



Policy:	<i>FIRE PROCEDURES</i>
Applies to:	<i>Warwick Senior and Junior School Pupils &amp; Staff</i>
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Approved by:	<i>J Barker, Headmaster</i>
Reviewed:	<i>4<sup>th</sup> Oct 2017, 23<sup>rd</sup> May 2018, 30<sup>th</sup> Aug 2019, 10<sup>th</sup> Sept 2020, 6<sup>th</sup> Sept 2021, 5<sup>th</sup> Sept 2022, Sept 2023</i>
Signed:	

## FIRE PROCEDURES

### Procedures for ALL Building Evacuations

The following procedures apply to all individual buildings at Warwick School.

In the event of the alarm being activated, the teacher is responsible for ensuring all those within their group are safely evacuated from the building. Please refer to **Teacher Instructions on Hearing a Fire Alarm, Appendix 1** of this document.

During evacuations, it is imperative that staff check areas as they clear the building out, checking in all offices and toilets etc. on route to safety.

Evacuation should take place via the nearest available emergency exit.

Teachers are therefore responsible for ensuring they are aware of the fire exits in any area they may be teaching in. It is important to know the location of all exits in the event of a fire blocking the closest or most convenient route.

Once outside at the Assembly Point, the group must stay together and the teacher must again carry out a head count to ensure that all the pupils who were counted at the beginning of the lesson are present. In the event of pupils being missing, the teacher must pass this information on to the Fire Marshal.

The first teacher to exit the building must collect the high-vis vest and evacuation checklist (sample checklist attached as Appendix 7) from the main exit door and take charge of the situation, becoming the Fire Marshal until relieved by a more senior member of staff. If no-one from the Estates and Operations (E&O) Team has arrived, the Fire Marshal should arrange for a runner to be sent to the School Reception to arrange for assistance from E&O staff in order to determine if the activation is genuine or not.

On arrival, E&O staff (this may be the Operations Supervisor, Operations Site Operative, Maintenance Staff or PatrolGuard out of standard hours – for the purposes of these procedures is described as the E&O Lead) will try to establish if the alarm is genuine and, if possible, the cause. If genuine, the emergency services must be called immediately and the School Reception informed. The E&O Lead in conjunction with the Fire Marshal will make the decision to evacuate any other buildings within close proximity and arrange for the fire alarm to be activated in those buildings.

School Reception, on receipt of the information, will inform the Senior Deputy Head, the Foundation Office and the Head Master's Office and arrangements will be made to accommodate those evacuated into other parts of the school.

No one may re-enter the building until the Fire Alarm has been silenced, and the building has been announced as safe by the Fire Marshal in conjunction with the E&O Lead.

The Fire Marshal must complete the evacuation checklist with details of timings, and any issues/causes/concerns and send/give a copy to the Senior Deputy Head and the Health & Safety officer who will keep records of activations and follow up any issues.

All staff need to be familiar with the designated Assembly Point for all buildings. These are detailed below.

**Assembly Points for Building Evacuations:**

<p>Main School Building          Gibson Building (old 6<sup>th</sup> form building)          Music School          Thornton Building          Cheshire Science Centre          Bridge House Theatre/Warwick Hall          Geography/History/Languages          DT/ART/Classics and R&amp;P          CCF/Maintenance          Masefield          Shared Sixth Form Centre (WS &amp; KHS staff and pupils)          Junior School and Junior School Assembly Hall          Sports Centre and Pavilion</p>	<p style="text-align: center;"><b>Assembly point for all:</b></p> <p style="text-align: center;">1<sup>st</sup> XI Cricket Outfield at the back of the Main School Building</p> <p style="text-align: center;">See Assembly Point Signs on the boundary fence</p>
<p>Boarding Houses – during school day</p> <p>Boarding Houses – outside school day</p>	<p>As above</p> <p>Rugby Statue near Sports Pavilion</p>
<p>Bridge House Theatre/Warwick Hall</p> <p>Other events/hires</p>	<p>The Piazza – area in front of the Bridge House Theatre</p> <p>Agreed Assembly Point to be included in the event plan and risk assessment. Signage as required.</p>

**During the School Day (07:00 – 19:00)**

**Action to be taken by a person discovering a fire**

In the event of discovering a fire, raise the alarm immediately using the nearest break glass call point; begin evacuation to Assembly Point immediately. Any person discovering a fire should call the emergency services without delay. Do not attempt to tackle the fire unless you have been trained to do so and have the appropriate equipment available. Leave the building using the nearest exit, where possible the person who has triggered the alarm should wait by the door to inform the E&O Lead of the location of the fire before reporting to the Assembly Point. If no fire is apparent this will be investigated by the E&O Lead or other. No

one should re-enter the building unless specifically told to do so by the Headmaster, Senior Deputy Head, a member of SMT, Head of E&O, Health & Safety Officer or E&O lead.

- Evacuation must begin as soon as the alarm is heard.
- All personal belongings should be left.
- Evacuation should be from the closest and safest escape route.
- All staff are nominated fire wardens in so far as they should check all surrounding rooms/ toilets etc. on their escape route.
- Ensure the door is closed behind you.
- Ensure all gas, electrical and hazardous machinery is isolated if safe to do so.
- Do not use the lifts.
- 1<sup>st</sup> member of staff passing to collect high viz and checklist and go to Assembly Point.

### Reception

When an alarm activation occurs during the school day and Reception is manned, Reception staff should firstly close the front door to the main building. Then take the late signing in book, visitors' book and register to the Assembly Point and report to the person with the evacuation checklist.

### Fire Procedures for Boarding Houses – detailed in Appendix 2

### Fire Procedures for DT Building Fire (Oxy Acetylene gas tanks)- detailed in Appendix 3

Note: If there was a confirmed fire in WS DT the Assembly Point for the evacuation of pupils and staff across the schools would then be the King's High Astro turf. The Fire Brigade would advise in terms of evacuating other buildings. King's High and Warwick Prep School would also be informed by the E&O Lead (or a nominated person) with regards the need to evacuate. The fire alarm should be activated and staff/pupils moved to the King's Astro turf once out of the building to await further instructions.

### Procedures for Evacuation Pool Side – detailed in Appendix 4

### People with Specific Needs

- Any person (pupil, staff or visitor) who has been identified as being particularly at risk will have a Personal Emergency Evacuation Plan (PEEP) completed for them and a "buddy" will be identified to assist them in the event of an evacuation if required. A timetable for anyone who has a PEEP will be kept in the Deputy Head's office, in addition to being held by the staff responsible.
- Specific consideration will be given to anyone who has a hearing impairment.
- All visitors must sign in and will be accounted for by the Receptionist. In the unlikely event that a visitor is unaccompanied then the information contained in the "Health & Safety Information for Visitors" booklet adjacent to the signing in book will provide them with adequate information to assist their evacuation.
- Any staff that lone work should make themselves familiar with the environment and be aware of the location of the fire exits, call points and Assembly Points. Any lone worker must ensure that people know they are lone working. All staff who lone work outside of normal school hours should sign in on the whiteboard in their building and sign out when they leave the building. This is important, as without this information in the case of a fire, the Fire Brigade may choose not to enter a building if they believe it is unoccupied.

## Provision for School Holidays

All staff who are in school during the normal school holiday periods should sign in on the whiteboard in the building in which they are working. This is normally by the main entrance to the building. They must also ensure that they sign out when leaving the building. In the event of a fire evacuation, the whiteboard will be checked by the E&O Lead to see who is in each building. If a person evacuating the building knows the cause of the alarm activation they should inform the E&O Lead.

## Provision for Out of Hours

Before 07:00 and after 19:00 and all weekend the above procedures for sounding the alarm and evacuation still apply. The E&O Lead or most senior member of staff will make the decision regarding identification of fire, briefing the emergency services on arrival and safe return to the building. The senior member of staff is responsible for accounting for all people / confirming the building is unoccupied or there are people unaccounted for.

## Procedures for liaison with the Fire Service on arrival and during the evacuation

The E&O Lead will meet the Fire Service on arrival and give details of any missing persons. The Fire Floor Plan will be kept in the Fire Box (box is not locked). The E&O Lead will pass this information on to the Fire Service on their arrival.

## Procedures for Open Evenings, Open Days or Public Events

**During Open Evenings or Days all school fire evacuation procedures should still apply as normal.**

### On discovering a fire

1. Sound the alarm from the nearest call point.
2. Call **999** from any school phone.
3. Advise School Office / E&O Lead / Headmaster etc.
4. Commence evacuation procedures, closing any windows and doors where possible.
5. All staff are still considered Fire Marshals and as such would be expected to sweep the building as they leave. This means other rooms and offices in the vicinity to their own and throughout their escape route.
6. The Responsible Person will be the Duty Manager or his /her deputy.
7. The most senior member of staff will call registers if applicable or ascertain with those who have been evacuated if they are aware of anyone who is missing.
8. The following buildings have lifts. In an emergency, the EVAC chairs in these buildings should be used for visitors in wheelchairs or anyone with mobility issues from upper floor levels as lifts must not be used in the case of an alarm activation:
  - Junior School – second floor corridor opposite 5C
  - Thornton Building – second floor top of stairs by E7
  - Cheshire Science Building – top of rear stairs first and second floors
  - Shared Sixth Form Centre – first and second floors in stairwells
  - Sports Pavilion – top of stairs near lift in Halse Pavilion
  - Masefield Building – top of stairs near library

In buildings where there is no means of evacuating visitors with mobility issues from upper floor levels, these visitors must be made aware of this and alternatives sought.

Other buildings with EVAC chairs are:

- Art/R&P – first floor by stairs
- Bridge House Theatre – top of stairs leading to south box
- Music School – first floor top of stairs by room 5

### Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival

The E&O Lead will meet with the Fire Service and provide plans of the School showing high risk areas such as COSHH storage, boiler houses, kilns, DT - oxyacetylene, Armoury, Radioactive Sources storage positions and gas cylinders e.g. kitchen, maintenance, grounds. Please refer to the WISF Fire Safety & Prevention Policy for further details.

### Arrangements for Fighting Fires

A number of staff have received Fire Awareness training which included the safe use of fire extinguishers. A fire should only be tackled by staff who have received training, if safe to do so and suitable equipment is available. No one should tackle a fire that is bigger than the size of waste paper bin and only one extinguisher to be used.

All staff are responsible for reporting to the Estates and Operations (E&O) Department any damage to firefighting equipment, for example if an extinguisher has had its pin removed. E&O to assess as a matter of urgency and arrange replacements etc. as required.

### Automatic Alarm Monitoring

WISF employs Custodian to monitor the fire alarm system. If an alarm is activated Custodian receive an automatic notification (24/7) and follow a protocol to call designated departments/people to assess if there is a genuine fire. Where necessary Custodian will call the Fire Brigade. If someone has discovered a fire they should also ring the Fire Brigade to ensure that is no delay.

Alternative monitoring and call arrangements are in place for the Armoury. A 40m exclusion zone would need to be applied if there were a confirmed fire in the Armoury building. Specific requirements/restrictions on storage around the Armoury building must be strictly observed. These are incorporated into the building specific Fire Risk Assessment.

### Location of Fire Risk Assessment and Responsibilities

A generic annual Fire Risk Assessment is completed, updated and circulated by the Head of Health & Safety.

The detailed 3<sup>rd</sup> party Fire Risk Assessments are located in the Foundation Health & Safety Office and copies are kept in the Estates & Operations office. The Health & Safety Officer is responsible for ensuring that they are updated regularly. The Health & Safety Officer, Head of Estates & Operations and the Deputy Heads are jointly responsible for ensuring all relevant recommendations following a Fire Risk Assessment are carried out.

### Emergency Reception Areas

These may be required for the reception of pupils, parents and/or the media. The following areas would be suitable but dependent on the nature of the emergency and position of affected buildings:

- The Warwick School Sports Hall - parents
- The Warwick Hall - pupils
- The Bridge House Theatre - media

It may also be necessary to identify an area as an Emergency Services Incident Room: this is likely to be the Conference Room in the main school building.

### Estates & Operations Department – Hours / Role

Clarification of the role and working hours of Estates & Operations staff / out of hours cover arrangements is detailed as **Appendix 8**.

## **APPENDIX 1: Warwick School Teacher Instructions on Hearing a Fire Alarm**

**NB: The first teacher to exit the building collects the high-viz vest and evacuation checklist from the main exit door even if they are accompanying a class. It is the responsibility of all staff to check that the checklist has been collected. This member of staff becomes the Fire Marshal until relieved by a more senior member of staff.**

### **Give the following instructions:**

- Please be quiet and remain silent until instructed otherwise by a member of staff
  - When I finish speaking leave all your belongings behind
  - When we leave the room, we should exit the building by the nearest available exit
  - We will go to the 1<sup>st</sup> XI Cricket Outfield where we will line up as a class in silence
1. Ensure any equipment, gas and hazardous machinery is isolated, if safe to do so.
  2. Then move to the classroom door, count the pupils as they leave, check that the room is clear and close the door behind you.
  3. Leave the building by the nearest available exit, ensuring that the pupils remain silent as they leave.
  4. Briefly check the other rooms and toilets as you leave to make your way out of the building.
  5. Go to the 1<sup>st</sup> XI Outfield (see the Assembly Point signs on the boundary fence), line the class up and count them. If pupils are all there, then please report to the Fire Marshal (wearing high visibility vest) that your classroom and other rooms checked whilst exiting the building are clear. If pupils are NOT all there, please let the Fire Marshal know immediately.
  6. Having reported to the Fire Marshal, please return to supervise your class and await further instructions. The class should remain lined up and quiet until they are allowed to return to the building.

## **APPENDIX 2: Fire Procedures for Boarding Houses**

Any person discovering a fire should sound the alarm immediately at the nearest fire point.

Upon hearing the alarm, all occupants should evacuate using the closest available fire exit.

### **Staff Response:**

**8:00am – 5:30pm (5:00pm Way House)** The matron will be responsible for ensuring all areas of the Boarding House are evacuated and checked, as far as it is safe to do so.

**5:30pm – 10:30pm (5:00pm - 10:00pm Way House)** Duty staff (tutor and House Parent / Assistant House Parent) are responsible for ensuring all areas of the Boarding House are evacuated and checked, as far as it is safe to do so.

**10:30pm (10:00pm Way House) – 8:00am** the responsibility lies with the HP or AHP in residence.

At all times all members of staff present in either Boarding House, when the alarm sounds, should ensure that any rooms they pass have been evacuated, as far as it is safe to do so.

Emergency Grab Bags are situated by the office in each house and should be collected by a duty member of staff and taken to the Assembly Point. These contain emergency blankets, a torch and other emergency equipment.

### **Upon Evacuation:**

The Assembly Point for the Boarding Houses is in front of Gibson Building (old 6<sup>th</sup> form centre). The member of staff together with the boarding prefects are responsible for maintaining order and calm.

A register will be taken using the Boardingware system to ensure all boys are present.

(Boys are required to sign in and out of the houses every time they leave or return.)

No one may return to the house unless directed to do so by a senior member of staff or Fire officer.

In cases of inclement weather, the Junior School Assembly Hall should be used as a shelter until return to the house or alternatives can be found.



## APPENDIX 3: DT OXY ACETYLENE PROCEDURES

### Oxy Acetylene gas tanks fire emergency procedure based on practice exercise.

#### Initial questions based on hearing fire alarm:

- Determine if there is a serious risk of fire entering the building
- Ask the question: **can the tanks be safely removed from the building without potential risk to staff/students**

#### Procedure to move tanks:

1. Turn off the regulators using the main on/off control



2. Cut the hoses with the scissors (kept to the side of the extractor unit on right)

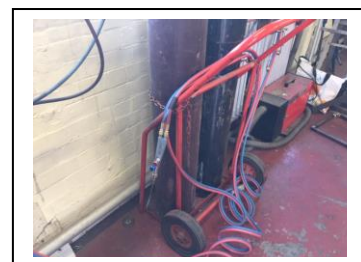


3. Move the table out of the way



4. Open doors

5. Wheel unit 1 out and away (safe distance and direction based on fire)



6. Wheel unit 2 out and away (safe distance and direction based on fire)
7. Close doors

NOTE: If there were a confirmed fire/explosion in WS DT and the gas tanks had not been removed this Assembly Point for the evacuation of pupils and staff across the schools would be the King's Astro turf. See the procedures for further details.

## **APPENDIX 4: EVACUATION POOL SIDE**

- 1:** Evacuate the pool and assemble swimmers by the windows. Check each changing room once the pools are clear and take any undressed members / guests to the poolside.
  
- 2:** If considered a risk, evacuate them outside to the 3 Bears statue near the Junior School carpark, collecting protective blankets and issue to swimmers for use outside. If protective blankets run out ask them to use their towels if at hand. If possible at some point take out the large floats for swimmers to stand, but this is not essential.
  
- 3:** If no apparent risk, wait further instruction from the Sports Centre Manager or a Manager or the Sports Staff member designated as Supervisor.
  
- 4:** Each member of staff should carry the radio with you at all times.
  
- 5:** If any one refuses to leave. Give them 3 warnings and leave. Inform the Sports Centre Manager or Manager or Supervisor and the Fire Brigade when they arrive.
  
- 6:** If likely to be outside for some time or the weather conditions are poor, people can be taken to the Junior School Assembly Hall until given the call to return to the Sports Centre/pool.

**DO NOT put your own life at risk**

## APPENDIX 5: SERVICES CONTROLS

Gas Service controls checked and confirmed by E&O 19.6.19

Electricity Service Controls confirmation/updates required by E&O

<b>Building</b>	<b>Electricity</b>	<b>Gas</b>
Sports Centre	East (JS) sub station Plant room	Swimming Pool Plant Room
Junior School		Basement Boiler Room/Playground
Junior Assembly/ Drama Hall??	6 <sup>th</sup> Form Centre Boiler House	New Boiler House Old School Cellar
Main School	East (JS) sub-station. Cellar under JS accommodation	Main Boiler Room
Warwick School Kitchen		Kitchen Boiler Room
Shared 6 <sup>th</sup> Form Centre		Boiler Room (first floor)
Thornton Building	East (JS) sub-station. Cellar under JS accommodation Plant room outside under West staircase.	Second Floor
History/Geography/ Economics/ Languages	East (JS) sub-station Cellar under JS accommodation Kiln Room	Plantroom
Gibson Building (old 6 <sup>th</sup> Form)		Boiler Room (ground floor)
Music School		Gibson Building Boiler Room
RP/Classics/Art/DT	East (JS) sub-station. Cellar under flat 1. DT Kiln Room	Boiler Room (ground floor)
Masefield Centre	West sub-station behind BHT.	Boiler Room (ground floor)
Cheshire Science Centre	West Sub-station behind BHT	Boiler Room (ground floor)
Bridge House Theatre	West Sub-station behind BHT	Boiler Room (ground floor)
Warwick Hall		Boiler Room (first floor)
Maintenance/CCF/ Rifle Range	West Sub-station behind BHT	Air Handling Unit in Workshop back. (East) side

## **APPENDIX 6: WARWICK SCHOOL Fire Alarm Panels**

<b>Building</b>	<b>Location</b>
Main school – boarding & admin	Main Reception
History & Geography	Entrance Lobby
Classics/R&P/Art/DT	Art South Entrance Lobby
Masefield Centre	Entrance Corridor by lift
Thornton Building	Ground Floor East Entrance Repeater panel at West Entrance
Cheshire Science Building	Main Entrance
Warwick Hall	Main Foyer Caretakers store by rear entrance Repeater panel rear entrance corridor
Bridge House Theatre	Outside control room Repeater in Entrance Lobby
Music Department	Entrance Lobby
Maintenance Hub	By Main Entrance door
Gibson Building (Old Sixth Form centre)	Inside North Entrance Lobby
Sports Centre	Inside Entrance lobby (to right)
Modern Foreign Languages	Plantroom cupboard – FL assistant room (L4)
Junior School Assembly Hall	In downstairs Lobby by meeting room
Junior School Main Building	Playground Entrance Lobby
Junior School Boarding	Outside House Parents Flat – second floor (repeater)
Shared Sixth Form Centre	Inside Main Doors in Lobby
Plant room in Languages	In plant room to right inside main entrance
CCF Building	Inside Entrance on left
Curriculum Support	Entrance Corridor on left hand wall

**Information confirmed by E&O – 17.6.19**

## APPENDIX 7: Fire Evacuation Building Checklist (Example)

### **Warwick School Evacuation Checklist**

Person completing checklist: \_\_\_\_\_

*To be completed by the first person to leave the building. Pass to JSB once completed.*

Name of E&O Lead: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### **ASSEMBLY POINT - 1<sup>ST</sup> XI OUTFIELD (by the Limes)**

<ol style="list-style-type: none"> <li>1. On leaving the building, collect a copy of this checklist &amp; high visibility tabard from next to the main fire exit.</li> <li>2. Stand at the assembly point on the 1<sup>st</sup> XI Outfield near the Limes and coordinate the evacuation.</li> <li>3. Announce 'Will all teachers please report for roll call.'</li> <li>4. Check 999 call has been made (not for fire drill)</li> <li>5. If Fire Brigade attend, be the point of contact with regards passing on relevant information.</li> <li>6. Do not allow sirens to be silenced until Fire Brigade Officer or E&amp;O Lead has given permission.</li> </ol> <p><b>Note:</b> E&amp;O Lead's phone number <b>07774 842891</b></p>	<b>Tick</b>	<ol style="list-style-type: none"> <li>7. Do not allow anyone to leave the Assembly Point until given the all clear by the Fire Brigade Officer in charge or E&amp;O Lead.</li> <li>8. Check all departments/classrooms on the roll call list below.</li> <li>9. Note any information on the cause of fire or false alarm.</li> <li>10. Check that E&amp;O Lead has:               <ul style="list-style-type: none"> <li>• identified the cause</li> <li>• reset the fire panel</li> <li>• is ok for reoccupation?</li> </ul> </li> </ol> <p>Approximate time to evacuate (mins): .....</p>	<b>Tick</b>
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### **Warwick School Main Building**

Ground Floor		First Floor	
Bursary Offices		SMT Corridor & Offices	
Bursary Corridor & Rooms		Common Room	
Chapel Corridor & Offices		Exams Corridor & Offices	
Chapel & Vestry			
Reception & Toilets		<b>Head Master's House</b>	
Pyne Room & Toilets			
HM Corridor & Offices		<b>Boarding House</b>	
Dining Room/Panel Room			
Kitchens/Catering Offices		<b>Head of Boarding Flat</b>	
Laundry			
HR (GF and 1 <sup>st</sup> Floor)		<b>Assistant Head of Boarding</b>	

**PTO**

Please complete, and give/send to:

**Gail Miller** (Head of Health & Safety) and **James Barker** (Senior Deputy Head)

Likely cause of Fire Alarm (please give details):

How confirmed?

Any issues with the evacuation e.g. time taken, slow group, evacuation exit blocked etc.:

Note: If an actual fire an accident/incident form needs to be completed and forwarded to **James Barker**.

**Records (to be completed by Estates & Operations Dept):**

Fire Brigade called: YES / NO

Fault found:

Corrective action required/actioned:

Any further action required:

## **APPENDIX 8: Estates & Operations Working Hours / Role**

Caretakers = Operations Site Operatives (Shared Resource) from September 2019.

Hours of work 07:00 -19:00 shifts Monday to Friday, Weekends & Non-Term Time 08:00 – 17:00.

Warwick School Lead Caretaker = Operations Supervisor. Hours of work Monday – Friday 08:00 - 17:00 based solely at WS.

In the event of a fire alarm:

Monday to Friday - 08:00 – 17:00 the Operations Supervisor will attend the fire alarm panel, investigate and advise the fire services of likely location of fire. The WS Fire Marshal(s) need to confirm that everyone has been accounted for and the building is clear (or otherwise) to the Operations Supervisor.

Outside of these hours during term time and at weekends, one of the Operations Site Operatives will attend the fire alarm panel and undertake the same duties as above.

Between 07:00 – 08:00 and then 17:00 – 19:00 Monday – Friday Term Time and 08:00 – 17:00 Weekends/Non-term time.

After these working hours (Term Time 19:00 to 07:00) and non-term time and weekends (after 17:00 to 08:00 Sunday and then until 07:00 Monday), PatrolGuard will attend all fire alarm activations and undertake the same duties.