

# King Edward's School

## Fire Regulations - Actions in case of Fire (Evacuation) or Lockdown

<b>Committee</b>	Risk and Compliance
<b>Policy Type</b>	School
<b>Policy Owner</b>	Bursar - Finance and Estates
<b>Statutory</b>	Yes
<b>Published on website</b>	Yes
<b>Last review date</b>	October 2024
<b>Next review date</b>	October 2025
<b>Review Cycle</b>	Every two years, unless required sooner due to change in legislation
<b>Expiry date</b>	N/A
<b>Version</b>	1.1

## 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 Head of School or other member of Leadership Team in charge
  - stay in the vicinity of the Reception to direct firefighters

### **The Head of School 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.
- Fifths, Divs, Sixths, together with their form teachers and head of year will muster on the Mini Astro.  
All other 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.
- Staff who are responsible for clearing a part of the school will report to CDB who will be at the car entrance to the Parade Ground, or to HMC if they muster on the Mini Astro.
- 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 etc. to leave the building as they encounter them. Staff must prevent pupils, visitors, contractors 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 or radio. 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 Head of School, 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.
- Staff who are responsible for sweeping a part of the school will report to CDB or HMC 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:
  - 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 in front of school.

**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 Head of School 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**

***General:***

Site staff and duty staff routinely patrol and check any access doors are closed to minimise risk of unauthorised entry to the school building.

The decision to enter into lockdown should be taken by the following members of SLT:

- Chief Master & Principal
- Head of School
- Member of SLT left in charge when above roles 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

**Communications Plan:**

***In the event of non-evacuation emergency ('Lockdown') the Porters will ring the school bell continuously for one minute.***

If the Porters are unavailable, a member of SLT will sound the bell. If out of hours, a member of the Facilities team on duty will sound the bell.

Head of School to contact the police (and Facilities team if SLT member has sounded bell), if she is unavailable, Chief Master & Principal' EA will call.

The Receptionist (or a Member of Facilities Team - particularly if outside normal working hours) should contact the Sports Hall to inform them that the lockdown 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 Foundation Office and KEHS should be informed as soon as possible by the Porters. Communication will be maintained via a SLT WhatsApp group and/or walkie talkie if phones are unavailable. Walkie talkies are currently located at Porters Lodge and Reception. Facilities Manager also has a walkie talkie.

Depending on nature of the incident, available SLT to gather in the Chief Master & Principal's office, if this is unusable then the Large Admin Office will become the base. Main gates should remain closed with no access to parents or public until incident declared over.

### **Actions for pupils and staff**

On hearing the continuous bell, all pupils should remain in classrooms with their teachers and take the following actions:

- Lock or barricade the door wherever possible.
- Windows should be closed and locked/barricaded and curtains/blinds drawn if possible.
- Pupils and staff should get out of sight of the door to the classroom and should be silent.
- Turn off the lights.
- Pupils should not use their phones. All phones (belonging to staff and girls) should be turned to silent.
- Where pupils 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). This may include the Staff Room.
- Support Staff should remain in offices and lock doors where possible.
- If pupils/staff are in the toilets they should lock the door of the toilet cubicle and remain there.
- If the fire alarm is activated after the lockdown 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 as usual.

**Additional actions relating to Sports Facilities:**

- If pupils are swimming, they will be directed to leave the pool quietly and return to changing room. Pool area to be locked and pupils remain in changing rooms. As an additional security measure, changing rooms should be locked from inside, and access to PE classroom is restricted by code lock.
- In the event that an intruder is outside and first identified by PE staff, they will use mobile phone to alert PE Office and Reception. Additionally, a runner will be sent to PE Office or KES Reception as appropriate to raise alarm.

**In the event of Lockdown during external examinations:**

1. Examinations Officer or invigilator to lock all doors in the Hall.
2. Turn over all question papers and scripts and leave on desks
3. Candidates in the Hall should be directed to move to the middle of the room, towards the stage as quietly as possible.
4. Invigilators to note time Lockdown began, and end time.
5. Following the Lockdown, the Examinations Officer will assess whether the examination can continue or be abandoned/ rescheduled. Advice to be sought from examination board(s).

**On arrival of emergency services:**

Head of School to liaise and coordinate and the following staff should have information ready to assist their efforts:

- Receptionist to provide a map of school site if required
- Data Manager to provide breakdown of classrooms in use if required (and SIMS available)

In the event that a Helicopter Landing Site (HLS) is required for emergency services, the KES sports field is to be used. What3Words: cards-noise-swing

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.

**On completion of the Lockdown:**

The school bell will be rung (on/off/on/off five times) or staff will receive instruction from either a SLT member or a member of an appropriate outside authority (e.g. the police). In the event that parents have been alerted and are cleared to attend site, they should be directed to the Parade Ground and met by available member(s) of KES SLT to reassure them.