



Welburn Hall School

Fire Policy

Signed:

Date:

Last Reviewed: 26/11/2018

Next Review Due: November 2019

Action in the Event of a Fire Policy

There are 3 alarm panels onsite; the master panel is located in the reception office within the main house. This notifies building users of fire detection in all areas of the site.

If the activation has occurred within the main house a detailed zone/alarm/address will be displayed on the master panel. If the activation has occurred within the school 'zone 8 teaching block' will be displayed on the master panel.

The alarm panel covering the teaching block is located in Forest Classroom and when activated will display a light in the zone where the activation has occurred.

A detailed zone map is located below the panel to inform building users of the activated area.

A panel is located in the stairwell to the staffroom, If the activation has occurred within the school flat a detailed description of the area the activation has occurred will be displayed on the panel.

The alarm system is monitored by: FIRST COUNTY MONITORING

Welburn Hall School Fire Wardens are:

Darren Kendell
Marianne Best
Anne Lealman

Niall Hayton
Theresa Hunt
Dave Smith

If you discover a fire

- Trigger the alarm system using the nearest break glass/call point or press the evacuate button located on the fire panel.
- Evacuate the area immediately.
- If practicable, close windows and doors but don't waste time doing this.
- Dial 999 and request fire brigade to attend (action as 4 below).
- Proceed in a calm manner to the assembly point (action as 5 below).

1. If you hear the fire alarm

- Evacuate your area immediately, closing windows and doors behind you if practicable.
- Proceed in a calm manner to the assembly point (action as 5 below) and await instruction from the designated staff member who will have determined the nature of the alarm activation.

2. In the event of a fire

- The first priority is to ensure everyone evacuates in a calm manner to the designated assembly point (action as 5 below).
- The fire alarm system is connected to a monitoring station that will be immediately notified of a fire alarm activation. DO NOT rely on this system in the event of a fire. DIAL 999 and request the fire brigade to attend.
- Carry out a roll call ensuring all persons are accounted for whilst a designated staff member makes the 999 call (action as 4 below).

3. Making the 999 call

- Dial 9 for an outside line.
- Then dial 999.
- Ask for the fire brigade.
- Provide address:

Welburn Hall School
Kirkbymoorside
York
North Yorkshire
YO62 7HQ

- Remain calm and stay on the line, answer clearly any questions the operator may ask.

4. Assembly point

- Between **8:45am and 3:45pm** the designated assembly point is the tennis court.
- All students will assemble in tutor groups supervised by teachers and teaching assistants.
- A designated member of staff will attend the therapy/pool areas to provide any assistance, if necessary.
- Other staff will assemble in their groups (care, admin, cleaners, cooks, site team and visitors)
- Between **3:45pm and 8:45am** the designated assembly point is in the games room within the main house, this is a safe area with 3 available fire exits to evacuate from.
- The designated member of staff will carry out a roll call of students, staff and visitors, ensuring all building users are accounted for.
- The designated member of staff will determine the nature of the fire alarm activation and make a decision as to whether to evacuate to the tennis court.
- If the alarm activation did not occur in the teaching block then the school hall can be used as a place of refuge if necessary.
- If the alarm activation occurred within the teaching block (zone 8) a designated member of staff will be dispatched to determine the nature of the alarm, remaining in contact via radio.
- The alarm panels are located in:

Forest classroom (door code C1974) combination lock entry

Staffroom stairwell (door code C4950) combination lock entry

5. Designated person

- Between 7:00am and 8:45am the designated person is the head of care, care team leader or a residential care officer.
- Between 8:45am and 3:45pm the designated person is the head teacher or head of education.
- Between 3:45pm and 10:00pm the designated person is the head of care or care team leader.
- Between 10:00pm and 7:00am the designated person is the night residential care officer.
- All staff must be competent and confident in their designated role.
- Once the nature of the fire alarm activation has been determined and all checks carried out, if safe to do so, all building users can return to their areas. The designated person must then complete a report in the red fire folder which located in the reception office. The alarm panel printed slip must be stapled to the report.

6. The passenger lift

- Do not use/allow the use of the passenger lift at any time during a fire alarm activation.
- If the fire brigade have attended to the alarm activation then they will determine the nature of the activation and they will inform building users when/if it is safe to re-enter.

ALL STAFF, VISITORS AND CONTRACTORS MUST ACT IN ACCORDANCE WITH THESE INSTRUCTIONS AT ALL TIMES