



**ALDENHAM**  
— SCHOOL —

# **Fire Evacuation Policy**

**Revised March 2024  
by KM**

## Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm. If you hear the fire alarm sound in the building you are in, you must evacuate immediately by the nearest exit and make your way to the assembly point shown on the Evacuation Instructions for your building.

If you are the last person to leave a room, please close the door but do not lock it. If windows can be quickly and easily closed, you should do so but do not delay your evacuation unnecessarily. Similarly, if you are able to quickly put away confidential and personal items and collect a coat you may choose to do so but you should not delay your evacuation unnecessarily.

If you have a disabled pupil in your class, you should move them downstairs, using one of the special evacuation mats.

The School Office or the Bursar will summon the Emergency Services if the alarm sounds.

### Assembly, counting/registration, checking in

- If you are responsible for a group of pupils, take a count of the pupils, then direct them to leave your location with you. They should move quietly and quickly via a safe route to Top field. There must be no running or shouting.
- Assemble the pupils alphabetically in a straight lines facing the Wells Centre – once assembled and until dismissal, science should be maintained. Staff should actively monitor pupils to maintain the lines and silence.
- In lesson time, pupils assemble as per Diagram 1 below – Year 7-11 in teaching groups, Year 12-13 in House groups.
  - Year 7-11 teachers – recount your pupils, keep them silent and lined up – remain with the group ready to report any missing pupils to SLT
  - Year 12-13 teachers – support HSMs in lining up and registering the pupils (as below)
  - HSMs (not teaching at the time of fire alarm) – register your Year 12-13 pupils – remain with your groups ready to report any missing pupils to SLT.
  - HSMSs (teaching Year 7-11 at the time of fire alarm) – recount your pupils, report any missing pupils directly to SLT and move to your Year 12-13 pupils group – SLT will direct another colleague to supervise your teaching group.
  - SLT check-in:
    - Year 7, 8, 9 teachers – Mrs Hems
    - Year 10, 11 teachers – Rev Green
    - Year 12, 13 teachers and HSMs – Mr Harding
    - Teaching staff without a class – Dr Reid
    - All SLT to report up to Mrs Hems any missing pupils/teachers
- In non-lesson time, pupils assemble as per Diagram 2 below – in Houses.
  - Tutors – register your pupils, keep them silent and lined up – report any missing pupils to the HSM
  - HSMs – support tutors in keeping pupils silent and lined up – identify any missing pupils from tutors – remain with the pupils/tutors ready to report missing pupils/tutors to SLT.
  - SLT check in
    - Teaching staff not with a House – Dr Reid
    - All HSMs and SLT – report up to Mrs Hems any missing pupils/teachers.
- During Enrichment time:
  - Enrichment activity leaders to count out the students as they leave their venue. Walk quickly and quietly to the Top field and line up in front of the Wells Centre.
  - Staff to check names via their SOCS register and report any missing students to Senior member of SLT.
  - Head of Enrichment to check enrichment leads have cross referenced their SOCS registers.
  - No-one is to re-enter the building until agreed by FSO.
- In Mrs Hem's absence, Dr Reid or Mr Harding will take charge.

- All other staff and visitors are to make their way to Top Field and gather as per the diagrams below.
  - Support Staff register with the Compliance Officer.
  - Catering Staff to register with the Duty Manager from Holroyd Howe.
  - Peripatetic music staff report to Mr Hallas.
  - Peripatetic learning support teachers report to Mrs Southgate.
  - Visitors to the Senior School will register with Mrs Hurst or Mrs Hartland.
- All external contracting staff are the responsibility of the Head of Estates. Such staff should make their way to Top Field. Once there, they should register with their senior person present. The senior person from each firm of contractors should report to the Head of Estates or his/her deputy that all staff are present or, if not, who is missing and where they were last working.
- A member of SLT will direct the dismissal of staff and students.

### **Pupils or staff unaccounted for**

- Pupils unaccounted for will be reported up to Mrs Hems via the procedure above.
- Fire Wardens, including the Holroyd Howe Duty Manager and Head of Estates, should report details of staff not accounted for to the Bursar and Mrs Hems.
- Remain at the assembly point with your pupils until the all-clear is given.

### **Support Staff Duties**

- The Head Porter is to wait at the main gate for emergency vehicles and preventing any other cars from entering. Other unoccupied porters are to direct people towards Top Field.
- Maintenance staff will go to any Houses where telephone contact has not been possible. They will then remain on standby to go and help as requested by the Bursar.
- A member of the maintenance team will stand in the Lower Yard and Main Yard to assist in the safe passage of personnel to the Top Field to help out as requested by the Bursar.

### **Health Centre**

- If assistance is needed with evacuating a patient from the Health Centre, the Nurse should inform the Bursar who will ask a member of the maintenance staff to attend.
- Having arrived at Top Field, personnel should report to the Compliance Officer. If the Nurse deems appropriate, a message may be sent to the HSM or member of staff concerned so that the patient remains under the Nurse's supervision.
- The Nurse should keep her mobile phone with her in case she is needed during the evacuation.

### **Fire Detection**

If you discover the outbreak of fire:

<b>DO</b>	<b>DO NOT</b>
Sound the nearest alarm Report the fire and its location Evacuate the building Proceed to nearest assembly point Report your presence to your Fire Officer Keep roadways clear	Attempt to leave the site by car (or motorcycle), you will block the entry of emergency vehicles. If you do have to leave site ensure your Fire Officer knows.

The fire alarm systems are tested weekly and the timing of such tests are advertised. The alarm will sound for up to 20 seconds and then be silenced. It is not necessary to evacuate during routine testing. You must familiarise yourself with the evacuation instructions for areas you are working in.

Fire safety equipment is provided in all areas to facilitate safe evacuation of buildings. This is regularly maintained but if you become aware of any defect with such equipment you must immediately report this

to your line manager.

In particular, fire extinguishers will not work properly if damaged in any way. They are not to be used as doorstops.

**If you are cut off by fire:**

- 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 the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc;
- If appropriate, exit feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping;
- Make your way to your evacuation assembly point and report to the Fire Warden;
- Do not hinder roadways and routes that may be used by emergency vehicles;
- Do not return to the building until the all clear has been given and until instructed by your Fire Warden; and,
- Never assume the evacuation is a drill.

**Fire Precautions**

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

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire;
- Familiarise yourself with the position of fire-fighting 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 fire-fighting 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, eg, under desks, behind radiators, etc. 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; and,
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

**Other Emergencies**

The procedure for a whole school evacuation is that everyone assembles at their designated assembly point on Top Field depicted in the below diagram.

**Gas Escape – if you smell gas**

<b>DO</b>	<b>DO NOT</b>
Turn off gas supply Open all doors and windows Notify line manager without delay (also notify the gas supplier where possible) Evacuate the building	Smoke Use naked flames Turn electrical switches on or off

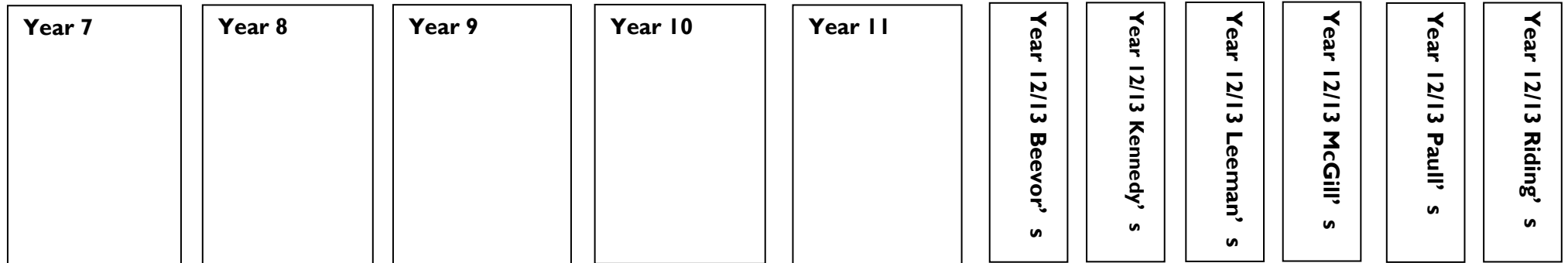
**Electricity –** If you suspect that there is an electrical fault with an appliance, immediately switch off and unplug it and notify your line manager. The item must not be used again until it has been inspected by the Maintenance Department and passed as fit for use.

If you suspect that the fault is in the mains electricity circuit, immediately notify your line manager. Do not attempt to touch any of the electrical circuits or fuse boards.

## LESSON TIME ASSEMBLY POINTS

**Pupils should face the 6<sup>th</sup> Form Centre**  
**Line up with Year 7 nearest barrier and Year 12/13 nearest McGill's.**  
**Line up in classes with teachers (Year 7-11) / houses with HSMs (Year 12-13)**

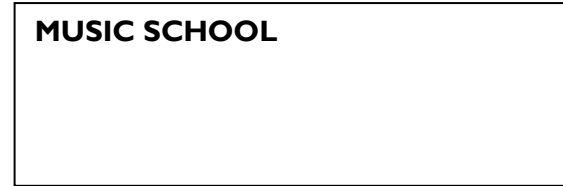
Dining  
Room



Support Staff  
Technicians

Holroyd Howe

Teaching Staff  
without a class



# NON-LESSON TIME ASSEMBLY POINTS

Pupils should face the 6<sup>th</sup> Form Centre

Dining  
Room

<b>Martineau's</b>	<b>Woodrow's</b>	<b>Leeman's</b>	<b>Riding's</b>	<b>Paull's</b>	<b>Kennedy's</b>	<b>McGill's</b>	<b>Beevor's</b>
Year 8	Year 8	Year 13	Year 13	Year 13	Year 13	Year 13	Year 13
Year 7	Year 7	Year 12	Year 12	Year 12	Year 12	Year 12	Year 12
		Year 11	Year 11	Year 11	Year 11	Year 11	Year 11
		Year 10	Year 10	Year 10	Year 10	Year 10	Year 10
		Year 9	Year 9	Year 9	Year 9	Year 9	Year 9

---

Support Staff  
Technicians

Holroyd Howe

Teaching Staff

**6<sup>th</sup> FORM CENTRE**

**WELLS CENTRE**

**MUSIC SCHOOL**