



St. Francis' College

Fire Evacuation Protocol

Introduction

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5)

General

The primary concern is to make sure that the alarm is raised and everyone gets out of the buildings quickly and safely to the Assembly Area. Firefighting is secondary and in most circumstances is best left to the professionals.

Raising the alarm

Smoke detectors are located throughout the College and may automatically trigger the alarm before anyone has spotted a fire. The fire alarm will sound throughout the College no matter where the alarm is triggered.

The alarms are monitored by Southern Monitoring who will phone the designated members of staff in quick succession. If they are unable to get a response they will automatically call the Fire Brigade.

If you see a fire and the alarm is not sounding, then immediately sound the fire alarm (shout "FIRE" and break the glass in the nearest fire alarm call point). Then, if staff, call the Fire Brigade and notify this action to the Head, or Deputy Head, or the Bursar. Pupils should find the nearest member of staff and report the fire to them.

The Fire Brigade

The Fire Brigade should ONLY be called by the member of staff who sees, or is informed by a pupil of the fire and first raises the alarm, or by the Head, Deputy Head, or Bursar, or someone acting on their instructions. This is to prevent false call outs during fire drills and so on. In the event of any fire in a building, even if small, the Fire Brigade must be called.

Firefighting

Only staff that have undertaken appropriate training should use the fire-fighting equipment provided throughout the College. Staff are encouraged to participate in such training when opportunity arises. Pupils must not attempt to fire-fight.

When the alarm sounds

If the alarm sounds and rings continuously then EVERYONE MUST EVACUATE THE BUILDINGS WITHOUT FAIL (except during testing of the alarms and individuals, if instructed to the contrary, during a fire drill).

Everyone should stop whatever they are doing and not waste any time gathering up personal possessions, but IMMEDIATELY LEAVE THE BUILDING, calmly and quietly, by the designated primary route, or if fire blocks this egress, by the nearest safe alternative. Unless in the immediate vicinity of fire, walk rather than run. This is particularly important on stairs. Teaching staff, Classroom Assistants, etc, should of course co-ordinate the evacuation of the pupils in their care.

Alarm Testing

The fire alarms are tested regularly (every Thursday morning at 8.00 am) or otherwise, when prior notification of this will be given via email.

Specific Duties

Reception Office Staff	Collect all Senior School registers, the signing in/out folder and the visitors' book, print evacuation lists from Entry-sign, lock front door from the school uniform shop and take them to the Fire Assembly Area. Distribute folders/registers to relevant members of staff.
Prep Office Staff	Collect all Prep registration and absence sheets and take them to the Fire Assembly Area
EYFS Staff	Collect EYFS registers and take them to the Fire Assembly Area
Estates Manager	Check the fire alarm panel in corridor opposite BG20 for location of device triggering alarm.
Site Service team	Go to the fire alarm panel in corridor opposite BG20 for location of device triggering alarm and investigate (with caution). Liaise with Estates Manager. Reset alarm when the all clear has been given by either the Head, Deputy Head or Bursar.

Assembly and Roll Call

The Assembly Area is on the grass area in front of the tennis courts. Pupils should line up by Form facing the tennis courts, with EYFS nearest the Prep Building through to Sixth Form nearest the Broadway (see plan in Form classrooms) so that a full roll-call can be carried out. Support staff line up in their departments opposite pupils facing the Broadway building. DO NOT RETURN TO THE BUILDINGS until authorised (by the Head, Deputy Head or Bursar).

If there is a fire in the College, then it may be necessary to evacuate the site. This decision will be made by the Head or, in their absence, by the Deputy Head (then the Bursar, other members of SLT).

Specific Responsibilities – Fire List Checking

Fire Drill Structures

Checking presence of teaching staff and lab technicians. Report to Director of Studies

Teaching Staff: Faculty	Person Responsible *
Creatives + Technicians	Head of Art
Economics, Business + Psychology	Head of Economics
English, EAL + SEN + Library	Head of English
Humanities inc. Classics/Latin	Head of History
ICT + D of E	Head of ICT
Mathematics	Head of Maths
MFL + Assistant	Head of MFL
Peri staff	Director of Music
Prep	Deputy Head of Prep
Science + Technicians	Head of Science
Sport	Head of PE

Checking presence of non-teaching staff. **Report to Head's PA**

Department	Person responsible*
Admin team inc Reprographics	Admin Co-ordinator
Boarding + First Aid	Head of Boarding
Bursary + HR	Bursar or Fees Clerk
Estates	Estates Manager
Catering	Catering Manager
IT	IntermIT
Marketing + Admissions	Registrar
Cleaning	Cleaning supervisor
Visitors	Reception

*** A designated person should be allocated in case 'person responsible' is absent.**

Reporting Structure

Teaching Staff ----- Director of Studies

Support Staff reps --- Head's PA

Form Tutors ----- Heads of Year----- Deputy Head

If the full evacuation of the site should be necessary, the Whole College will evacuate to St Michael's Church, Broadway.

Reviewed By:	Estates Manager
Authorised By:	Bursar
Effective From	September 2022
Next Review Due	September 2024