

<b>Last Reviewed</b>	February 2024	
<b>Review cycle</b>	2 years	
<b>Issue control</b>		
<b>Date to be reviewed</b>	<b>Comment</b>	<b>Updated by</b>
February 2026		Deputy Head

### SECTION 7.3 - FIRE EMERGENCIES

(Further details on fire and evacuation procedures are to be found at **Section 6.18**)

#### Staff Action on Fire or Fire Alarm sounding

It is vitally important that all staff know how to react in the event of a fire or fire alarm. A check list of actions to be undertaken during normal school hours is given at Appendix 1.

#### Fire Warden Action on Fire or Fire Alarm sounding

Fire Wardens, who include residential staff, individuals in each building and members of the FMU, have an important role in the event of a fire or fire alarm. A check list of actions for fire wardens outside normal school hours is given at Appendix 2. To undertake this role these individuals are given further training.

#### Assembly Points

The School has various assembly points for different areas. These are:

Affected Buildings	Assembly Place
Roberts House	Music School Atrium
Junior School (N-3)	Area between Science Labs and Flottage (Flottage Drive Day House if wet)
Junior School (4-6)	Drop-off Zone
Flottage	
Science Laboratories	
Old Studies (OS rooms)	
Music School	Main House Quad (Main House if wet)
Main House (including boarders)	Main House Quad (Music School if wet)
Health Centre	
Art and Design Centre	Basketball Court (Nevill Hall if wet)
Hamilton House	
Aldridge Theatre	
The Studios	
Sports Hall	Basketball Court
FMU	
Nevill Hall	Basketball Court (Art and Design Centre if wet)

Should the individual in charge feel that the designated Assembly Area is unsafe then they should select an alternative location.

**APPENDIX 1****FIRE EMERGENCIES – DURING SCHOOL HOURS - STAFF ACTION LIST**

On hearing a fire alarm or seeing smoke or fire:

1. If smoke or fire seen then immediately operate a fire alarm and shout **FIRE FIRE**
2. Start evacuation of the building to the appropriate assembly point
3. Check rooms for occupancy and clear the building. If safe shut doors and windows
4. Ask another member of staff or responsible student to prevent people entering the building
5. Ensure the Assembly point is safe (close the drop-off gate if necessary)
6. Hand over control of your class to another member of staff/senior student
7. If **DEFINITELY A FIRE**, telephone 999 and ask for the Fire Brigade stating: 
  - Explain what is happening
  - Give the address of the School – FHS, Rowledge, Surrey, GU10 4EA
  - Give your mobile telephone as point of contact

**Go to Serial 12**

8. If **THERE IS NO SIGN OF FIRE**, if fire safety trained establish the location of the alarm and investigate if safe to do so, if not trained or you think it is not safe to investigate, phone the FMU on 01252 797476 and ask for someone to attend your location immediately.
9. As above, if necessary, wait for a member of the FMU/Estate Bursar to check the Fire Alarm System and area
10. If a real fire is confirmed, then telephone the Fire Brigade as for Serial 7.
11. If a false alarm inform everyone and let them return to their places of work. If trained re-set the fire panel.

**Go to Serial 22**

12. Contact Reception and ask them to phone other teaching areas to inform them of the fire alarm in your area so that students do not move in that direction, and alert the Health Centre.
13. Should anyone be seriously injured telephone 999 or 112 and ask for an Ambulance and follow Policy 7.2 – Medical Emergencies and First Aid.
14. Send a responsible individual to inform the Head or Deputy Heads / members of SLT.

15. Ask each teacher responsible for all groups to take a roll call and report to you. Ask for the information on students and whether anyone is missing.
16. Check with the Medical Centre on Extension 182, which will divert to the duty nurse by mobile if out of hours, and ask for a nurse to attend the assembly area to ensure no one is suffering from minor complaints
17. Gather all staff to you and update them on the situation – what is happening and when the emergency services are expected.
18. If cold or wet, consider moving to a safe and dry assembly area in a safe manner
19. On arrival of a member of the SLT or Fire Brigade brief them on the situation and hand over control.
20. Continue to brief other staff and students on what is happening
21. When told it is safe, allow everyone to return to their classrooms or an alternative location
22. Complete a Fire Alarm Report and send it to the Estates Bursar

**APPENDIX 2****FIRE EMERGENCIES – NIGHTTIME/OUT OF HOURS – FIRE WARDENS ACTION LIST**

On hearing a fire alarm or seeing smoke or fire:

1. If smoke or fire seen then immediately operate a fire alarm and shout FIRE FIRE
2. Start evacuation of the building to the appropriate assembly point
3. Check rooms for occupancy and clear the building. If safe shut doors and windows
4. Ensure the Assembly point is safe (close the drop-off gate if necessary)
5. If **DEFINITELY A FIRE**, telephone 999 and ask for the Fire Brigade stating: 
  - Explain what is happening
  - Give the address of the School – FHS, Rowledge, Surrey, GU10 4EA
  - Give your mobile telephone as point of contact
6. If appropriate, use the School's fire systems before returning to the assembly area

***Go to Serial 14***

7. If **THERE IS NO SIGN OF FIRE**, go to the Fire Alarm Panel.
8. Identify the cause of the alarm and the location identified on the fire panel.
9. If safe, investigate the location identified by the fire panel
10. If you find signs of smoke or a fire, call the Fire Brigade as Serial 5 and then Serial 6
11. If you establish that it is a false alarm return to the Fire Alarm Panel
12. Silence the alarm and reset the Fire Alarm Panel.
13. If the panel cannot be reset, phone the FMU duty mobile on 01252 797476
14. Brief those in the assembly area what is happening
15. On arrival of a member of the SLT or Fire Brigade brief them on the situation and hand over control. Brief those in the assembly area what is happening
16. At the end of the incident produce a Fire Alarm Report and send it to the Estates Bursar