



<b>12b. Fire and Emergency Procedures</b>	
<b>Owner:</b>	<b>TMH</b>
<b>Approved by:</b>	<b>Governing Body</b>
<b>Policy is available from:</b>	<b>Website and intranet</b>
<b>Review cycle:</b>	<b>Yearly</b>
<b>Current version adopted:</b>	<b>January 2023</b>
<b>Review date:</b>	<b>January 2024</b>
<b>Linked documents:</b>	

## **12b Fire and Emergency Procedures**

### **The fire alarm sound is:**

A continuous high-pitched wailing siren.

### **This is how the fire alarm is activated:**

- Breaking the glass of the alarm points.
- Automatic signals from the heat and/or smoke detectors.

### **This is what staff will do when discovering a fire:**

- Evacuate the area and raise the alarm by breaking glass at a fire alarm point.
- Contact the emergency services as soon as possible.

### **This is how the evacuation of the premises is carried out:**

- Pupils and staff leave by the nearest fire exit and go to the assembly point.
- Staff should guide pupils out of the room (or area) towards the appropriate exit.
- Last person out should switch off the lights and close windows (if possible) and doors if it is safe to do so.
- Staff should check that all rooms in the area they are leaving have doors closed and lights switched off, and sweep the area, including toilets if it is safe to do so.  
Senior School and Prep School registers are taken outside by the Receptionist.  
The Head of Boarding or Deputy Head of Boarding is the liaison persons during any evacuation after 16:00. They use the prep register, staying-late register and out-of-school visits form to check pupils.

Staff responsible for clubs or matches are responsible for evacuating and registering pupils in their care.

The supervisor of After-School Care for EYFS and the Prep School with the children leave the premises by the nearest exit to assemble on the hockey pitch.

The After School Care team is responsible for all pupils from Year 1 – Yr 6.

After 16:00 boarding staff will evacuate the boarding houses, taking the signing-out registers and registers With the Supervisor of After School Care.

**This is how we ensure the safe evacuation of people who we have identified as being particularly at risk:**

- Staff will ensure that any person with a permanent disability (eg hearing loss/epilepsy) will be assigned buddies to escort them to the assembly point. Young children and any person with a temporary disability (eg on crutches) will be assisted by staff.

**These are our external assembly areas:**

08:00 – 18:00: Behind the Chapel on the hockey pitch.

18:00 – 08:00: Boarding procedures apply to all.

The assembly point is outside the Head’s Study, on Langley Lodge Lawn.

**This is our instruction to staff on fighting fires:**

The Fire Service recommends that staff do not fight fires unless minor or imperative for escape.

**The person who on hearing the alarm checks that the emergency services have been telephoned is:**

Daytime hours 08:00 – 18:00	Residential Premises and Maintenance Manager and Bursar
Outside daytime hours 18:00 – 08:00 and weekends	Residential Premises and Maintenance Manager
During community use	Residential Premises and Maintenance Manager
Boarding houses	Head of Boarding or Deputy Head of Boarding
Holiday periods, etc	Day: Administrative Staff Night: Residential Premises and Maintenance Manager

**The following people/staff positions have specific responsibilities on hearing the alarm:**

<b>Name or position</b>	<b>Duties</b>
Residential Premises and Maintenance Manager or delegated person	Check fire alarm panels Inform administrative staff of fire location
Administrative staff	Telephone outlying buildings, take all registers to assembly point, register non-teaching staff
Deputy Head Pastoral	Muster pupils and inform Head and Residential Premises and Maintenance Manager of missing persons.
Head of Prep	Register all prep school pupils
Form Teacher	Register pupils and report absentees to Deputy Head
Deputy Head Academic	Register Form Tutors. Register teaching staff and form tutors

Boarding Staff	Register pupils at school from 16:00 to 18:00
Head of Boarding and Deputy Head of Boarding	Clear House 4.00 pm – 6.00 pm Register boarding pupils 18:00 to 08:00
HR Manager	Non Teaching staff
Staff responsible for clubs and matches	Register pupils in their care and report to the Boarding Staff

**This is the person who will liaise with the Fire Service upon their arrival:**

- Residential Premises and Maintenance Manager or person deputised to act for him.
- Residential Premises and Maintenance Manager or Senior Housemistress during out-of-school hours.
- Residential Premises and Maintenance Manager or Senior Housemistress will take with them the school site plan and building plans, the Crisis Management Plan, and a mobile phone.

**These are the machines and power supplies that need to be stopped or isolated if there is a fire:**

- Kitchen gas supplies and appliances (always turned off at the end of the day).
- Laboratory gas supplies (always turned off at the end of a lesson).
- Food Room gas supplies and appliances

**This is what we do at the fire assembly area to check that people have evacuated the premises:**

08:00 – 16:00:

- Form teachers take pupil registers.
- Human Resources Manager takes non-teaching staff register.
- Deputy Head Academic takes the teaching staff register
- School Office staff take visitor register.
- Any missing persons are reported to the Deputy Head who phones the fire service liaison person.

16:00 – 18:00:

The Boarding Staff are responsible for registering and liaising with After-School Care Supervisors and staff conducting clubs and matches (see Annex 1).

The supervisor of After-School Care for EYFS, and Prep Pupils takes the register for those pupils in After School Care in the Nursery School.

18:00 – 08:00 and weekends:

Boarding staff take responsibility for boarding registers.

**This is how we identify escape routes, how people can gain access to them and escape from them to a place of total safety:**

- Standard escape signs/lights for fire exits and routes.
- Layout plans in boarding bedrooms and dormitories.
- Fire practices

**This is our contingency plan for when life safety systems such as emergency lighting, fire detection and warning systems or smoke control systems are out of order:**

- If electricity cut, use of hand-held bell and runners.
- Re-chargeable torches are available and are checked when fire alarm is activated each week.

**This is our procedure for meeting the Fire Service on their arrival and notifying them of any unaccounted people or special risks:**

- Residential Premises and Maintenance Manager or person deputised to act for him to meet the Fire Service at whichever entrance is used. It will be established which entrance the Fire Service will use: either Pullen's Lane gate OX3 0BY or Franklin Road gate OX3 7SA.
- Residential Premises and Maintenance Manager and Senior Boarding staff are responsible after school hours.
- School site plan, building plans and mobile phone to be carried by person meeting the Fire Service.

**These are our specific evacuation arrangements for when a fire occurs in one of our boarding houses between the hours of 18:00 and 08:00 and during weekends:**

- A similar procedure to the whole-school evacuation.
- The Register is kept in the boarding houses.
- The Housemistress on duty takes the register of staff and pupils.
- The assembly point is outside the Head's Study.
- Boarding registers and sign out sheet are taken to assembly point.
- Senior Housemistress on duty takes responsibility for boarders.
- Members of staff with groups in school take responsibility for those pupils.

**This is what we do for very young children in the event of a fire alarm:**

Young children are escorted to the assembly point by their class teachers/assistants.

**This is what we do for the safe evacuation of parents who come to pick up their children from the school in the event of a fire alarm:**

Parents on school premises are asked to go to the assembly point.

**This is how we look after people in a state of undress:**

- Swimmers have towelling robes and footwear to wear.
- Pupils taking PE would be returned to the changing rooms as soon as possible or to an alternative safe indoor location as soon as a building had been declared safe.
- Having assembled outside the Head's Study, boarders are taken to a safe location as soon as possible.

**This is what we do if pupils and staff are unable to return to the premises:**

- We assemble pupils and staff in an alternative building away from fire.
- We contact parents and ask them to collect their children.
- We keep pupils and staff in safe accommodation until departure.

**These are our arrangements for alternative accommodation when we cannot use the premises:**

As the buildings are dispersed, it is likely that alternative accommodation on site would be found.

**This is how we look after people in inclement weather when they have evacuated the premises:**

- We house pupils in one of the unaffected buildings.

**The following information is given to Hirers as part of their agreement of hire:**

**EMERGENCY ACTION PLAN FOR HIRERS**

This procedure for Hirers constitutes part of the agreement of hire, and all Hirers must follow the procedure:

- Nominate an official who will take charge should an emergency arise.
- Ensure that an accurate register is maintained and readily available to take outside. The register should include any spectators, guests and opposition teams.
- Ensure that all users are aware of health and safety issues including:
  - location of emergency First Aid supplies -  
Morton Sports Hall - on shelf in the recess by the doors to the main hall  
Rendall Building – Reception desk  
Janet Ward Building - by entrance
  - location of fire-fighting apparatus
  - location of the emergency telephone -  
Morton Sports Hall - in recess by the doors to the main hall  
Rendall Building – Reception Desk  
Swimming Pool – external wall of The Croft
  - location of emergency exits
  - evacuation procedures and assembly point on hockey pitch
  - prohibition of smoking and use of alcohol on the premises
  - the school to be informed immediately of any accident or incident, no matter how minor, and details to be recorded in the school's accident book

Should an emergency occur during your hire of facilities at Rye St Antony:

- Evacuate the building or facilities and meet at the assembly point on the hockey pitch.
- Sweep building to ensure all members are accounted for and take register.
- Raise the alarm by contacting the Residential Premises and Maintenance Manager on 07990 069664 or the Emergency Services directly, if and when necessary; if the Residential Premises and Maintenance Manager cannot be raised, please phone School on 01865 762802.
- Communicate the nature of the emergency and any other salient information to Emergency Services on their arrival.
- Ensure that the event is recorded in the school's accident book.

Hirers must consider and plan for:

- the safe evacuation of members who have been identified as being particularly at risk
- how to look after members following evacuation in inclement weather
- how to ensure that all members have left the school grounds safely

## **FIRE AND EMERGENCY ACTION PLAN FOR 16.00-18.00**

The Head of Boarding and Deputy Head of Boarding have responsibility from 16:00 to 18:00 and are based in the Cottage. Should the alarm sound, this is the action to be take :

- Ensure that you have the Prep Register (and a copy of the yellow Staying-Late list from Reception). Out-of-School Visits forms should already be in the Prep Register, and these forms are also posted by the telephone in the Staff Room
- Direct pupils and staff to leave by the nearest fire exit and make their way to the assembly point on Langley Lawn.
- Sweep the immediate area as you leave the building, checking lavatories, closing doors and switching off lights (only if it is safe for you to do so).
- Raise the alarm by contacting the Residential Premises and Maintenance Manager on 07778 832867 or the emergency services directly, if and when necessary, and inform SLT. See contact list below.
- Help pupils line up with the member of staff responsible for them prior to the alarm (Years 10, 11, 12 and 13 boarders with boarding staff, pupils at a fixture with PE staff, pupils attending a club with staff member running club). Any visitors on site with a letting should line up with their leader.
- Prep school pupils line up with the Supervisor for After-School Care
- Use the Prep Register, yellow Staying-Late list, Boarding and Sixth Form registers and any Out-of-School Visits forms to register pupils and liaise with teaching and boarding staff.

Liaise with:

- PE staff concerning pupils and visitors involved in matches
- Staff running clubs and activities to account for any pupils involved
- Boarding Staff to account for pupils in their care
- The supervisors of After-School Care for EYFS and Prep School pupils concerning pupils in their charge
- Lettings groups to account for their members

If the Residential Premises and Maintenance Manager is absent, outline to the emergency services the whereabouts of the fire (if known) and any other relevant information.

Ensure that a record of the event is logged in the Bursary as soon as possible.

**RYE ST ANTONY, OXFORD**  
**Contact Telephone Numbers**

<b>Name</b>	<b>Line</b>	<b>Internal</b>	<b>External</b>
Miss Jo Croft Head	Mobile (Personal)	202	07714 758077
Mrs Teresa Hudson Bursar	Mobile	205	07776 145998
Mrs Jo Creber Deputy Head Pastoral	Mobile (Personal)	265	07534 170594
Mrs Rachel Thanassoulis Deputy Head Academic	Mobile	203	07990 069699
Mr Tom Rand Residential Premises and Maintenance Manager	32 Franklin Road Mobile	222	07990 069664