



# Fire Policy and Procedure - Instructions

Academic year: 2018-19

Derby Grammar School provides a safe environment for learning and holds a practice fire drill for pupils and staff each term. Fire alarm function is tested regularly and the latest Fire Safety inspection by external contractors was undertaken in April 2018.

Staff undertook a Fire Awareness course in November 2016 and the Fire Alarm system is checked on a six monthly schedule and was last inspected in February 2018.

## On Finding a Fire

The person discovering the fire is to raise the alarm by breaking the fire glass and informing the nearest member of staff who should assess the fire and if it is deemed appropriate should attempt to put it out using the nearest extinguisher. If successful, this should be reported to the Head at the assembly point.

The School fire system is a monitored system and therefore the fire brigade will be called automatically.

On hearing the alarm, all doors and windows are to be closed and all persons evacuate the building by the nearest fire exit and proceed to the assembly point.

The lift should not be used when the fire bell sounds.

## Evacuation

On hearing the alarm, the building should be evacuated by the nearest exit or using alternatives that are signed.

The assembly point is on the hard court area next to the car park and all pupils are to line up whilst a register is taken and a list of those missing given to the Head. A member of the secretarial staff should bring the visitors' book, registers and the staff handbook. Once a list of those missing is compiled, it is to be given to the Site Manager at the front of the School with possible locations of those missing, so that liaison with the Fire Brigade can be promptly carried out.

All corridor doors will close automatically and should be left closed.

## Exit Routes

Primary exit routes are as indicated on the attached plan. Alternative emergency exits are marked by Fire Exit signs.

## Calling the Fire Brigade

If a person discovers a fire their first priority is for their own personal safety and the safety of pupils in their care, second to raise the fire alarm. The Bursar and Site Manager are to have checked the fire panel on passing to ascertain the location of the fire/sensor that has been activated. Once identified, the Site Manager is to go to the location to ascertain whether there is a fire.

## **Raise Alarm**

If the fire activation/call point activation is found to be a false alarm, once confirmed by the Site Manager and also the Fire Brigade, the Head will be informed, the alarm will be silenced and the fire system re-set so that the School can be reoccupied.

## **Fire Brigade**

If the fire brigade are expected, the nominated staff are to, where possible, arrange themselves so that the fire appliance arriving at site can be directed to the relevant entrance most applicable to the fire location and also to a briefing staff member.

The briefing member, where possible, is to have a school plan of the site and where known, the location of the fire should be marked so as to expedite the combating of the fire and extraction of trapped personnel.

## **Site Co-ordination**

Pupils and staff reporting at the assembly area will be under the control of the Head or Deputy Head and he/she will be responsible for moving the assembly area to a different part of the grounds, should he/she deem it necessary.

Co-ordination of the rest of the site, liaising with the Fire Brigade and possible subsequent fighting of the fire prior to the Fire Brigade arrival will be co-ordinated from the front of the School by the Bursar or Site Manager.

## **Nominated Staff Members**

The following staff on hearing the fire alarm are to congregate at the front of the School for the purposes of co-ordination, liaison and ascertaining if a fire exists. Nominated personnel are:

- The Bursar
- The Site Manager
- Health and Safety Officer
- Head

Nominated staff are to ascertain the location of the possible fire and whether it is genuine or a false alarm, call the Police, where practicable, and liaise with the Fire Brigade. Fire safety equipment training was last undertaken by staff in high risk areas in November 2016.

## **Area Clearance**

Teaching staff are responsible for clearing their rooms and checking any adjacent, empty rooms.

The Senior Secretary should check all administration areas.

The Site Manager will check the main boys' toilet area.

Junior School staff will check the junior school toilet area.

The Head of VI Form will check the Summer House gym after exiting the building.

The above staff are to be trained in the procedures for clearing and relevant action to be taken.

### **Out of Hours**

External users of the School facilities will evacuate and confirm they are all clear of the buildings and a representative report to the front of the School to confirm evacuation.

Fire emergency action plans for external users are given to the member in charge of the organisation.