



# King Edward's

WITLEY

## **Fire Orders - School**

### **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 Mr Trevor Craggs.
- The School's Fire Safety Supervisor is Mr Dale Moroney.
- The Duty Fire Officer is the Fire Officer. 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 and the order in which senior members of staff should be contacted 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**

#### **Houses**

Queen Mary  
Edward & Tudor  
Grafton & Ridley  
Wakefield & Elizabeth  
Jubilee

#### **Other buildings**

Chapel  
Charter Hall Complex  
Copeland and Administration  
Design Technology  
Estates Office  
Exhibition Hall  
Health and Lifestyle Centre  
Kitchen, Dining Hall and Music  
Laundry, Maintenance and St Helena  
Maths, Economics, Selborne Room,  
Sixth Form Centre, Lecture Theatre

Health Centre  
North Side and Piccadilly  
Old Library and IT  
Pavilion  
South Side and Bridewell Room  
Sports Complex  
Squash Courts  
Warburg Science School

### **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 999 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 Health 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 where they should check that all pupils within their class are accounted for and confirm that all pupils are present on hand over 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 5.2 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.

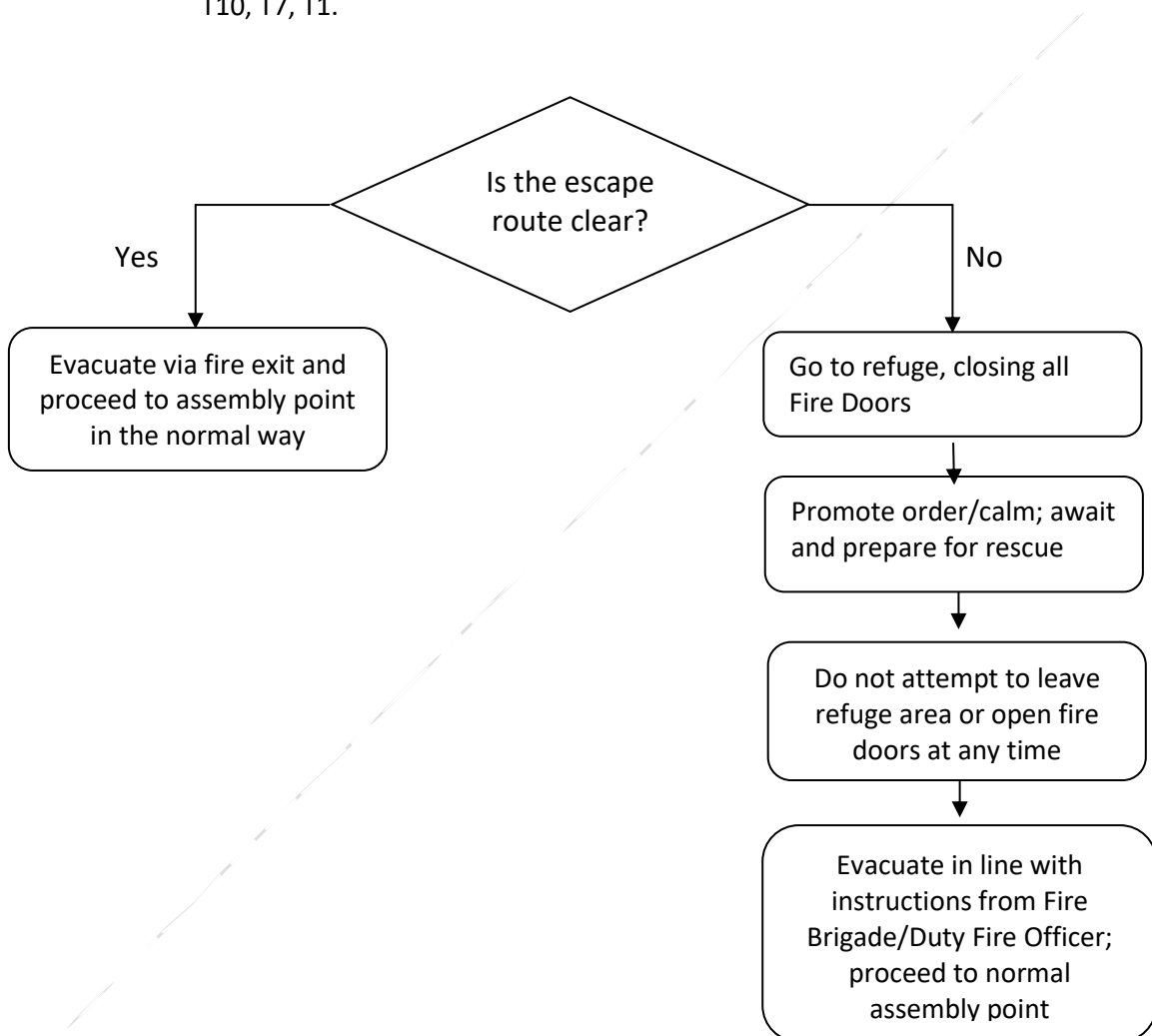


Figure 5.2 Staff evacuation response summary diagram

### 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 Health 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 Health 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.

**Sports Hall:** Hardcourts

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 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.

**5.7 Sports Complex and Swimming Pool**

See separate Fire Orders.

**5.8 All other School Buildings**

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.

**5.9 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 Estates Bursar 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 Health 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 .** In his absence, the duty maintenance person will assume the role of Duty Fire Officer.

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

### **ORDER IN WHICH TO CONTACT SENIOR MEMBER OF STAFF**

**David Corran – (Safeguarding phone) 07460 173023**

**Zak Siva – (Safeguarding phone) 07460 173023**

**Dan Rogers – 07887 822999**

**Mark Harrison – 780**

**Anthony Kirk-Burgess – 768**

**Tony Lennard – 774**

**Head - 710**

### **DUTIES OF THE SENIOR MEMBER OF 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.



## Annex C

### DUTIES OF THE EMERGENCY MAINTENANCE DUTY PERSONNEL

#### Day Time (0820 – 1850)

1. In the absence of the Duty Fire Officer, the on call emergency Maintenance duty person will assume the role of Duty Fire Officer, see Annex A
2. 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.
3. Telephone the Fire Brigade if necessary. Call for assistance if required when investigating the cause of a fire alarm, i.e. ladder use into loft space
4. After Investigating the cause of the alarm and sweeping the building (as necessary), if no fire is found inform the Duty Fire Officer.
5. If no fire is found, silence the alarm at the main control panel and the local board. (Utilise "on call" duty personnel if available.)
6. 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.

#### Night Time (1850 – 0820)

7. The on call emergency Maintenance duty person will assume the role of the Duty Fire Officer.
8. Go directly to the building where the alarm was initiated and get a report from the person in charge of the relevant Assembly Point.
9. Telephone the Fire Brigade if necessary.
10. 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 12. 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 12.
11. Inform Housemaster/Housemistress, Fire Marshal and Health 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.
12. 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 (other than member of staff appointed to the Fire Alarm Panel) 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

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 Duty Fire 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 Duty Fire 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 and pass to Duty Fire Officer

**Boarding House Fire Alarm Report**

House:

Date:

Time:

Housemaster or Mistress/Assistant/Matron:

**Fire Alarm Activation**

Location (floor/room):

Detection type (detector or manual break point):

Cause of activation (fire or other (smoking/smoke/cooking fumes/deodorant fumes/hairstyler/misbehaviour)):

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:

Estates Duty Officer arrived:

**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:

Copy of report to: Estates Office/Fire Safety Officer/Deputy Head

## **Annex E**

### **FIRE MARSHALS**

Note: All Fire Marshals listed below have completed Fire Marshall training.

#### **HOUSES**

QMH	Josh	Andrade
QMH	Ruth	Hodges
Elizabeth	Elaine	Harman
Wakefield	Andy	Mayell
Wakefield	Sheena	Wood
Edward	Dan	Tobias
Tudor	Sue	Tarrant
Tudor	Jennifer	Lyttle
Ridley	Sharon	Ting
Grafton	Silviya	Zdravkova
Grafton	Ben	Lumley
Jubilee	Geraldine	Cullen
Jubilee	Nicholas	Emsley

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 Contractor.

All staff members have completed Fire Awareness training.

## **Annex F**

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

Room NSM 27                      Nerissa Hamadi

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

Room 1                              Alan Court (Estates)

Room 2                              Kevin Bengé (Catering)

Room 3	Vacant
Room 4	Richard Keith (Estates)
Room 5	Anthony Crowie (Estates)
Room 6	Lourenco Moreira (Catering)
Room 7	Vacant

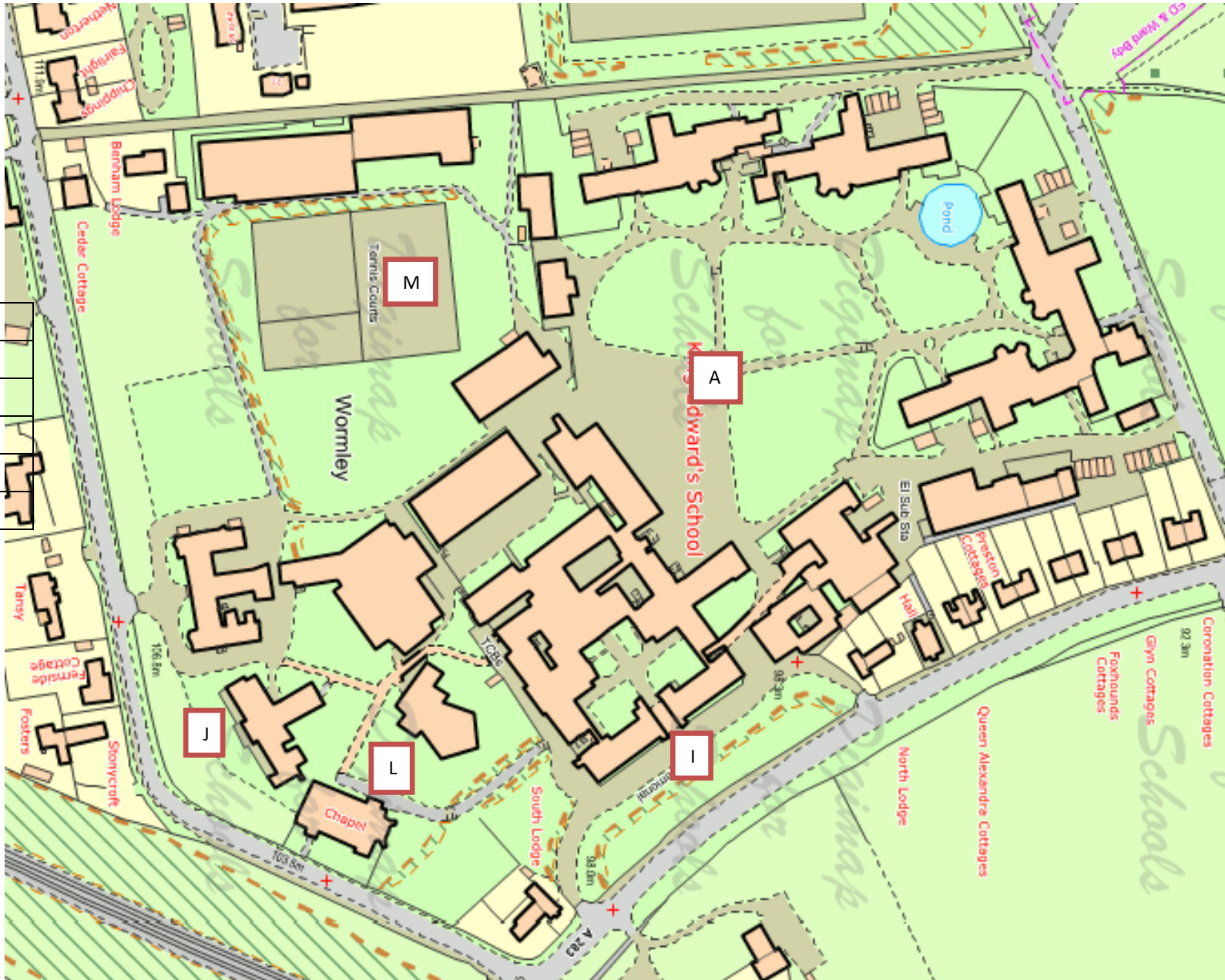
**LIST OF PERSONNEL ACCOMMODATED IN COPELAND**

2 <sup>nd</sup> floor flat	Rikki Clarke
2 <sup>nd</sup> floor tutor flat	Clark Chow (Flat A), Marnie Glue (Flat B), Charlotte Street (Flat C)

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

Annex G

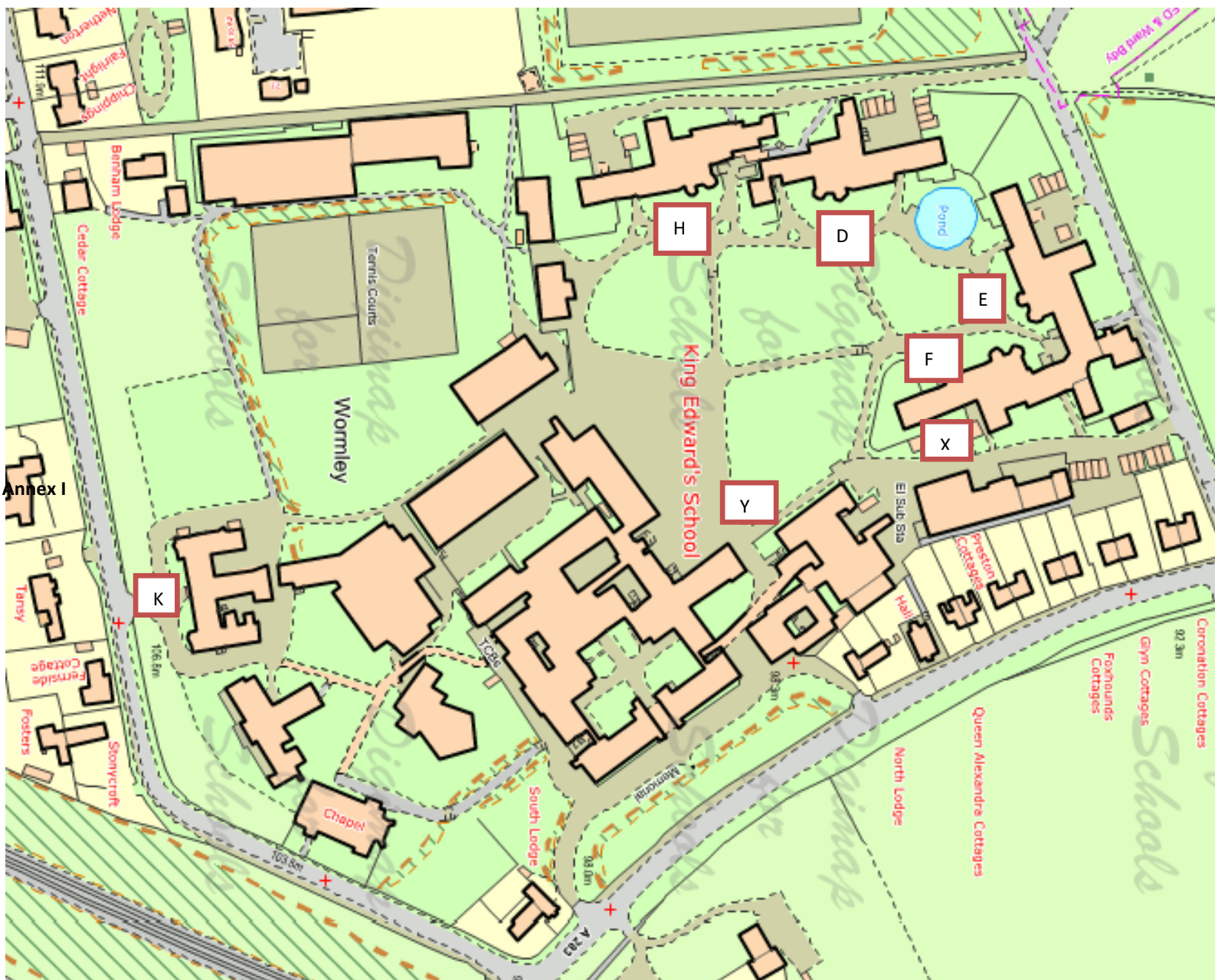
	Location
A	Main tarmac
I	Front drive
J	Health Centre
L	Library/IT
M	Sports Complex



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

Annex H

	Location
D	Wakefield & Elizabeth
E	Edward & Tudor
F	Grafton & Ridley
H	Jubilee
I	Copeland
J	Health Centre
K	Queen Mary
X	St Helena
Y	North Side flats



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

	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

