



King Edward's

WITLEY

Fire Orders – Residential Lets

1. OPENING STATEMENT

1. 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. A separate Fire Marshal is to be appointed for each Letting. If that Letting is to occupy more than one Boarding House, a separate Marshal is also required for each House.
3. In respect of term time non-residential Lets the School's Fire Orders - School and Sports Complex and Swimming Pool are to be followed (as detailed in Clause 7.1 of the Fire Orders – School).

2. THE DUTY FIRE OFFICER

1. The School's Fire Officer is Mr Trevor Craggs
2. The Duty Fire Officer is the Fire Officer.
3. The on call emergency duty person will assume the role of Duty Fire Officer at weekends and night time (18:50 – 08:20).

3. ACTION ON DISCOVERING A FIRE (DAY OR NIGHT)

1.1 Staff:

1. Operate the nearest Fire Alarm Call Point.
2. Extinguish the fire if safe to do so, using the appliances provided.
3. Call the Fire Brigade (call 999 on the internal telephone).
4. Leave the building by the nearest Fire Exit and report to your designated Assembly Point (see annex A).
5. Notify the Duty Fire Officer/Duty Maintenance Person of your actions at the Assembly Point (see annex A).

1.2 Pupils:

1. Operate the nearest Fire Alarm Call Point.
2. Leave the building by the nearest fire escape exit.
3. Do not attempt to fight the fire.
4. Go directly to your designated Assembly Point (see annex A) and notify your Fire Marshal (duties see annex B) of your actions.

4. DAY TIME GENERAL FIRE EVACUATION FROM BUILDINGS

(0730 – 1815)

4.1 Staff and Pupils:

1. On hearing the fire alarm, leave the building quickly using the nearest Fire Exit and report to your Fire Marshal at your designated Assembly Point (see annex A).
2. Do not re-enter the building.
3. Do not run.
4. Do not stop to collect your belongings.

5. NIGHT HOURS GENERAL EVACUATION FROM BUILDINGS

The Fire Alarm will only sound in the zone covered by individual detector units between the hours of 1815 - 0730.

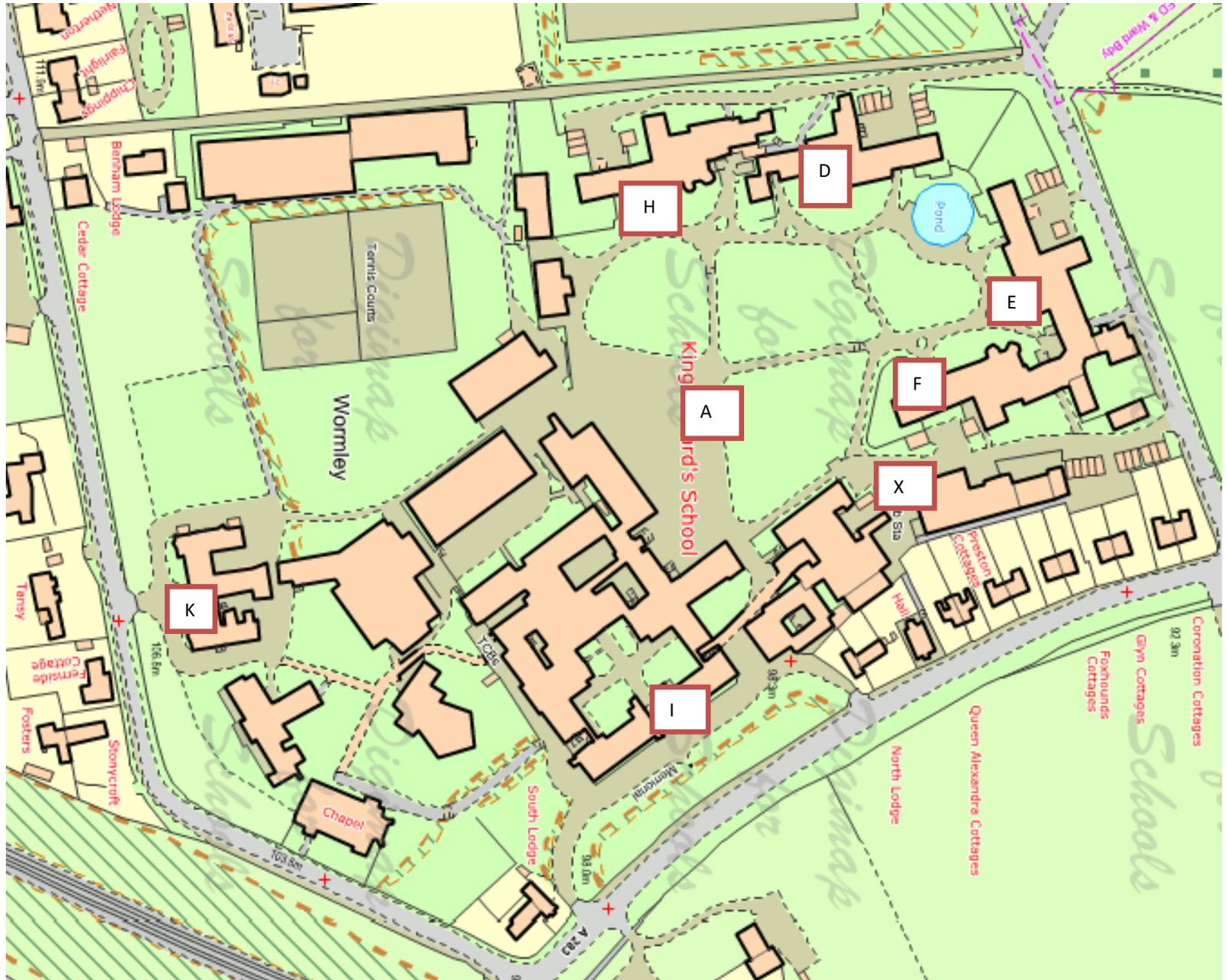
5.1 On hearing the alarm

1. Leave the building quickly using the nearest Fire Exit and report to the nominated Fire Marshal in charge of your Assembly Point (see annex A).
2. Do not re-enter the building.
3. Do not run.
4. Do not stop to collect any belongings.

**King Edward's School Witley – Fire Muster Point Locations
Residential Lets**

Annex A

	Location
A	Lamp post, main tarmac
D	Wakefield & Tudor
E	Edward & Elizabeth
F	Grafton & Ridley
H	Jubilee
K	Queen Mary
I	Copeland / Administration
X	St Helena



Annex B

DUTIES OF THE NOMINATED FIRE MARSHAL (DAY OR NIGHT)

1. On hearing the Fire Alarm, you are to go to your Assembly Point (see annex A) with the list of personnel in your charge.
2. You are to take a roll call to find out if everyone is present.
3. You are then to report to the Duty Fire Officer/Duty Maintenance Person at the Assembly Point and provide a status report on your personnel.
4. Await further instructions from the Duty Fire Officer.