

## TPS Fire Procedures

*“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”*

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#### 1. Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all staff to familiarise themselves with the School's fire regulations, fire drill practices and procedures. Information concerning fire exits and routes are posted in each room near the door.

In the event of the fire alarm being activated, never assume it is a practice drill.

## 2. Discovering a Fire or Other Emergency

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the pupils or persons under their charge and this will mean the evacuation of the building.

The following steps should be taken when discovering a fire or other emergency:

- Sound the alarm immediately, if you see signs of a fire or other emergency, which could place staff or pupils in danger. Call points are located on each floor and staff must familiarise themselves with their location
- Close the windows if time, but do not delay
- If the following applies then you may attempt to control the fire, with assistance if available:
  - The fire is no bigger than a waste basket
  - You are not responsible for any pupils
  - If it is safe to do so.
- Never put yourself at risk even with the smallest fire or other emergency
- Never attempt to move burning objects
- Evacuate the room using the route indicated in each room. Staff should make themselves familiar with the route from each room they use
- On leaving a room make sure the door is closed
- Automatically closing doors must not be wedged open; if for any good reason this has happened the wedge must be removed
- Evacuate the building with pupils or persons under your charge as appropriate
- If you are responsible for activating the alarm, you should inform a fire marshal about the location of the fire and any other relevant details
- The monitoring company will automatically contact the School (if the alarm is raised) and summon emergency services if required. However, if in doubt staff should contact emergency services directly. Dial 999 (or 112 from a mobile) and state clearly the address where the fire is and include the school postcode (TW12 2SA)
- If required, contact details for the Monitoring Station are:
  - Tel – 0844 8712223
  - Account No - 064237
  - Password - Beveree

## 3. Assembly Point

The assembly point for all pupils and staff is the main playground.

Should the main playground be inaccessible or dangerous, all pupils and staff should make their way through the right and left hand gates (code for gates: 1966) to Hampton & Richmond Borough Football Club (HRBFC) and pupils moved as far away from the danger area as possible.

In these circumstances pupils in the prep building could exit through the main hall or out of the front of the School, to be escorted around the block to HRBFC.

The keys to HRBFC gates are located as follows:

- School Office – key box on the wall
- Wall outside the Head of Pre-Prep's office
- Key boxes beside the gates to HRBFC - the code for the key boxes is 1966.

#### 4. Fire Marshals

The fire marshals are:

- Headmaster (or in his absence the Deputy Head)
- Head of Pre-Prep (or in her absence the Designated Pre-Prep Fire Marshal)
- Premises Manager (or in his absence the Business Manager)
- Head of Music (or in her absence the Head of Art & DT).

The fire marshals will ensure that the premises are evacuated and will ensure an accurate roll call is taken. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building. Fire marshals are easily identifiable by high visibility vests. Further details regarding duties can be found in **Appendix 1**.

#### 5. Fire Evacuation Procedures - Core School Hours

##### 5.1. Support Staff

- School Office Staff:
  - Collect the following on exiting
    - Emergency kit bag that includes the fire map
    - Pupil register
    - Staff register
    - Visitor book
    - Staff/pupil signing in book
  - Check medical room
  - Ensure office door does not lock
  - Evacuate and proceed to assembly point
- Business Office Staff:
  - Check prep girls' cloakroom (basement)
  - Check prep boys' cloakroom (ground floor)
  - Evacuate and proceed to assembly point
- Catering Staff:
  - Staff to activate gas shut off valve
  - All staff to evacuate and proceed to assembly point
  - Catering Manager to check all catering staff and report when asked
- Premises Staff:
  - All staff to evacuate and proceed to assembly point
  - Premises Manager to carry out Fire Marshal duties; **See Appendix 1**
- Other Adults on Site (contractors, visitors etc):
  - Evacuate and proceed to assembly point. Staff to assist where necessary

##### 5.2. Teaching Staff

For those staff members with responsibility for pupils at the time of the fire alarm being activated, the following procedure should be followed:

- You should escort the pupils in your care at the time, in silence and in an orderly fashion to the assembly point in the playground. No one should talk or run
- Ensure that pupils evacuate in dual files on the fire escapes and the main stairway in the Prep building
- Do not take anything with you and do not allow the pupils to take anything
- When passing through automatically closing doors, a pupil should be asked to hold the door open and then come at the end of the class

- If you have a disabled pupil in your class, you should assist them to the assembly point or designated safe refuge:
  - Prep Building 2<sup>nd</sup> Floor – French Room
  - Prep Building 1<sup>st</sup> Floor – Girls' Cloakroom
- Inform a Fire Marshal as soon as possible if a disabled pupil is waiting at a designated safe refuge point
- Assigned staff should check the Pre-Prep Cloakrooms and Learning Resources Office (located in Pre-Prep)
- Take the register of your class as soon as you reach the assembly point and you are provided with the register. You are responsible for the class you have brought out, not your form if that is different
- Once the head count is completed the register should be held up until it is collected by the Deputy Headmaster or Head of Pre-Prep
- You are responsible for ensuring that the name of any pupil who cannot be accounted for is passed immediately to a Fire Marshal
- Remain at the assembly point with your pupils until the all clear is given
- Teaching staff without responsibility for pupils when the fire alarm is raised should evacuate and proceed to assembly point.

### **5.3 Procedure at Assembly Point**

Once all staff and pupils reach the designated assembly point the Fire Marshals will advise if a more distant evacuation is considered necessary.

If the Headmaster or the Premises Manager are informed that a pupil is missing by a Fire Marshal, they will assess the situation and satisfy themselves whether it is safe to re-enter the building. If there is smoke or visible fire then they may not re-enter the building until permission is given by the Fire and Emergency Services.

No-one else may re-enter the building until permission is given by the Headmaster (or the Deputy Headmaster in his absence or a member of the Senior Leadership Team (SLT) in his absence).

### **5.4 Fire Evacuation Procedure - After 4pm**

In the event of the fire alarm being activated after 4pm, all children and staff in clubs should proceed to the assembly point. Staff should supervise the children in their care at the time. Any parents also on the premises should be guided to the assembly point.

The SLT member on duty will be responsible for managing fire evacuation procedures after 4pm.

The After School Care (ASC) Supervisor will be responsible for managing fire evacuation procedures for the ASC, through to 6.30pm.

In addition to standard procedures the School Office staff should also evacuate with the club lists.

## **6. Cut Off by Fire**

In the event of a member of staff finding themselves cut off by fire and unable to evacuate the building they should:

- Close the door, using clothing etc to block any gaps

- Go to the window and attract attention
- If the room becomes smoky, stay low – it is easier to breathe
- If on the ground floor open the window or if the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc. Lower yourself to the ground and make your way to the assembly point and report to a Fire Marshal
- If on the first or second floor of the Prep building, assess the situation and if escape is not possible, wait for emergency services to attend the site.

## **7. Fire Drill Practice**

Fire drill practice will be carried out at least once every term or three times a year. The exercise may include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by activation of the fire alarm and the whole premises will be checked as if an emergency has arisen.

## **8. Fire Precautions**

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all staff.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire
- Familiarise yourself with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc
- Ensure that electrical equipment is turned off when leaving the School
- Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters
- There is to be no smoking on the premises
- If you see anything, which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

## Appendix 1: Fire Marshal Duties

In order to assist in reducing the risk of fire and safely evacuating the School in the event of fire, we have a number of designated Fire Marshals throughout the School.

Current Fire Marshals are:

Main Fire Marshal	Covering in their absence	Area of Responsibility
Mr D Malam (Headmaster)	Mr J Edwards (Deputy Headmaster)	Prep Building: 1 <sup>st</sup> and 2 <sup>nd</sup> Floor
Mrs B Barnes (Head of Pre-Prep)	Mrs A Hepburn (Senior Teacher)	Pre-Prep
Mr H Niehaus (Premises Manager)	Mrs C Churchman (Business Manager)	Prep Building: Ground Floor
Mrs N Hill (Head of Music)	Mrs J Stones Mrs C Terry Mrs L Moorshead (Head of Art & DT)	Art & Music Block

The responsibilities of a Fire Marshal fall broadly into two categories:

- Day to day duties
- Emergency duties

### 1. Day to Day Duties

Fire Marshals are responsible for checking that:

- Fire exits and routes remain free from obstruction and are available at all times. It is crucial that exits are opened to check they are not blocked from the outside
- Break glass call points are visible and have a break glass point sign and emergency fire action notice adjacent to them
- Walkie-talkies are fully charged and easily accessible
- Fire extinguishers are in their correct place.

### 2. Emergency Duties

In an emergency evacuation situation, Fire Marshals are responsible for:

- Collecting walkie-talkies and high visibility vests on evacuation
- Ensuring the premises are safely evacuated
- Directing staff to safe available exit routes
- Ensuring an accurate roll call is taken
- Advising staff and pupils if a further evacuation to Hampton Football Club Grounds is necessary.

In addition to the above the Premises Manager is responsible for:

- Checking the fire panel, if an alarm is activated
  - Checking zones to see where the fire is
  - Silencing the alarm and resetting if a false alarm
- Stopping traffic entering school premises.

In addition to the above the Headmaster is responsible for:

- Meeting emergency services on their arrival as appropriate; advising of any known persons still in the building and the vicinity of the fire or danger (if known)
- Providing plans of the school to emergency services (copy available in the emergency kit bag).