



**Fire
Procedure
September
2014**

FOR THE ATTENTION OF ALL STAFF

ACTION PROCEDURE IN CASE OF ALARMS/DRILLS

1. The alarm is a continuous ringing of the alarm bell. Please always evacuate the building when the alarm sounds as its purpose is to notify everyone to leave the building immediately.
2. In the event of any type of alert (fire/bomb threat etc,), to raise the alarm, break the glass of a Fire Alarm Call Point and call the School Office on 333. The office will phone the Fire Brigade.
3. Make yourself familiar with the instructions for Fire Alarms/Drills and emergency exit routes. See that these are carried out exactly by the class for which you are responsible.
4. Staff not with a class during an alarm/drill should supervise movement in corridors or around school.
5. Ensure that each emergency/practice evacuation is DISCIPLINED, ORDERLY AND QUIET.
6. Students should assemble on the field in class lines and register order with their own Form Tutors (or substitute). Assembly points are shown on the Fire Notice Plan.
7. The Attendance Officer will print out student registers and Office Staff will bring registers out to the field and hand to Progress and Development Managers. PDMs will distribute registers to Form Tutors who should check registers and report back to the Progress and Development Manager who, in turn, report to Mrs F Elder (Years 7-8), Mr D Birch (Years 9-11) or Mr P Delaney (Years 12-13).
8. Mrs C O'Mara will print out staff registers and hand to staff, these should be completed, signed and handed back to her (Mr B Davies to deputise for absence)
9. Escort your class to and from assembly points.
10. A check that the school is entirely clear of **EVERYONE** will be made by the staff listed in the checklist, who will then report to the fire marshal, Mrs A Cunningham (Mr Prince to deputise for absence).
11. Support staff should register as per the flow chart attached.
12. Teaching Staff who are not Form Tutors or Pastoral Support officers must register with Mrs K Edmunds at Point A.
13. Visitors/contractors to the school must register with the Receptionist

**PLEASE CHECK ALL ROOMS - STOREROOMS - CHANGING ROOMS -
TOILETS - STAFFROOMS - KITCHENS AND ANY OTHER SPACES IN
THE BUILDINGS**

Please remind students that:-

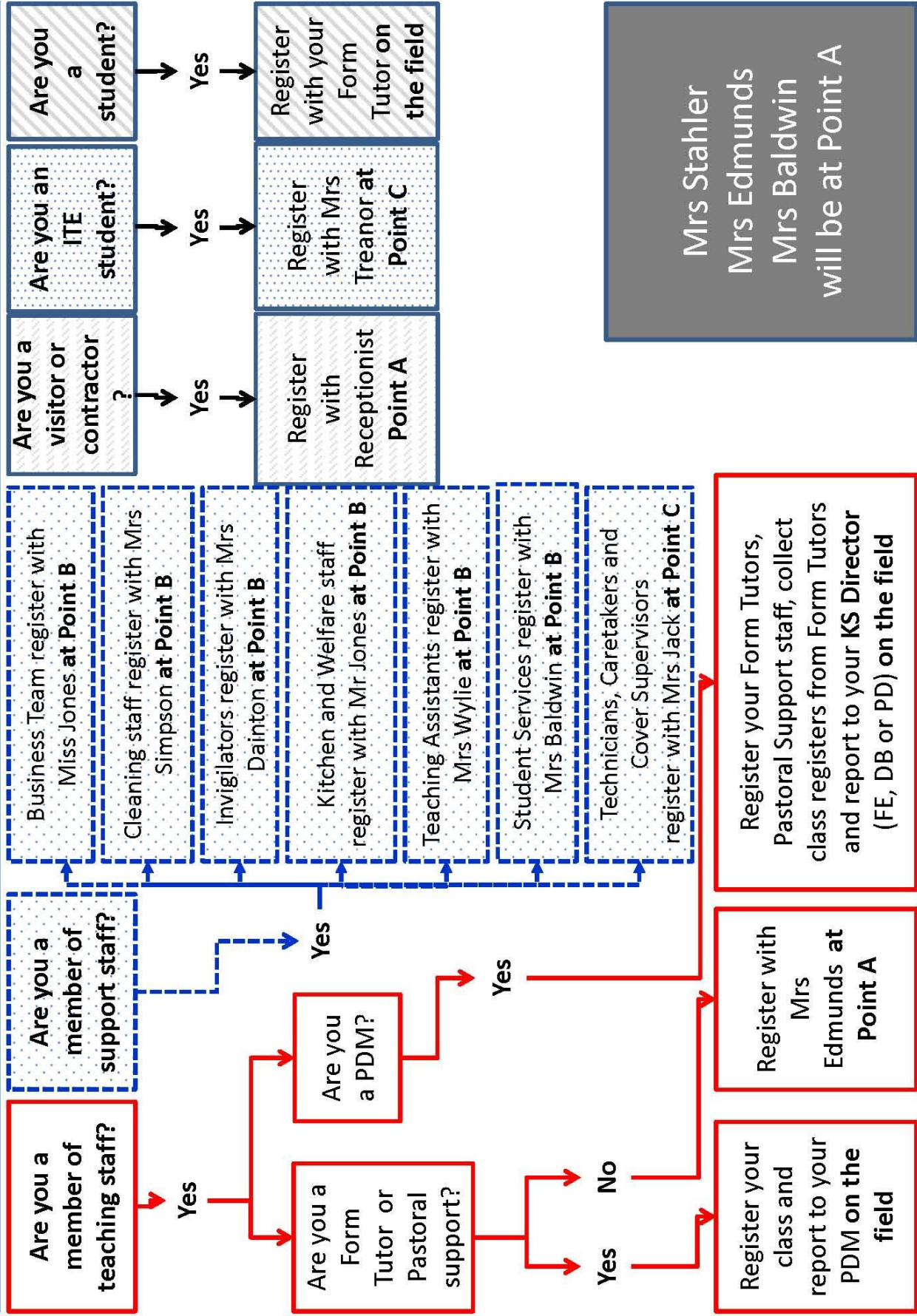
- It is essential that all emergency instructions are treated seriously
- To damage, interfere with or remove fire fighting and emergency equipment (unless for use in an emergency) is a criminal offence.

Checklist for Fire Evacuation (staff must carry out the action detailed below and report to the Fire Marshal (Mrs A Cunningham, Brian Prince to deputise for absence)

- Staff Registers will be handed out and collected at Point A by Mrs C O'Mara. (Student Registers will be handed out on the field by the Attendance Officer, PDMs will collect completed registers and pass to their KS Director (FE, DB or PD))
- Receptionist take the list of visitors/contractors and walkie talkie (pass walkie talkie to CO'M) at Point A to register visitors and contractors
- Mrs W Jack will be at Point C to register all Technicians, and Caretakers
- Mrs K Edmunds will be at Point A to register teachers who are not Form Tutors or Pastoral Support officers and Support Staff Line Managers (Mr J Jones, Miss A Jones, Mrs E Wylie, Mrs Marie Simpson, Mrs Dainton) and Mrs J Thomas
- Mrs J Baldwin will be at Point A to register Cover Supervisors, Student Services and other support staff (please see list)
- Mrs Treanor will register ITE students at Point C
- KS Directors, SLT, Mr Wilcox and Miss Jones will register with Christine O'Mara at Point A after they have registered their staff

Do not re-enter the premises until given the "all clear" by Mrs Stahler or Mrs Edmunds

FIRE DRILL PROCEDURE





Fire Assembly Points

School Field



**Tennis
Courts**

Year 7

Year 8

Year 9

Year 10

Year 11

Year 12

Year 13

**Allen
Building**

**Student
registration**

Point B

**Support
Staff**

Point A

**Mrs Stahler
SLT**

Point C

**Blundell
Building**