

2.2 FIRE PRECAUTIONS AND EMERGENCY EVACUATION - POLICY AND PROCEDURE AND ARRANGEMENTS

Policy Statement:

The Perse School will ensure, so far as is reasonably practicable, that the risk from fire is managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, pupils, visitors, contractors and others who may be affected by the activities of the school.

Legislation

The Regulatory Reform (Fire Safety) Order requires the school to undertake a fire risk assessment¹; to record significant findings; and to implement and maintain a plan to manage the identified fire risks

In addition the School must:

- Appoint a competent person to carry out preventative and protective measures identified by the legislation.
- Provide staff with relevant information regarding the risks of fire and preventative measures.
- Consult employees about proposals to improve fire safety.
- Inform non-employees (pupils & visitors) about the fire safety procedures for the premises.
- Provide relevant information to contractors working on site (see procedures 6.2 Contractors- Buildings and Maintenance and 6.3 Contractors – Service Providers).
- Consider the presence of any dangerous substances and the risk they may represent.
- Establish a means of contacting emergency services (and provide them with information regarding any dangerous substances).
- Provide information, instruction and training to staff regarding fire precautions.
- Ensure that fire detection and fighting equipment is maintained in a good state of repair by a competent person.
- Ensure employees co-operate with fire procedures and do not place themselves at risk.

The Assistant Bursar is the School's Fire Officer. Further detail of the responsibilities of the Fire Officer and other staff, and other steps taken by the school to comply with legislative requirements can be found in this document.

¹ ¹The risk assessments are completed following the guidance in HM Government Guide to Fire Safety Risk Assessments for Educational Premises. (ISBN 13 987 1 85112 819 8)

Risk Assessment

The fire risk assessment is produced by the Assistant Bursar in consultation with other key members of staff.

Copies of the fire risk assessments relating to each site can be found:

- In the Fire Log Book for each site (held in the Assistant Bursar's Office)
- In the school office risk assessment file (Prep & Pelican)
- Under Health and Safety on SharePoint.

Activities and precautions to reduce the risk of fire and prevent injury in case of fire are based on the results of the School's risk assessments.

These include:

Equipment

- Suitable fire alarms, automatic fire detectors and fire fighting equipment
- Emergency routes and exits are indicated by signs and, where necessary, are provided with emergency lights.
- Some doors fitted with automatic magnetic catches (or other similar devices) releasable by the activation of the fire alarm.
- Fire exit doors must always be easily opened without a key during times when the premises are occupied.
- Fire alarm systems (including fire alarm call points and automatic detection), emergency lights and fire fighting equipment are inspected, tested and maintained in accordance with legislation and manufacturer's instructions.

Information, Instruction and Training

- Fire evacuation instructions are clearly displayed in key areas:
- Pupils are provided with fire safety and evacuation information on their first day in a format appropriate to their age.
 - Upper School - written information is provided to pupils each term in the school calendar (see Appendix 3). The tutors will talk through these general principles and the evacuation route from the form room (with the help of a plan) with pupils on their first day. A walk through evacuation from assembly will take place in the first week. A full bells evacuation is held each term, this is scheduled early on in the Michaelmas Term.
 - Prep School – fire evacuation is raised with pupils on their first day, followed by a walk through during their first week. A full bells evacuation is held each term, this is scheduled early on in the Michaelmas Term.
 - Pelican School – fire evacuation is raised with pupils on their first day, followed by a walk through during their first week. A full bells evacuation is held each term, this is scheduled early on in the Michaelmas Term.
- Employees are provided with instruction and training commensurate with their role:
 - Staff are provided with fire safety information, and a walk through fire drill on their first day.
 - Information regarding fire prevention and action in the event of fire can be found in the

staff handbooks – See Appendix 1 and 2. This includes guidance on the use of fire blankets in the event of clothing fires.

- Members of staff with specific roles in preventing fire or emergency evacuation, and staff working in high risk departments (e.g. science, art) are provided with additional fire safety training including the use of fire fighting equipment. This training is refreshed on a 3 yearly basis.
- The Assistant Bursar is provided with specific training regarding fire safety legislation and the production of fire risk assessments, this training is refreshed on as required.
- Staff with a specific role in the event of alarm activation are provided with training regarding the operation of the fire detection system and their role in emergency evacuation annually (see appendix 5); this is monitored via the annual plan. These staff are also issued with a copy of the Procedure for Dealing with Activations of the Fire Alarm (Appendix 5).

Procedures

- Emergency routes and exits will lead as directly as possible to a place of safety.
- The perimeter security gates at the Upper School unlock automatically on activation of the fire detection system allowing pupils and staff to process to the fire assembly points.
- Emergency routes and exits are kept clear of obstructions and combustible materials at all times.
- If fire doors need to be regularly kept open for any reason, this must be subject of a risk assessment.
- A full bells fire drill is held at each site, each term.
- The calling of the Fire Brigade will be carried out by:
 - Upper - Fire alarm Communicator or Duty Caretaker in accordance with procedure detailed in appendix 5.
 - Prep -& Pelican - School Office (during opening hours), or the caretaker out of office hours.
 - If staff are working on site during periods when the school is closed (and a caretaker may not therefore) be present, then that member of staff should call the fire brigade if the fire detection system is activated.
- If a pupil with reduced mobility (temporary or permanent) is attending school a risk assessment will be completed which will include consideration of their evacuation in the event of an emergency. Any necessary controls identified to ensure their safe evacuation will be implemented. Where the reduced mobility is permanent or long term a Personal Evacuation Plan (PEP) will be put in place.
- Disabled visitors will be assisted from the building by the person they are visiting or by the stewards at larger events.
- New buildings at the Upper School (North and South Buildings) and at the Prep (New School) have a safe refuge for disabled people at the top of each stair case. These have an alarmed call point to the ground floor (with phone connection) operational when the automatic Fire

Detection system is activated. Evac-chairs are available assist in removal of disabled persons from the refuge.

- Highly flammable fabric props used for theatre productions or other uses will be treated with a flame retardant product before use. This will be recorded on the production risk assessment and forwarded to the Assistant Bursar.

Monitoring and Review

- The Fire Risk Assessment is reviewed annually before the start of each school year, additional reviews or amendments may take place if there is a change in circumstances or procedures.
- Completion of the required servicing, inspections and checks recorded in the fire log book are verified each month²
- A fire safety inspection of each site is undertaken each term.³

Record Keeping

The Fire Log Books for all 3 sites are held and maintained by the Assistant Bursar.

Items recorded in the fire log book are listed below:

- The fire risk assessment
- Weekly testing of fire alarm call points.
- Biannual testing of emergency lights and fire detection and alarm systems.
- Annual inspection of fire fighting equipment.
- Periodic inspection of other fire safety equipment (fire suppressant systems/fire shutters)
- Monthly fire door inspections
- Half –termly checks of emergency lighting
- Evacuation reports for:
 - walk through and full bells fire drills
 - evacuation following activation of the fire detection system
- Records of staff fire safety training
- Records of termly fire safety inspections and monthly verification of tests and inspections.

Completion of fire safety servicing, checks, inspections and monitoring is also identified and monitored via the school Annual Health and Safety Plan.

Events and External Lets

² See Fire Risk Assessments – Appendix 2

³ See Fire Risk Assessment – Appendix 3

- Staff are provided with guidance for planning events, this includes specific information regarding fire safety; they are also required to complete an events planning sheet prior to the event which is copied to the Assistant Bursar this sheet available on SharePoint).
- For events in the main hall (where seating arrangements are flexible), the School Marshal or Site Caretaker completes a safety check before each event.
- A safety announcement is made at the start of audience attended events (plays and concerts); a template for this announcement can be found on SharePoint.
- External groups planning events (only Upper School) are provided with a safety guidance sheet (see appendix 4) and required to sign the School's hirers declaration to confirm their adherence to the procedures.
- External groups using the school facilities on a regular basis (e.g. sports hall lets) are provided with safety guidance on an annual basis.

Staff Responsibilities

The Bursar has overall responsibility for Health and Safety including Fire Safety, some areas of responsibility are delegated as follows:

Estates Manager	<ul style="list-style-type: none"> • Testing and maintenance of emergency lights, fire detection/alarm systems and other fire safety systems as specified in the Annual Health and Safety Plan • Liaising with contractors working on site regarding fire procedures
Assistant Bursar	<ul style="list-style-type: none"> • Acts as the School's Fire Safety Officer • Completion of Fire Risk Assessment • Maintaining Fire Log Books for each site • Monitoring completion of internal and external testing and checks. • Undertaking regular fire safety inspections • Co-ordinating Fire Safety Training
Upper School - Departmental Heads	<ul style="list-style-type: none"> • Ensuring that procedures in Health and Safety Manual and controls specified in Fire Risk assessment are adhered to • Ensuring fire escape routes and exits are kept clear
Prep School – Head	<ul style="list-style-type: none"> • Ensuring that procedures in Health and Safety Manual and controls specified in Fire Risk assessment are adhered to • Ensuring fire escape routes and exits are kept clear

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|------------------------------|---|
| Pelican School – Head | <ul style="list-style-type: none"> • Ensuring that procedures in Health and Safety Manual and controls specified in Fire Risk assessment are adhered to • Ensuring fire escape routes and exits are kept clear |
| Teaching Staff (all schools) | <ul style="list-style-type: none"> • In the event of emergency evacuation: <ul style="list-style-type: none"> ○ Escorting pupils safely out of the building in an orderly fashion ○ Taking a roll call (or head count) of pupils on arrival at the fire assembly point ○ Reporting any pupils unaccounted for to: <ul style="list-style-type: none"> – Upper - the teacher i/c fire drills – Prep – the deputy head – Pelican – the head |

Fire Wardens

The following staff are designated Fire Wardens with specific duties as identified:

Upper School

- | | |
|---|---|
| Deputy Head (pupils)– “Teacher i/c Fire Drills” | <ul style="list-style-type: none"> • Organising practise evacuations. • Monitoring evacuations (including practice evacuations). • Receiving reports of persons accounted (teaching staff) for/persons missing following roll call and reporting this to the Fire Alarm Communicator (based in the Assistant Bursar’s Office) as necessary. • Reporting problems identified by evacuations to the Senior Management Team. |
| Deputy Heads | <ul style="list-style-type: none"> • Monitoring evacuations (including practice evacuations). |
| Assistant Bursar | <ul style="list-style-type: none"> • Monitoring evacuations (including practice evacuations). |
| Estates Manager | <ul style="list-style-type: none"> • Monitoring evacuations (including practice evacuations). |
| Staff Identified as Fire Alarm Communicators (See appendix 5) | <ul style="list-style-type: none"> • Takes responsibility in the event of the fire alarm being activated. • Directs Fire Alarm Responders to investigate the cause • Directs remaining responders as required (e.g. to direct traffic, liaise with senior staff, identify the location of any persons with Personal Evacuation Plans • Evaluate the report from the Fire Alarm Responders and take |

appropriate actions (as detailed in Appendix 5)

- Calling and liaison with the Fire Brigade if required.
- Take feedback regarding missing persons and pass to Fire Brigade
- Reset the fire detection system

Staff Identified as Fire Alarm Responders
(See appendix 5)

In accordance with procedures laid down in Appendix 5 and following directions from the Fire Alarm Communicator:

- Establish location of fire/alarm activation.
- Check the location if it is safe to do so.
- Outside School hours – call the Fire Brigade if required.
- Report findings to the Fire Communication (School hours) or Fire Brigade (out fo School hours)
- Reset the fire detection system.

Prep School

Head

- Organising practice evacuations.
- Monitoring evacuations (including practice evacuations).
- Reviewing any difficulties arising from evacuations with Senior Managers.

Deputy Head or
Director of Studies

- Receiving reports of persons accounted for/persons missing following roll call and reporting this to the Fire Brigade as necessary.

Caretakers

- Establish location of fire/alarm activation.
- Check the location if it is safe to do so.
- Report findings to the Fire Brigade.
- Reset the fire detection system.

Pelican School

- | | |
|-------------|---|
| Head | <ul style="list-style-type: none">• Organising practice evacuations.• Monitoring evacuations (including practice evacuations).• Reviewing any difficulties arising from evacuations with Senior Managers.• Receiving reports of persons accounted for/persons missing following roll call and reporting this to the Fire Brigade as necessary. |
| Deputy Head | <ul style="list-style-type: none">• Receiving reports of persons accounted for/persons missing following roll call and reporting this to the Fire Brigade as necessary |
| Caretaker | <ul style="list-style-type: none">• Establish location of fire/alarm activation.• Check the location if it is safe to do so.• Report findings to the Fire Brigade.• Reset the fire detection system. |

Fire Precautions and Emergency Evacuation Procedure Appendix 1 - Fire Safety Information for Staff

All staff have their own part to play in preventing fire from starting and then spreading. This document provides general advice about fire prevention and the equipment provided to fight fire.

Principals of Fire Prevention and Safety

All staff have a responsibility for ensuring:

- General Principals
 - There is no smoking on the school site.
 - Fire doors are kept closed.
 - Fire escape exits and routes are kept clear and free from clutter.
 - Fire fighting equipment is free from obstruction.
 - That they are familiar with the evacuation procedure and escape routes:
 - most rooms used by pupils have a plan indicating the escape route on display
 - all rooms have a green running man sign indicating the exit route either in the room or visible from the doorway
- Housekeeping
 - Work areas are kept tidy and free from clutter.
 - General waste and recycled paper are disposed of correctly (using the bins provided).
 - Waste contaminated with flammable materials (e.g. oily rags) is removed from the building at the end of the day.
- Storage
 - Storage areas are maintained in a tidy state and are free from clutter.
 - Flammable materials (e.g. Solvent, thinners) are stored in appropriate cupboards (further information is available from the Assistant Bursar or Estates Manager).
 - Portable cylinders of flammable gas are stored in a cage away from the buildings and are not brought into buildings except during periods of use.
 - Stored items do not obstruct automatic fire detectors or break glass units.
- Equipment
 - Equipment/machinery is used, maintained and inspected in accordance with legislation and manufacturers instructions.
- Electrical equipment
 - Defects in electrical equipment are reported to the Estates Manager immediately, and the item removed from use.
 - Portable heaters are not left on overnight; care is taken not to cover heaters and to ensure they are used in accordance with manufacturer's instructions.
 - The use of extension leads is kept to a minimum; care must be taken not to exceed their electrical load capacity.
 - All portable equipment is tested on a 3 year cycle or more frequently if considered appropriate).
- Arson
 - Doors and windows are secured at the end of the day.

- Doors are secured on leaving if access to the building is required out of hours.
- Any suspicious incidents are reported to the bursary or caretaker on duty after hours.

Types of Fire and Fire Fighting Equipment

It must be noted that staff are not expected to fight fire, the role of staff in a fire is to evacuate the buildings. There may be situations where the use of an item of fire fighting equipment may be necessary, for example:

- To allow safe evacuation of the building.
- In the event of clothing fire.

They should, however, be used only by staff who have been trained to do so.

Under no circumstances does the School expect staff to put themselves at risk of injury.

The information below gives details of the various types of fire, and the fire fighting equipment that can be safely used to fight it, and is provided for general guidance. Each fire extinguisher is clearly marked with its contents.

Categories of Fire:

- Class A - Freely burning solid organic materials (e.g. wood, paper, fabric).
- Class B - Flammable liquids (e.g. petrol, solvents etc).
- Class C - Flammable Gases (e.g. methane etc).
- Class F - Flammable fats (e.g. chip pans etc).
- Electrical Equipment

Equipment Type	 Paper, wood, textiles fabric	 Flammable Liquids Petrol Diesel	 Flammable Gases Butane Methane	 Electrical Equipment	 Cooking oils and fats
Water Extinguisher	✓				
AFFF Foam Extinguisher	✓	✓			
Carbon Dioxide Extinguisher		✓		✓	
Dry Powder Extinguisher	✓	✓	✓	✓	
Fire Blanket					✓

Fire/Emergency Evacuation

Fire evacuation practices are held each term.

These are organised by:

- Upper School - the Teacher in Charge of Fire Drills, with the Bursar and Assistant Bursar.
- Prep School – the Deputy Head.
- Pelican School – the Head.

Each term staff should (re)familiarise themselves with the fire/emergency evacuation procedures to ensure the details are readily in their minds when the need to evacuate the buildings arises.

In addition to the evacuation procedures, staff must make themselves familiar with the assembly points and roll call reporting instructions.

What to do if you discover a fire

- Sound the fire alarm by operating the nearest break glass point.
- Call the fire brigade.
(This only needs to be done by individuals outside the normal school day - e.g. before 7.45am, after 5.45pm or at weekends. During office hours a named person has responsibility for making the call).
- Leave the building by the nearest safe exit.
- Do not stop to collect belongings.
- Go to the fire assembly point.
- Do not re-enter the buildings until informed it is safe to do so.

What to do if the fire alarms are activated

- Leave the building by the nearest safe exit.
- Do not stop to collect belongings.
- Go to the fire assembly point.
- Do not re-enter the buildings until informed it is safe to do so.

Teaching Staff Responsibilities in the event of emergency evacuation:

- Escorting pupils safely out of the building in an orderly fashion
- Taking a roll call of pupils on arrival at the fire assembly point
- Reporting any pupils unaccounted for to:
 - Upper - the teacher in charge of fire drills
 - Prep – the deputy head
 - Pelican – the head

UPPER SCHOOL - FIRE EVACUATION ROLL CALL AND ASSEMBLY POINT

- The procedure to be followed by staff taking roll call is detailed below:
 - Each member of staff responsible for taking a roll call will take their Form Register or Fire Drill registration Sheet to the assembly point to register those pupils/staff present.
 - Once the member of staff has completed the sheet, they should report that staff/pupils have been accounted for.

Category	Assembly Point	Roll call to be taken by:	Deputy for Roll Call:	Report from Roll Call to:
Pupils & Tutors	School Field adjacent to Pavilion	Class Tutor	2 nd Tutor or Deputy Head	Teacher ic Fire Drills
Instrumental Music Teachers	Outside Staff Common Room	Director of Music	Music Department Administrator	Fire Alarm Communicator*
Teaching Assistants (e.g. Language Asst, Gap-year/Graduate Asst)	Outside Staff Common Room	Deputy Head (Staff)	Deputy Head (Curriculum)	Fire Alarm Communicator*
Teaching Staff who do not have a defined roll in fire evacuation	Outside Staff Common Room	Deputy Head (Staff)	Deputy Head (Curriculum)	Fire Alarm Communicator*
Maintenance Staff	Assembly Point 2 Grass outside Bungalows	Bursar's PA	School Office Manager/HR Administrator/Receptionist	Fire Alarm Communicator*
Caretaking Staff Housekeeping/Cleaning Staff	Assembly Point 2 Grass outside Bungalows	Bursar's PA	School Office Manager/HR Administrator/Receptionist	Fire Alarm Communicator*
ICT Staff	Assembly Point 2 Grass outside Bungalows	Bursar's PA	School Office Manager/HR Administrator/Receptionist	Fire Alarm Communicator*
Technicians (science, technology, art) & Learning Support	Assembly Point 2 Grass outside Bungalows	Bursar's PA	School Office Manager/HR Administrator/Receptionist	Fire Alarm Communicator*
Librarians, Counsellors & Nurses	Adjacent to MG Pavilion Assembly Point 1	Head's PA	School Office Manager/HR Administrator/Receptionist	Fire Alarm Communicator*
Office Based Staff (i.e. Administrators, Managers)	Adjacent to MG Pavilion Assembly Point 1	Head's PA	School Office Manager/HR Administrator/Receptionist	Fire Alarm Communicator*
Visitors	Adjacent to MG Pavilion Assembly Point 1	Head's PA	School Office Manager/HR Administrator/Receptionist	Fire Alarm Communicator*
Kitchen Staff	Rear of Kitchen	Catering Manager	Executive Chef	Fire Alarm Communicator*
Grounds Staff	Front of Grounds Staff Accommodation	Head Groundsman	Deputy Head Groundsman	Fire Alarm Communicator*

* Based in the Assistant Bursar's Office

PREP SCHOOL - FIRE EVACUATION ROLL CALL AND ASSEMBLY POINT

Category	Assembly Point	Roll call to be taken by:	Deputy for Roll Call:	Report from Roll Call to:	Deputy for Report:
Pupils	Field in front of Leighton House	Class Teacher	Substitute Teacher	Deputy Head/	Director of Studies
Other Teaching Staff	Field in front of Leighton House	Deputy Head	Director of Studies		
Office Staff/Caretaker	Field in front of Leighton House	Deputy Head	Director of Studies		
Catering Staff	Field in front of Leighton House	Catering Manager	Prep Catering Manager	Deputy Head/	Director of Studies

PELICAN SCHOOL - FIRE EVACUATION ROLL CALL AND ASSEMBLY POINT

Category	Assembly Point	Roll call to be taken by:	Deputy for Roll Call:	Report from Roll Call to:	Deputy for Report:
Pupils	Playground	Class Teacher	Substitute Teacher	Head Mistress	Deputy Head
Teachers	Playground	Head's PA and School Sec	Deputy Head		
Office & Catering Staff	Playground	Head's PA and School Sec	Deputy Head		
Caretaker	Playground	Head's PA and School Sec	Deputy Head		

Fire Precautions and Emergency Evacuation Procedure
**Appendix 2 - Safety Guidance in the event of Clothing
Fires**

If your clothing catches fire:

- **STOP** - don't run as this will fan the flames
- **DROP** – to the floor immediately to prevent flames from traveling up to your face
- **ROLL** – across the floor to smother the flames
- Whilst rolling, if you can wrap yourself in a coat, etc to smother the flames, so much the better, but **DO NOT DELAY LYING DOWN AND ROLLING ACROSS THE FLOOR.**

If someone else's clothing catches on fire:

- Immediately force them to the ground
- Grab a fire blanket (or coat) and wrap it around them to smother the flames
- **BE CAREFUL** that your own clothing does not catch on fire
- If a fire extinguisher or hose reel is readily available, these can be used.
- Seek first aid assistance

General Principals of Fire Safety

The following guidelines must be followed to prevent a fire occurring on site and to ensure the safety of pupils in the event of emergency evacuation.

- Pupils must familiarise themselves with the fire escape routes from the classrooms in which they are taught, to the fire assembly point (a plan showing this route is displayed in each room).
- Pupils must familiarise themselves with the fire evacuation procedure (see below)
- Smoking is not allowed on or around the school site.
- Fire doors are kept closed (i.e. not propped open with bags or wedges).
- Fire escapes routes and exit doors are kept clear and free from obstruction (including pupil bags).
- Fire fighting equipment (fire extinguishers, blankets) is free from obstruction.

What to do if you discover a fire

- Raise the alarm by operating the nearest break glass point – these are usually found adjacent to fire exits.
- Follow the evacuation procedure

Please note fire fighting equipment is only to be used by trained members of staff.

What to do if the fire alarms are activated (evacuation procedure)

- Leave the building by the nearest safe exit.
- Do not stop to collect belongings.
- Go to the fire assembly point and line up with your form.
- Wait quietly for the roll call to be taken.
- Do not re-enter the buildings until instructed to do so.

Fire Precautions and Emergency Evacuation Procedure

Appendix 4 - Safety Information for Organisations using the School Facilities

A school caretaker will be on duty whenever the premises are being used by external organisations. They provide assistance in an emergency and will telephone and then liaise with the fire brigade in the event of the fire detection system being activated.

General Safety

- Please note that the capacity of the venue (as stated in the Premises licence, or as directed by the school) may not be exceeded in any circumstances.
- The layout of the premises must ensure that fire exit routes and fire doors are free from obstruction at all times.
- The Assistant Bursar will provide guidance regarding the layout of furniture on request, and may require confirmation of layouts from organisations prior to the event.
- Fire doors must be kept closed and must not be wedged open.
- No smoking is permitted anywhere on site.
- Only electrical equipment that has been PAT tested and displays a current label (i.e. within 3 years) may be used.

Fire and Emergency Evacuation

The school has an automatic fire detection system which will initiate the fire alarm (a continuous bell) should a fire be detected.

Large/Public Events

For large events or those open to the public the organisers must make a safety announcement at the beginning of the event (sample wording for this announcement are available on request).

The announcement must include:

- Location of emergency exit routes and fire assembly point
- What to do if the fire alarm sound
 - leave the building by the nearest safe exit and go directly to the fire assembly point (please note the perimeter gates can be opened from inside in the event of fire evacuation).
 - do not stop to collect belongings
 - do not re-enter the buildings until told to do so

The hirer should ensure that sufficient stewards are available and that they are familiar with the following:

- location of the nearest fire call point
- the layout of the building including emergency exit routes and fire assembly point
- what to do if a fire is discovered
 - activate the fire alarm by breaking the glass of the nearest call point
- what to do if the fire alarms sound
 - leave the building by the nearest safe exit and assemble at the fire assembly point.
 - do not stop to collect belongings
 - do not re-enter the building until told to do so.

Stewards

The organiser must ensure sufficient stewards are available to ensure safety during the event. The role of the stewards in an emergency evacuation is to ensure the evacuation takes place in a calm and efficient manner. They should open the fire exits and direct visitors to the fire assembly point. Any disabled guests amongst the audience should be assisted in leaving the building by the stewards.

Stewards may also be used to assist guests to their seats and ensure school procedures (e.g. no smoking rules) are adhered to. (Guidance regarding the number of stewards required is available on request)

Smaller Events/Use of Classrooms

For non public events/smaller groups the event organiser must have a list of attendees. Following any emergency evacuation the organiser must take a roll call of attendees and report any missing persons to the Duty Caretaker or the Fire Brigade.

The hirer must also ensure attendees are aware of the following:

- location of the nearest fire call point
- emergency exit routes and fire assembly point
- what to do if a fire is discovered
 - activate the fire alarm by breaking the glass of the nearest call point
- what to do if the fire alarms sound
 - leave the building by the nearest safe exit and assemble at the fire assembly point
 - do not stop to collect belongings
 - do not re-enter the building until told to do so

Testing for School Fire Alarms

Please note that the school tests its fire alarm system on a weekly basis in accordance with legislation. During this time the fire alarms will sound on a number of occasions for 10 seconds at a time. You do not need to take any action unless the fire alarms ring continuously, in which case you should evacuate the building as detailed above.

These tests are carried out at the following times:

- Upper School (Hills Road) Friday Evening- at 1815hs
- Prep School (Porson Road) Saturday Morning



Fire Precautions and Emergency Evacuation Procedure
Appendix 5 – Procedure for dealing with Activation of the Fire Alarm – Upper School.

Fire Alarm Activation during the School Day (Mon-Fri 0830 – 1630*)

On activation of the Automatic Fire Detection (AFD) the two roles identified below will respond as described.

Fire Alarm Communicator (FAC) This will usually be the Assistant Bursar, or in her absence the Bursar, Deputy Bursar or Director of HR. If sufficient FARs are available the Estates Manager or Director of ICT may take the FAC role.

Fire Alarm Responders (FAR) This team will include the following staff, all of whom of those on site will respond:

- Estates Manager
- Major Projects Client Manager
- Estates Surveyor
- Director of ICT
- School Marshal
- Maintenance Supervisor
- Duty Caretaker

* If the Estates Manager or Assistant Bursar are on site between 1630 – 1800 they will assume the role of FAC and direct the caretaking staff accordingly. (see separate section on out of hours alarm activation)

Fire Alarm Activation during the School Day (Mon-Fri 0830 – 1630*)

	Fire Alarm Communicator (FAC)	Fire Alarm Responders (FAR)
Fire Alarms Activated	<ul style="list-style-type: none"> Identifies the location of the fire on the panel in the Assistant Bursar's (AB) office notes which 2 FARs will investigate the cause awaits feedback in the Assistant Bursar's Office One other FAC should remain in order to keep SMT informed of progress/required action <p><i>While awaiting feedback:</i></p> <ul style="list-style-type: none"> <i>inform the person taking the roll call who is in attendance.</i> <i>check if help is required stewarding traffic or pupils</i> <i>Dispatch a member of staff to establish the whereabouts of Alejandro Araque (wheelchair user)*</i> 	<p>The first 2 FARs to arrive in the AB's office go to investigate the cause of the fire and feedback to the FAC via the Assistant Bursar's phone.</p> <p>PHONE NUMBER 01223 403877</p> <ul style="list-style-type: none"> (if contact cannot be made by phone then one of the FARs will feedback in person to the FAC) Continue to update the FAC regularly even if no progress has been made. Other FARs should remain with the FAC in case their help is needed (e.g., as specified by the FAC - running messages, stewarding traffic* or those evacuating, ensuring clear access for the Fire Brigade) <p><i>*NB- hi-vis jackets are available on the cupboard in the Assistant Bursar's Office.</i></p>
	<ul style="list-style-type: none"> Having investigated the cause of the alarm activation, the FAR reports back to the FAC The FAC then decides on the course of action based on the result of the investigation and following the guidelines detailed below. 	
False alarm- cause identified	<ul style="list-style-type: none"> Silence bells in AB's office Feedback to SMT that pupils and staff can re-enter the building Reset panel in AB's office (confirmation that the local panel has been reset may be required in some situations) 	<p>Following instruction from the FAC</p> <ul style="list-style-type: none"> Reset local panel if required. Confirm this has been done with FAC
Fire or suspected fire	<ul style="list-style-type: none"> Call the fire brigade Inform SMT/other staff Receive feedback regarding missing persons from those taking the roll call and ensure the Fire Brigade is informed of missing persons. 	<p>Following instruction from the FAC</p> <ul style="list-style-type: none"> Meet the Fire Brigade and provide any available information (Inc. missing persons report from FAC) Remaining FARs will be available to assist with directing traffic/pupils if required
Please feedback any difficulties to the Assistant Bursar for inclusion on the resulting report.		

** Action will depend on where Alejandro is located when the alarm is activated:*

- Ground floor – Alejandro will leave the building with his class and line up with his form group (8M)*
- First or Second Floors – Alejandro will go with his class teacher to the nearest refuge (stair case landings in North and South Building). He will call the nurse and report his location – the Nurse will then inform the FAC.*

IF THE FIRE IS IN THIS BUILDING REPORT THEIR LOCATION TO THE FIRE BRIGADE ON THEIR ARRIVAL. Alejandro's phone number is : 07984 829994.

Fire Alarm Activation outside the School Day (Mon-Fri before 0830, after 1630 & at weekends)

The Duty Caretaker will respond as described below*:

The role of “Duty Caretaker” is covered as follows:

6.00-2.30	Early Caretaker	Saturday	Saturday Caretaker
2.30 – 10.00	Late Caretaker	Sunday	Sunday Caretaker

* If the Estates Manager or Assistant Bursar are on site between 1630 – 1800 they will assume the role of FAC and direct the caretaking staff accordingly.

	Duty Caretaker (or staff resident on site)
Fire Alarms Activated	<ul style="list-style-type: none"> – Identify the location of the fire on the panel in the Assistant Bursar’s (AB) office – Investigate the cause of the Fire noting the safety precautions below
	<ul style="list-style-type: none"> – Having investigated the cause of the alarm activation, the Duty Caretaker will respond following the guidelines detailed below.
False alarm-cause identified	<ul style="list-style-type: none"> – Silence bells in AB’s office – Call the Estates Manager, Assistant Bursar, Major Projects Client Manager or School Marshal to confirm the action. – Reset the local panel and the panel in the AB’s office – Feedback to any groups that have evacuated that they can re-enter the building –
Fire or suspected fire	<ul style="list-style-type: none"> – Contact the emergency services by dialling 999. Ask for the Fire Service and report the location of the fire – The Perse School, Hills Road, Cambridge, CB2 8QF. – Call the Estates Manager, Assistant Bursar, Major Projects Client Manager or School Marshal to confirm the action. – Receive feedback regarding missing persons from those taking the roll call – Meet the Fire Brigade and direct them to the location; feedback regarding missing persons. <p>NB Staff running events or those letting the premises will be responsible for their own roll calls.</p>
Please feedback any difficulties to the Assistant Bursar for inclusion on the resulting report.	

Safety

- Under no circumstances are members of staff expected to put themselves at risk of injury.
- Do not enter any part of the building if there is evidence of fire; wait for the Fire Services to arrive.
- Do not tackle any fire using an extinguisher unless you have been trained and are confident to do so.

How to Operate the Fire Panels

1. Collect key from AB’s noticeboard and open panel
2. To silence press “silence alarms” button
3. To reset press “reset”
4. Lock Panel
5. Replace key