

King Edward's School
Actions in case of Fire (Evacuation) or Lockdown

Actions in case of fire

1. ***If you find the fire, please activate the nearest break glass point***



2. Once the person who has found the fire has followed the evacuation procedures below she/he should then inform a Porter at Reception, site of the fire panels (or an emergency services attendee) the location and extent of the fire and whether any injuries appear to have been caused.

3. **THE SENIOR PORTER/PORTER** (or another trained fire warden) will –

- use the Fire Panel to identify the source of the fire and investigate the extent and seriousness of the fire
- use site radios to make all portering staff and the Facilities Manager and Assistant Facilities Manager aware of the alarm
- summon such assistance as is necessary to deal with the fire as far as this can be done without danger to themselves
- inform the Chief Master or other member of Leadership Team in charge
- stay in the vicinity of the Reception to direct firefighters

The Receptionist (together with other administrative staff) will:

- send the A4 printed form registers (not the red book versions), immediately to the assembly area (the Parade Ground) for the Form Tutors to supervise registration.

The Second Master will

- liaise with the portering team and will supervise the evacuation of the building and secure entrances to ensure no one re-enters the building until the source of the alarm has been investigated.

4. **EVACUATION**

- The member of staff in charge when there is a fire evacuation will be CDB. In his absence, a member of the Senior Leadership Team will take charge when they arrive. If neither are present in the initial few minutes, a Head of Year will be in charge until they arrive. In this plan the person in charge will be referred to as the Fire Officer.
- When the fire alarm sounds, everyone leaves by their nearest route (DO NOT adhere to one way routes if these are in place). Bags should be left behind. Lifts must not be used. However,
 - Some staff will delay their departure in order to check that some rooms are empty of people. This is called a building sweep. Two staff are allocated per zone in case of absence. Other departmental members: please look to see if

- the colleagues have started the sweep. If both colleagues are absent, cover for them.
- Pupils taking external exams will remain in their exam room, pending notification from the Fire Officer.
 - Occupants of the dining hall, out-buildings and sports buildings including the swimming pool, will not evacuate unless their building's fire alarm is sounding.
 - Staff conducting the sweep:
 - Go inside each room and look and shout to confirm empty
 - If any sign of a fire is detected, eg smoke, abandon the sweep, immediately leave the building and report to fire officer
 - If it is lunchtime, or before or after school, all members of departments who are in the main building should go to start the sweep of their department. In other words, colleagues in the dining hall don't need to re-enter the main building to start the sweep.
 - Heads of Year are never involved in the sweep and should go straight out to the muster point to supervise pupils
 - Staff should instruct any visitors, contractors' workmen, etc. to leave the building as they encounter them. Staff must prevent pupils, visitors, workmen etc. from re-entering the building.
 - Porters will go to the location where the alarm was raised to determine what the cause is. If there is a fire or other genuine emergency, porters will phone the emergency services. Porters will update the Fire Officer by phone. If there is a genuine emergency, the fire officer will send staff to any rooms containing external exams for these to be evacuated.
 - Porters/Facilities staff or the fire service will advise the Chief Master, or designated colleague, if it is safe to enter the building.
 - If the alarm happens later than 3pm, the Park Vale Drive gate will be closed to prevent parents from driving onto the site.
 - All pupils and teaching staff will muster on the Parade Ground.
 - Form teachers will stand in front of their forms.
 - Support Staff will walk down Park Vale Drive and muster in the Fives Courts area.
 - 2m distancing between year groups and all adults should be maintained.
 - Staff who are responsible for sweeping a part of the school will report to CDB who will be at the car entrance to the Parade Ground.
 - No other staff need to report in, nor will we be taking registers of forms. The system hinges on clearing zones.
 - If the parade ground is in use as a car park, we will gather on the KEHS hockey pitches (KES porters are able to switch the lights on if needed).
 - If told to evacuate, pupils taking external exams will muster in front of the PAC, supervised by the staff who were supervising the exam.
 - All boys to be silent. No boy to have his phone in his hand: they must not use their phones or contact their parents during a fire alarm unless we tell them to.
 - Roll calls will not be taken at any time. The only staff needing to report in, are those clearing zones.
 - Once the report is complete, one of three things will happen:
 - Pupils and staff will be directed to return to what they were doing, or
 - Pupils and staff will remain at the muster point, or

- In cold or wet weather, year groups will be directed to other buildings which have not been evacuated.
- Locations for year groups to shelter in bad weather (unless social distancing is required):
 - Shells: CCF building and tea pavilion next to swimming pool
 - Rems, UMs: squash courts (if there is a long delay, use Eastern Road pavilion)
 - Fourths, Fifths, Divs, Sixths: new sports hall (including changing rooms and upstairs fitness room)
- If there is an alarm out-of-hours, for example 5pm, all staff present in buildings should clear their own departments and report to the fire officer on the parade ground. The mini-astro will not be used.

Muster points for other buildings (only when their alarm is sounding)

CCF building, swimming pool, chapel, all other nearby buildings: parade ground

Sports halls: nearby playing field

Eastern road pavilion: nearby playing field

Southall pavilion: hockey astro pitch

5. SPECIAL PROVISION

The Foundation Office and KEHS should be informed as soon as possible by the porters. Porters should prevent traffic from entering the school grounds other than emergency vehicles

6. IN THE EVENT OF FIRE DURING EXTERNAL EXAMINATIONS

When on invigilation duty colleagues must read the procedures described in the 'Conduct of Examination' booklet. It is the responsibility of each member of staff involved in external examinations to be familiar with these instructions.

7. IN THE EVENT OF A TELEPHONE WARNING OF THE PLANTING OF A BOMB OR OTHER INCIDENT REQUIRING EVACUATION

The Chief Master or their deputy will contact the Police,
The fire alarm will be sounded and the school will evacuate accordingly (see evacuation procedures above).

LOCK-DOWN

Signal for lock-down:

- One long continuous ring of the school bell (for approximately one minute) will signify lock-down.

Actions to be taken:

- All classes and staff with them should stay put and await further instructions.
- Where boys or staff are outside or moving around the school they should go immediately to the nearest place of safety (this should be whether there is a teacher/other people present or not).

- Lock or barricade the door wherever possible.
- Windows should be closed and locked/barricaded and curtains/blinds drawn if possible.
- Boys and staff should get out of sight of the door to the classroom and should be silent.
- Turn off the lights.
- Boys should not use their phones. All phones (belonging to staff and boys) should be turned to silent.
- Support staff should stay in their designated area.
- If boys/staff are in the toilets they should lock the door of the toilet and remain there.
- If the fire alarm is activated after the lock-down procedure has been signalled this should be ignored unless the all-clear instruction has been given (see below). The exception is where an individual sees indications of an actual fire (e.g. smoke), if so, then they should evacuate.
- The receptionist should contact the Sports Hall and the Facilities Team, to inform them that the lock down emergency procedure has been invoked. In addition, members of SLT will be despatched to the sports-hall(s) and KES swimming pool to notify them that the lock-down procedure has been activated. The person sent to the swimming pool will then keep going to the sports pitches, Eastern Road and the Southall Pavilion to notify anyone in these locations.
- The Facilities Team should contact the KEHS porter (and Foundation Office if appropriate) to ensure that the lock down procedure in KEHS/FO has been invoked.
- All available SLT to gather in the Chief Master's office, if this is unusable then the Development Office will become the base

End of lock-down:

- Staff should wait for instruction from either a LT member or a member of an appropriate outside authority (e.g. the police).

Additional information for SLT:

- The lock down activation signal (i.e. the school bell) should be activated by a member of SLT. When possible the decision should be taken by the following members of SLT:
 - Chief Master
 - Second Master
 - Member of SLT left in charge if CM and 2M not on site
 - If none of these are available, then another member of SLT is authorised to activate the bell if the situation warrants this
- As soon as is practicable, parents will be notified via SchoolComms that a lockdown is in place, and asked not to come to school and not to phone the school.

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Reviewed December 2020 by the Bursar (to be reviewed during the Autumn term 2021)

The Bursar is responsible for the monitoring and review of the Evacuation/Lockdown process and reports to the Chief Master.