



THE SKINNERS' SCHOOL FIRE EVACUATION POLICY

1. **Discovery of Fire:** Report to nearest member of Staff or Caretaker who will decide:
 - To fight fire with local fire extinguisher.
 - (b) Sound alarm: smash glass on fire alarm box (use heel of shoe) and ask Secretary to call 999 direct.

2. **On hearing Fire Alarm:** Follow fire instructions in Form Room to Form Assembly point.
 - Make sure all doors and windows are closed, not locked, as access by Fire Brigade may be required.
 - Off duty Staff - assist by controlling traffic and checking doors and windows are closed
 - Mrs Lallu and Denise Tourle (morning) Main School Office staff (afternoon) to take registers to assembly point where they will pass them to Leadership Group members.
 - Registers to be distributed by Leadership Group.
 - Late book, exeat book, visitor book and staff registers to be taken to play ground by Mrs Perry.
 - All staff to ensure that the evacuation is conducted in **SILENCE** and in an orderly manor.

3. **At Assembly Area:**
 - **STUDENTS ARE TO REMAIN SILENT THROUGHOUT THE DRILL**
 - Years 7 to 11 assemble on playground where form registers will be distributed (Yr 7 Gym end, Yr 11 New Wing end). Form tutors check classes by roll call then report to SP (Yrs 7&8) and RB (Yrs 9-11), who will in return report to SJE.
 - On designated games afternoons boys who are still on the School site will register as normal in tutor groups.
 - Lower and Upper Sixth assemble on the recreation area (between Leopard, Knox and Cecil Beeby buildings) where registers will be distributed. Form tutors check classes by roll call and then report to CF who will in turn report to SJE.
 - Designated staff (see Fire Officer listing) to check buildings are evacuated before proceeding to playground. Satisfactory clearance of buildings should be reported to the **Assistant Bursar (Sally Harmer and in her absence Admin Officer Teresa Luckhurst)** who will report to SJE when all buildings are confirmed clear.

- Teaching staff are to make themselves known to the **Bursar** who will report to SJE when all teachers are accounted for.
 - Visitors are to make themselves known to the **School Receptionist (Fiona Perry and in her absence the Headmaster's Secretary Mrs Broad)** who will report to SJE when all visitors are accounted for.
 - Support staff are to make themselves known to the **Assistant Bursar (Sally Harmer and in her absence Admin Officer Teresa Luckhurst)** who will report to SJE when all support staff are accounted for
 - One member of the kitchen staff will confirm all kitchen staff are present and correct by making herself known to the **Assistant Bursar (Sally Harmer and in her absence Admin Officer Teresa Luckhurst)** who will report to SJE when all kitchen staff are accounted for.
4. **NO ONE TO RETURN TO BUILDINGS UNTIL THE ALL CLEAR HAS BEEN GIVEN BY SJE.ALL CLEAR ONLY TO BE AUTHORISED WHEN ALL CHECKS HAVE BEEN COMPLETED AND REPORTED**
5. **Fire Alarm at Break, Before or After School:**
- Should the fire alarm sound at morning break or lunch-break follow the same procedure as above.
 - If the fire alarm sounds **before** or **after** school hours, assemble as quickly as possible in the school playground.
6. **Tests**
- The fire alarm will be tested weekly, and the outcome of the test will be logged in a permanent record.
 - Emergency lighting will be tested during each school holiday break (once a term) and the outcome of the test will be logged in a permanent record.
7. A Fire Risk Assessment will be undertaken as appropriate and the outcomes discussed at the meeting of the Health & Safety Committee.
8. The school will practice a fire drill in the first part of each term.

SJE
Headmaster
Sept 2009

Fire Wardens

Responsible for checking designated area in event of a fire/drill

Responsible for using extinguishers in event of a fire – will need appropriate training

School House

(Ground, 1st, 2nd floors) 1. Sally Harmer 2. Paul Johnston

School House

(Basement) 1. Denise Kelly 2. Sally Harmer

Main School

Staff Room End 1. Duty Librarian 2. Sally House

Main School

English Dept End 1. Chris Johnson 2. Chris White

Byng Hall

1. John Hendry 2. Fiona Lennon

Gymnasium

1. Roger Bee 2. Duty PE teacher

Beeby Building

1. Caron Wickham 2. Paul Green

Knox Block

1. Ian Kelso 2. Terry Walsh

Leopard Building

1. Mike Taylor 2. Kevin Layne

New Wing

1. Heather Roberts 2. Ashley Melville

Registers

Responsibility for moving registers from Attendance Office/School Office and distribution to form tutors:

Kathryn Lallu, Denise Tourle and Office Staff to take class registers to assembly point.

Registers will be passed to members of the leadership group who will distribute them

Fiona Perry to take late, exeat, visitor and staff registers to playground

Teaching Staff Register 1. Paul Johnston 2. Denise Tourle

Visitors 1. Fiona Perry 2. Yvonne Broad

Support/Kitchen Staff 1. Sally Harmer 2. Teresa Luckhurst

Building checks 1. Sally Harmer 2. Teresa Luckhurst