



# King Edward's

W I T L E Y

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## ***Fire Orders – Sports Complex and Swimming Pool***

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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. THE DUTY FIRE OFFICER**

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.

The on call emergency duty person will assume the role of Duty Fire Officer at weekends and night time (18:50 – 08:20).

### **3. EVACUATION ON HEARING THE FIRE ALARM**

#### **3.1 Sports Complex**

On hearing the Fire Alarm leave the building quickly by the nearest Fire Exit and go to your designated assembly point (see annex A) where you will be accounted for.

Should there be sports activities in the complex at the time of the alarm, the member(s) of staff should in respect of the areas where they are supervising / responsible for pupils:

1. Check and clear the Sports Hall.
2. Check and clear the Fitness Suite.
3. Check and clear dry changing rooms (directing them out of primary fire exit, main front door or secondary exit, back fire exit).
4. Check that wet changing rooms are clear (if this has not been completed).
5. Attend pool and initiate evacuation.
6. Check and clear rear changing rooms (directing them out of rear exit).
7. Attend assembly point (see annex A). Communicate with all responsible adults.
8. Record details of any missing persons; inform the Duty Fire Officer/emergency services.
9. Only allow re-entry to the building when the all clear is given.

### **3.2 Swimming Pool**

The member of staff will:

1. Clear the pool (1 long blast on whistle).
2. Ensure pool bathers must not return to the changing rooms.
3. Assemble bathers and spectators at emergency exit and await further instructions from the Duty Fire Officer if there is not imminent danger.
4. Remain ready to evacuate on the Duty Fire Officer's decision.
5. Evacuate the public via the emergency exit, picking up towels from the bench on way out of the building.
6. Not allow anyone back into the changing rooms.
7. If the lifeguard or management deem the primary fire exit unsafe use the secondary fire exit route (exit via rear changing rooms).
8. Direct them to the Assembly Point (see annex A).
9. Await instructions from the Duty Fire Officer before re-entering the building.

The Hirer will:

1. Check and clear the wet changing rooms, directing everyone on to poolside.
2. Assist the Lifeguard in organising evacuation of pool users.
3. Await instructions from the Duty Fire Officer before evacuating
4. Direct bathers to assembly point (see annex A).
5. Take a register/head count when at the assembly point.
6. Inform the Duty Fire Officer of anyone missing.
7. Await instruction before re-entering the building.

## **4. LETS AND CONTRACTORS**

The Facilities Manager is to ensure all lets are provided with details of the Tennis Courts Assembly Point and Fire Orders when giving confirmation of lettings.

The Estates Bursar is responsible for the induction and briefing of all contractors on site.

### **ACTION ON DISCOVERY OF A FIRE:**

**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).

**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 of your actions.
- Remain calm.
  - Sound alarm.
  - Move others away from the danger area.
  - Follow the evacuation procedure.

**Do not try to tackle the fire if, in doing so, you are placing yourself or others in danger.**

### King Edward's School Witley – Fire Muster Point Locations Sports Complex

Reviewed April 2025  
(no changes)

## Annex A

	<b>Fire Muster Points Locations</b>
M	Tennis Courts

