

Welburn Hall School



Action in the Event of Fire Policy

The automatic alarm system can be activated in either the school block area, including physiotherapy, or the residential area, including the bungalow. All areas should evacuate to the appropriate Assembly Point whichever system is activated.

Signed:

Date: 9 March 2016

Last Reviewed: March 2016

Review Period: Annually

Next review Due: Spring Term 2017

Reviewed and Amended: HS 7.6.10, 7.6.11, 14.7.11, 19.6.12, 22.5.13, 31.10.13, Nov 13, Feb 14, April 2015, July 2015, March 2016

Adopted by Governors: 9 March 2016

1.0 IF YOU DISCOVER A FIRE:

- If you detect a fire, trigger the alarm system from the nearest activation point.
- Evacuate the area.
- If practicable, close windows as these provide a fire with oxygen but don't waste time doing this.
- Take action **as in 3.0 below**
- Proceed to the designated assembly point **as in 5.0 below**

2.0 IF YOU HEAR THE FIRE ALARM:

- Evacuate your area and close all doors and windows.
- Proceed to the designated assembly point **as in 5.0 below**

3.0 IN THE EVENT OF FIRE:

- The alarm system is connected to an auto-dialling system. There is no immediate need to make an emergency telephone call. If you have been informed that the monitoring service is not functioning take **immediate action as in 4.0 below**
- The first priority is to ensure that everyone evacuates to the designated assembly point
- If the Fire Service has not attended by the time the nominal roll/staff/visitors/contractors check has been completed, then on the instruction of the designated person (**see 7.0 below**) of staff or Night RCO, a 999 call must be made. **Action as 4.0 below**

4.0 TO MAKE A 999 CALL:

- Dial 9 for an outside line
- Then dial 999
- Ask for '**FIRE**' when your call is answered
- Say '**FIRE AT WELBURN HALL SCHOOL, KIRKBYMOORSIDE, YO62 7HQ**'
- Listen for your message to be confirmed
- Remain calm and answer any further questions clearly

5.0 ASSEMBLY POINT:

- **BETWEEN 8.45 AM AND 3.45 PM** the designated assembly point is the tennis court
- The designated person will nominate a colleague to go to the therapy block to check if assistance is necessary
- All pupils will assemble in tutor groups supervised by teachers and teaching assistants
- Other staff will assemble in their staff groups (*care, admin, cleaning, catering, NHS staff, contractors and visitors*)

- **BETWEEN 3.45 PM AND 8.45 AM** the designated assembly point is the **games room** opposite the main entrance to the 'House'.
- **If fire alarm is triggered in Zone 1 assembly point will be Main dining room**

- The designated member of staff will check students, staff, etc off against the nominal roll and nVentry record and will make a decision as to whether the building should be evacuated to the tennis court or School Hall.
- When the Control Board indicates that the alarm has been activated from school, the Senior Member of staff on duty will despatch a colleague to the school control board in the college year 1 room as soon as practicable to check on the zone of activation and silence the alarm if appropriate. Access will be via the combination door lock to the archway classroom. The burglar alarm for the school will need to be de-activated if already set.

6.0 PHYSIOTHERAPY/HYDROTHERAPY

- When the alarm has been activated from the Therapy Block, staff must take action as in **1.0 above**.

7.0 DESIGNATED PERSON

- Between 7.00 am and 8.45 am, am the responsible person is the **Head of Care/Care Team Leader** or a **designated Residential Care Officer**
- Between 8.45 am and 3.45 pm the responsible person is the **Headteacher/Deputy Headteacher/Assistant Headteacher**
- Between 3.45 pm and 10.00 pm the responsible person is the **Head of Care/Deputy Head of Care/Care Team Leader**
- Between 10.00 pm and 7.00 am the designated person is the **Night Residential Care Officer**

The Designated Person will:

- Check the nominal roll and the nVentry staff/visitors/contractors list. These will be taken to the assembly point during the school day by the school secretary. At other times the designated person will collect them from the office.
- The designated person will provide the fire service on arrival with information about missing persons and the zone of the activation
- After 10.00 pm the **Night Residential Care Officer** will first confirm from the control board which zone has been activated and then direct other staff to evacuate that zone first and then other zones, moving away from the fire location

8.0 FIRE DRILLS

Fire Drill Recording Procedure Between 3.45pm and 8.45am

After each fire drill or activation, and when staff, pupils and students are back in their normal routine, the designated person will:

- Print off a list of staff and visitors on-site from the desk top computer in the reception office by accessing inVentry Evac.
- Photocopy the nominal roll or residential roll of pupils and students.
- Place the 2 lists along with the Fire Alarm Activation Record in the file marked Fire Practice kept in the Reception office.

Fire Drill Recording Procedure **Between 8.45am and 3.45pm**

During the daytime between 8.45am and 3.45pm the admin team will take the I-Pad and nominal roll to the tennis court to in Ventry can be viewed and the register can be called. The admin team will then follow the same procedure for recording the drill or activation as the Care Team.

Please note:

- To view nVentry during the drill/activation use the I-pad (red I-Pad marked 'Fire Drills only' kept in Reception office door pocket.
- When the night staff come on duty they will take the I-Pad to the night station so that they have immediate access to nVentry in the event of a fire drill or activation.
- The night staff are responsible for charging the I-Pad ready for the next day.

9.0 OTHER ACTION/INSTRUCTION/INFORMATION:

- The site manager or designated person will check the indicated zone for the existence of fire once the nominal roll is completed, except at night when **action as in 6.0 will be adopted**
- All staff **must** be aware of alarm and **extinguisher** points appropriate to their role within the school
- All staff should be aware of intended use of different extinguishers
- Only fight a fire after sounding alarm and if you can be reasonably certain that an extinguisher will put it out, **eg fire in a waste bin or a fire which can be smothered with fire blanket**
- The **lift must not be used** during any fire alarm situation
- All fire doors must remain closed unless they are part of the automatic closure system, or are open temporarily while work is in progress
- The fire alarm system will be tested by the site manager each week and a record maintained
- The Site Manager will be responsible for arranging daytime fire practices and Head of Care will be responsible for arranging evening/night time practices. These will be held on at least a termly basis and a record of all practices will be maintained
- There will be a minimum of 1 practice each year during the night

10.0 The senior member of staff on call must be informed as soon as practicable of any fire or fire alarm.

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