

**Egerton Rothesay School**  
**FIRE EVACUATION PROCEDURE**

*In accordance with the ERS Fire Risk (Prevention) Policy*

**IF YOU FIND A FIRE (or smell burning)**

- Shout Fire to warn those nearby
- Commence evacuation of pupils from the immediate area.
- Operate the nearest break glass call point.
- Do not attempt to extinguish the fire: the safe evacuation of any pupils in the immediate area is the priority.
- Go to the assembly point on the Playground
- Tell the person in charge of the assembly point what has happened.

**THE SOUND OF THE FIRE ALARM**

The fire alarm is tested while there are no pupils on the premises so you should not hear a test during school hours.

The sounds of the fire alarms:

- a continuous ringing of the bells (Main Building/ Grove/Aspens)
- a Siren (Woods/ Cedars/Willows/Cherrytrees)

**IF YOU HEAR THE FIRE ALARM**

**PUPILS**

- Do not attempt to extinguish the fire
- Leave the building by **the quickest safe route**
- Go to the assembly point on the Playground
- Line up **in silence** with your Form

**STAFF**

- Do not attempt to extinguish the fire
- Escort pupils in your area out of the building by **the quickest safe route** and take them to the assembly point on the Playground.

**VISITORS**

- Do not attempt to extinguish the fire
- Leave the building by **the quickest safe route**
- Go to the assembly point on the Playground
- Report to the Responsible Person

## **OTHER RESPONSIBILITIES**

Designated **FIRE WARDENS** are responsible for ensuring that:

- their floor area is cleared, including toilet and cloakroom areas.
- all doors/windows are shut behind them (as long as this does not put them/ or any pupil at risk)

At the assembly point, **FIRE WARDENS** should confirm that their areas are clear (or why they are unable to confirm this) to the Responsible Person.

The **RESPONSIBLE PERSON** will confirm that all visitors and staff are accounted for and inform the Headteacher of any persons unaccounted for.

The **RECEPTIONIST UNDER INSTRUCTION** will call the fire service on 999 (112 if by mobile phone) and inform them that:

- the fire alarm is sounding/there is a fire emergency at **Egerton Rothesay School**
- the building is being evacuated, giving any other information available at the time.

The **RECEPTIONIST UNDER INSTRUCTION** will take the Staff Register, Visitors Book, Pupil Registers and the Late Book to the assembly point and pass these out to the Responsible Person / Class Teachers / Form Tutors. The **RECEPTIONIST** will also inform Form Tutors of any entries in the Late Book.

**PUPILS** will line up in silence in their forms at the designated area at the assembly point.

**CLASS TEACHERS/ FORM TUTORS** will carry out a roll call of their pupils and will immediately inform the Responsible Person if anyone is unaccounted for.

The **HEADTEACHER** will determine whether and how further information to the fire service is required as new information becomes available (eg details of the cause or location of the alarm, specific hazards and routes into the school).

The **PREMISES MANAGER** will:

- go to the fire alarm panels to identify the area(s) affected (if safe to do so).
- liaise with and meet the fire service on arrival and give the officer in charge the fire service emergency pack and any additional information, in particular if everyone is out of the building, the location of any fire and what is in that area and generally assist them as required.

If a false alarm is proved, the Headteacher will confirm when the school should be re-entered. Until this time, no one will return to the building until the Headteacher has received the permission of the fire service officer in charge.

## **OUTSIDE NORMAL OFFICE HOURS AND AT WEEKENDS**

Outside of normal work hours and at the weekend, should a fire be discovered, the **PREMISES MANAGER** will inform the fire service by dialling 999 (112 if by mobile phone), meet the fire service on arrival, and inform them of the location of the fire.