exit and go directly to your designated Assembly Point J (see Annex G/H).
3. Await instructions from the Duty Fire Officer as to where to go with the evacuees.

#### **5. GENERAL FIRE EVACUATION FROM BUILDINGS**

##### **DAY TIME (0820–1850)**

In the event of a fire the Fire Alarm will only sound in the zone where the alarm was initiated.

It is important that staff and pupils are aware that they should not enter at any time a zone where the Fire Alarm is sounding.

All staff within each zone will assist the evacuation from the affected zone to the Tarmac Assembly Point and will hand over control to the duty staff on their arrival.

## **5.1 Staff and Pupils**

1. On hearing the Fire Alarm, leave the building quickly using the nearest fire exit and make your way to your designated Assembly Point (see Annex G).
2. When it is not safe or possible to proceed via the primary fire escape, an alternative fire exit should be used. Where there is no secondary escape route, follow the procedures in 5.3 below.
3. Do not re-enter the building.
4. Do not run.
5. Do not stop to collect your belongings.
6. Do not lock classroom doors.

## **5.2 Science School**

It is necessary for staff to establish if the standard evacuation procedures are to be followed (as 5.1) above or, if safe evacuation cannot be achieved, to direct pupils to an area of refuge (see diagram).

What is an area of refuge? An area of refuge is a location in a building designed to hold occupants during a fire or emergency when evacuation may not be safe or possible, i.e. a primary safe escape route is not accessible or passable and there is no alternative escape route.

Where are the areas of refuge? Science School – First Floor, Classrooms T12, T10, T7, T1.

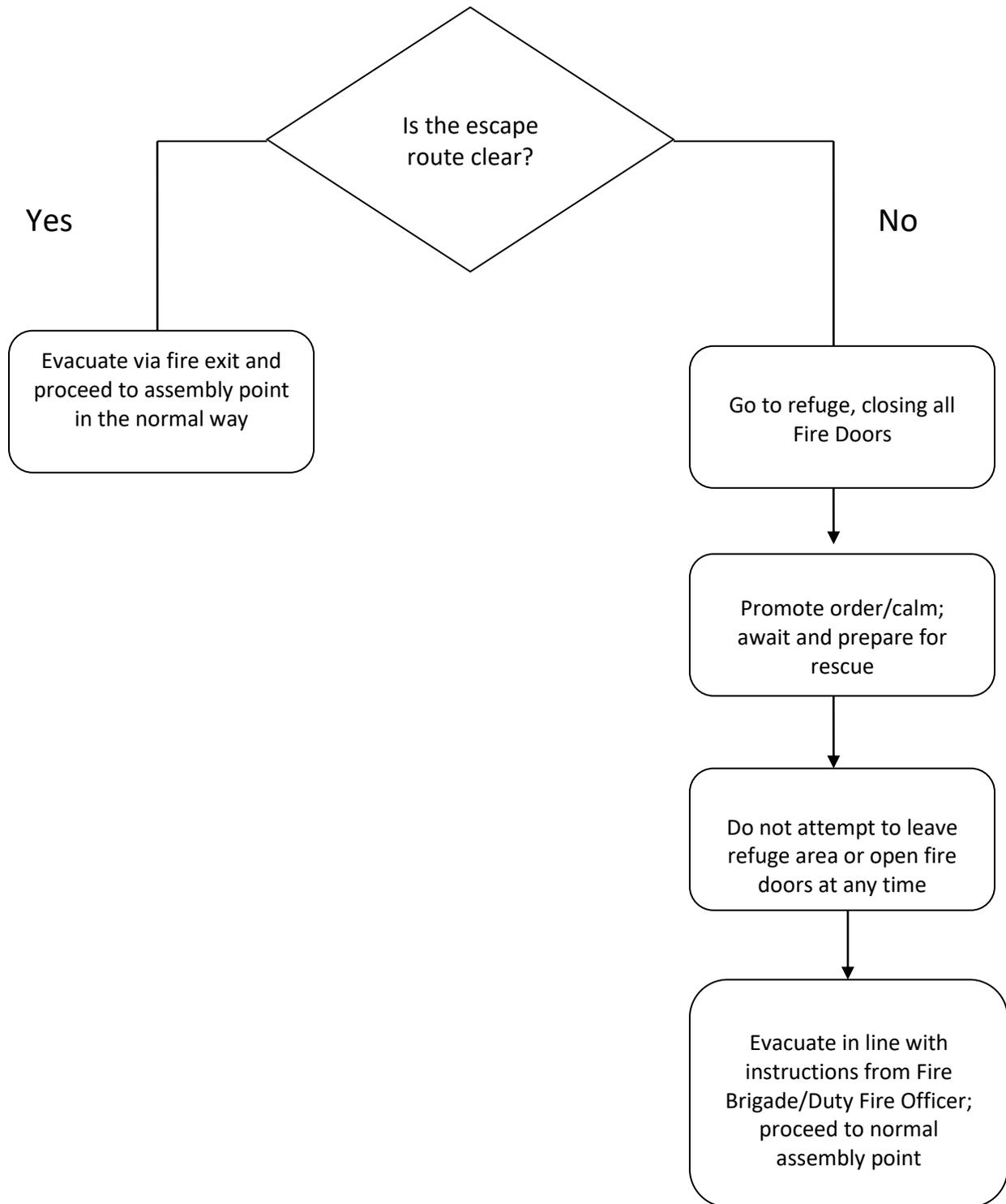


Figure 5.2 Staff evacuation response summary diagram

### 5.3 Information Technology

On hearing the Fire Alarm all staff/pupils are to leave the building by the nearest Fire Exit and go to your designated Assembly Point L (see Annex G). The designated Assembly Point for all pupils remains the Tarmac Assembly Point at all times. ICT support staff should remain in the vicinity at a safe distance to act as security to the ICT Plant. One member of staff is to report to the duty member of staff at the Tarmac Assembly Point that they have evacuated the building.

### 5.4 Medical Centre

The Duty Staff, on hearing the Fire Alarm, will immediately tour the building to check if the alarm has been set off by a fire or incident within the Medical Centre. If so, she must evacuate everyone from the building using the nearest fire exit and go to Assembly Point J (see Annex G) to await further instructions from the Duty Fire Officer.

### 5.5 Official Internal/External Examinations

1. On hearing the Fire Alarm, the person nominated by the Deputy Head Academic is to report immediately to the Duty Fire Officer at the Tarmac Assembly Point A (see Annex G) and await further instructions. Evacuation of examination premises will only occur if the area is at risk. A list of pupils is to be made available if requested by the Duty Fire Officer.
2. Examinees and invigilators will be informed by the Deputy Head Academic or nominee of any action to be taken.
3. If evacuation of examination premises is necessary, pupils and staff will evacuate to designated Assembly Points as listed below:

**Charter Hall:** The grass area between the Learning Resources Centre and the Chapel.

**Lecture Theatre:** The Head's Lawn.

**Selborne Room:** Memorial at the front of the school.

**Exhibition Hall:** Main Car Park.

At all times the safety of pupils and staff is paramount, but special efforts should be made to ensure the integrity of the examination itself by locking the venue if examination papers have been distributed and by ensuring that pupils do not communicate with each other at any time.

#### **5.6 Kitchen/Laundry/Cleaners/Maintenance staff/Sewing Room/CRO**

On hearing the Fire Alarm, leave the building quickly by the nearest Fire Exit and go to the Tarmac Assembly Point A (see Annex G) where you will be accounted for by your Fire Marshal and await further instructions.

#### **5.7 Office Staff**

On hearing the Fire Alarm, leave the building quickly by the nearest Fire Exit and go to your designated Assembly Point I (see Annex G) where you will be accounted for by your Zone Leader and await further instructions.

#### **5.8 Sports Complex and Swimming Pool**

See separate Fire Orders.

#### **5.9 Public Performances in School Buildings**

The person who has organised the public performance will be responsible for briefing the public on “Actions to be carried out on hearing the Fire Alarm” (see Annex I).

#### **5.10 Visitors**

Visitors are required to be accompanied at all times whilst on site and will be directed by the person(s) accompanying them to the appropriate Assembly point. The Head of Estates is responsible for the induction and briefing of all contractors on site.

### **6. GENERAL EVACUATION FROM BUILDINGS (NIGHT TIME)**

The Fire Alarm will only sound in the zone covered by the individual detector units between the hours of 1850 – 0820.

#### **6.1 Staff and Pupils**

1. On hearing the Fire Alarm, leave the building quickly using the nearest Fire Exit and report to the Housemaster/mistress (see Annex D) or Fire Marshal in charge of your Assembly Point (see Annex H).
2. Do not re-enter the building.
3. Do not run.
4. Do not stop to collect any belongings.

## **6.2 Medical Centre**

On hearing the Fire Alarm, leave the building using the nearest Fire Exit and report to the duty staff at Assembly Point J (see Annex H). The duty staff should assist patients where required.

## **6.3 St Helena Accommodation**

On hearing the Fire Alarm, leave the building using the nearest Fire Exit and assemble at your Assembly Point X (see Annex H): await the duty person for further instructions.

## **6.4 North Side Accommodation**

On hearing the Fire Alarm, leave the building using the nearest Fire Exit and assemble at your Assembly Point Y (see Annex H): await the duty person for further instructions.

## **6.5 Other zoned areas**

Any staff working in any of the other zones during the night time period should report to the Tarmac Assembly Point.

# **7. SPONSORS OF LETS AND CONTRACTORS**

## **7.1 Lettings**

The Facilities Manager is to ensure that all Lets are provided with a copy of the Tarmac Assembly Points when giving confirmation of Lettings.

## **7.2 Contractors**

1. Department Sponsors are to inform all Contractors under their control of actions to be followed in the event of the fire alarm sounding.
2. Contractors will assemble at the Department Sponsors Assembly Point.
3. Department Sponsors will account for Contractors to the Duty Fire Officer.

# **8. Procedure for Staff during the holiday periods when there are no pupils/lets in residence:**

The whole school will be on night time routine, i.e., only the building where the alarm has sounded will need to follow correct Fire Evacuation procedures.

## Annex A

**DUTIES OF THE DUTY FIRE OFFICER (Estates Team Leader).** In his absence, the duty maintenance person will assume the role of Duty Fire Officer.

1. He will ensure that ALL personnel are evacuated from buildings and classrooms.
2. He will check whether the Fire Brigade has been summoned. If not, he is to summon them if needed.
3. He will inform the Medical Centre of action to be taken (day and night).
4. He will liaise with the Fire Brigade (Head of Estates to assist as required).
5. He will liaise with the senior member of the academic staff on action to be taken by Staff and Pupils, i.e. return to classes, houses or new Assembly Point.
6. He will liaise with Fire Marshals and other staff on action to be taken by staff under their control.
7. He will inform the Deputy Head Academic of action to be taken by examinees and invigilators.
8. He will nominate tasks for the Duty Emergency Personnel (see Annex C).
9. He will investigate the cause of all Fire Alarms.
10. He will keep a record of all Fire Alarms and their actions.
11. He will inform the Director of Finance and Operations, Deputy Head, the Head, the Assistant Bursar and Head of Estates at the earliest opportunity if a fire has occurred. If it is a false alarm, then he will inform the above as soon as is practicable.
12. If the Fire Alarm sounds in a non academic area during the day time routine he will only inform the senior member of the academic staff if he feels there is a need.

NOTE: The Duty Fire Officer must ensure that, if for any reason they have to leave the site, a deputy is nominated to carry out his responsibilities. This would normally be one of the emergency duty Maintenance personnel.

## **Annex B**

### **DUTIES OF THE SENIOR MEMBER OF THE ACADEMIC STAFF AT THE CENTRAL CONTROL POINT**

#### **Daytime during the term only**

1. In the event of a Fire Alarm sounding, you will make your way to the Tarmac Assembly Point A (see Annex G).
2. You will collate all reports (verbal or written) from the staff.
3. On completion of all reports you will report your findings to the Duty Fire Officer.
4. You will carry out actions as requested by the Duty Fire Officer.
5. If the fire brigade has been called, you will initiate the crisis management plan.

#### **DUTY SENIOR MEMBER OF THE ACADEMIC STAFF**

Monday: TRC

Tuesday: JGC

Wednesday: LHJ

Thursday: MPH

Friday: RCA

Saturday and Sunday: as shown on the weekly duty rota.

## **Annex C**

### **DUTIES OF THE EMERGENCY MAINTENANCE DUTY PERSONNEL**

#### **Day Time (0820 – 1850)**

1. The on call emergency Maintenance duty person will assume the role of Duty Fire Officer.
2. During Reception hours notify them of the activation zone and they will notify the SMT duty person. Outside Reception hours, but without delaying proceeding to action 3, alert a member of academic staff at the earliest opportunity in order that they/the SMT duty person can proceed to the Tarmac Assembly Point.
3. Go directly to the building where the alarm was initiated and investigate the reason and then check areas have been evacuated, IF SAFE TO DO SO.
4. Telephone the Fire Brigade if necessary.
5. After Investigating the cause of the alarm and sweeping the building (as necessary), if no fire is found go to Tarmac Assembly Point A (see Annex G) and inform the senior academic member of staff on actions to be taken.
6. Silence the alarm at the main control panel and the local board. (Utilise “on call” duty personnel if available.)
7. Inform the Duty Fire Officer and member of the duty staff of actions to be taken and go to the alternative Assembly Point as determined by the Duty Fire Officer.
8. The Duty Fire Officer will record any action taken in the Fire Log Book.

#### **Night Time (1850 – 0820)**

9. The on call emergency Maintenance duty person will assume the role of the Duty Fire Officer.
10. Go directly to the building where the alarm was initiated and get a report from the person in charge of the relevant Assembly Point.
11. Telephone the Fire Brigade if necessary.
12. Investigate the cause of the alarm and isolate the area of activation on local panel. Check evacuation completed, sweep the building for missing persons (as necessary) and inform staff of the position and of any delays. If resolved, go to action 14. If not resolved, identify a safe area within a building where pupils and staff can wait pending further instructions under academic staff supervision. Utilise other Estates staff living on site for assistance and continue to identify reason for activation. When completed, go to action 14.

13. Inform Housemaster/Housemistress, Fire Marshal and Medical Centre of actions to be taken, i.e. go back to bed or go to alternative Assembly Point as determined by the Duty Fire Officer.
14. Record action taken in the Fire Log Book.

Annex D

Boarding House Fire Alarm – NIGHT & WEEKENDS

**On hearing the Fire Alarm**

Appointed staff member (Housemaster or Mistress/Assistant/Matron) to go to the Master Fire Alarm Panel located in the house lobby (BOYS HOUSE)



Appointed staff will receive training on how to operate the Master Fire Alarm Panel

Staff on duty to evacuate building safely.

Check the floors and rooms and marshal any remaining pupils out of the building to the designated Assembly Point and carry out a roll call

Ensure that all boarders and any day pupils are present or accounted for. Note any pupil absent from School by checking the signing in/out book

On completion of the roll call, the results are to be given verbally to the Housemaster/mistress

Await further instructions. This may include ongoing supervision in a safe or sheltered area in the event of a delay

Enter your code to operate the Master Fire Alarm Panel and note the type (detector or manual break point) of activation and location (house/floor/room)

**If safe to do so**, check the location to establish the cause of the activation

The Estates Duty Officer will also attend the house to assist

**FIRE & RESCUE SERVICE (9-999) MUST BE SUMMONED IN THE EVENT OF A FIRE**

**If no Fire is found**, return to the Master Fire Alarm Panel to silence the alarm and carry out checks (as trained) before the system is reset

The Estates Duty Officer will assist

Once the system is reset and if safe to do so, return the pupils to the building

Complete Fire Alarm Report Form

### Boarding House Fire Alarm Report

House:	Date:	Time:
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Housemaster or Mistress/Assistant/Matron:
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#### Fire Alarm Activation

Location (floor/room):
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Detection type (detector or manual break point):
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Cause of activation (fire or other (smoking/smoke/cooking fumes/deodorant fumes/hairstyler/misbehaviour)):
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Fire & Rescue Service summoned (yes or no):	Time:	Time arrived:
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Alarm silenced time:	System reset time:
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Any Fire Alarm System issues to report:
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Estates Duty Officer arrived:
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#### Evacuation

All pupils and staff evacuated safely from the house and accounted for (yes or no):	Evacuation Time:
If no, please provide details:	

Staff and pupils given all clear to return to the house:	Time:
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Other details / information:
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Copy of report to: Estates Office/Fire Safety Officer/Deputy Head

## Annex E

### FIRE MARSHALS

A.	Office Staff	Kate Rowe/Justine Swayne
B.	Kitchen	Duty Manager
C.	St Helena House	N/A
D.	Maintenance	N/A
E.	Laundry	Karine Langridge
F.	Sewing Room	[TBC]
G.	Cleaners	Debra Lloyd
H.	Academic Staff	Senior member of staff on duty
I.	Technicians	
J.	Library and Learning Resources	Janny Harris

The Fire Marshalls (or another team member in their absence) are responsible for:

- Informing the Duty Fire Officer in the event that they cannot account for a member of staff understood to have been in the School / relevant area at the time of the Fire Alarm sounding.
- In respect of the Science Technicians, assisting Teaching Staff in the supervision of pupils safely evacuating the building or adopting the refuge procedure (detailed in Clause 5.2).

Any Fire Marshall requiring clarification or additional training should contact the Fire Officer or Health & Safety Manager.

## **Annex F**

### **LIST OF PERSONNEL ACCOMMODATED IN NORTH SIDE**

Room NSM 26	Emma Trussler
Room NSM 27	Nerissa Hamadi
Room NSM 29	Debra Lloyd

### **LIST OF PERSONNEL ACCOMMODATED IN ST HELENA HOUSE**

Room 1	Casey Walsh (Estates)
Room 2	Kevin Bengel (Catering)
Room 3	Vacant
Room 4	Richard Keith (Estates)
Room 5	Anthony Crowie (Estates)
Room 5a	Alan Court (Estates)
Room 6	Lourenco Moreira (Catering)
Room 7	[TBC]

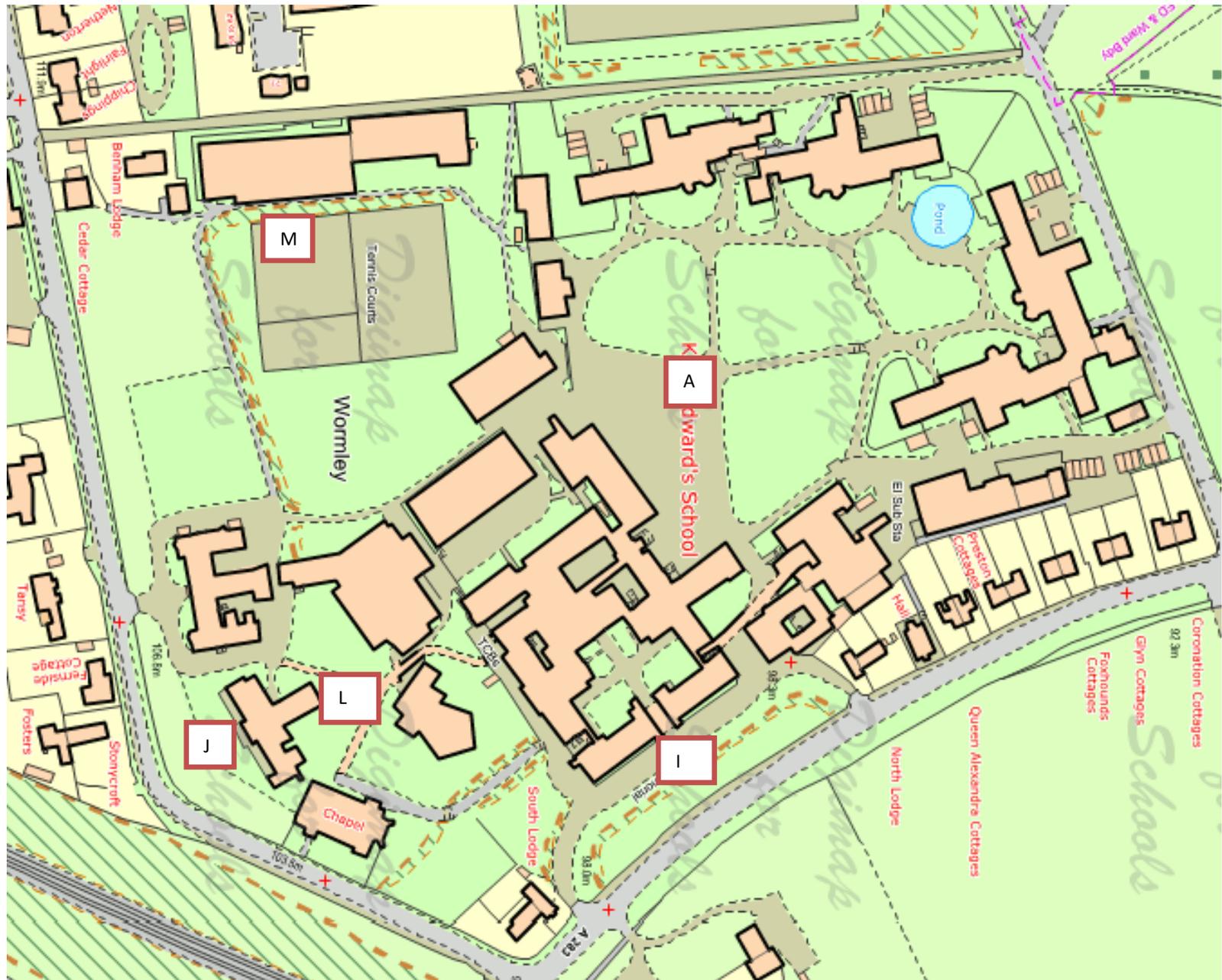
### **LIST OF PERSONNEL ACCOMMODATED IN COPELAND**

2 <sup>nd</sup> floor flat	Annie Cutler
2 <sup>nd</sup> floor tutor flat	Susannah MacDonald (Room A)
1 <sup>st</sup> floor flat	Himat Mir
Basement flat	Katie Duffy

King Edward's School Witley – Fire Muster Point Locations  
Day Time Operation

Annex G

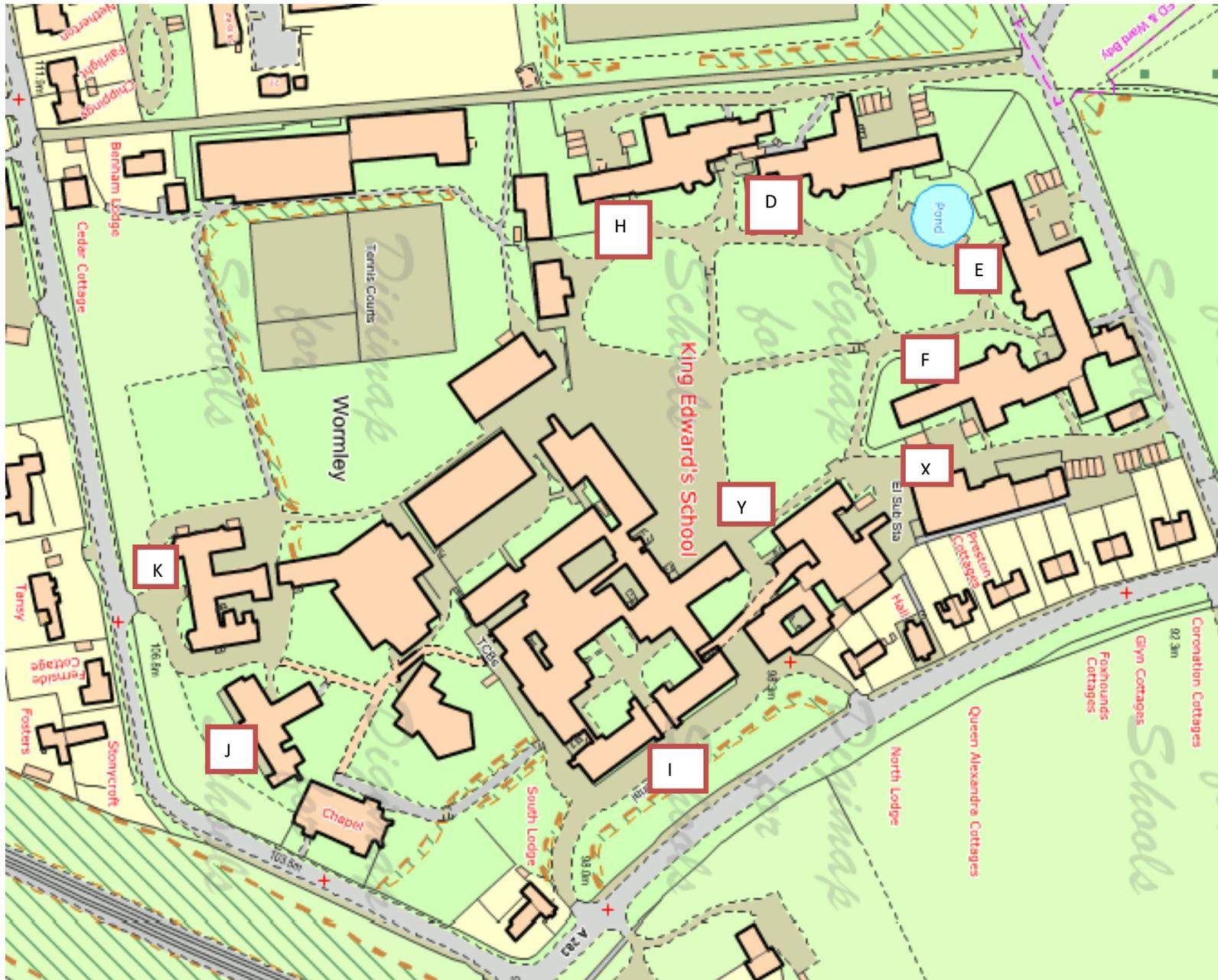
	Location
A	Main tarmac
I	Front drive
J	Medical Centre
L	Library/IT
M	Sports Complex



**King Edward's School Witley – Fire Muster Point Locations  
Night Time Operation**

Annex H

	Location
D	Wakefield & Elizabeth
E	Edward & Tudor
F	Grafton & Ridley
H	Old Ridley & St Bridget's
I	Copeland
J	Medical Centre
K	Queen Mary
X	St Helena
Y	North Side flats



**King Edward's School Witley – Fire Muster Point Locations  
Night Time Operation**

**King Edward's School Witley – Fire Muster Point Locations  
Public Performances in School Buildings**

**Annex I**

	Location
<b>A</b>	<b>Main tarmac</b> Bertie Mawer Room & Dining Hall
<b>O</b>	<b>Design &amp; Technology</b> Charter Hall
<b>P</b>	<b>Front of Admin Block</b> Selborne Room, Lecture Theatre & Music School
<b>Q</b>	<b>Grass area adjacent to Chapel/Library</b> Chapel

