



**St George's**  
School Edgbaston

# FIRE AND EVACUATION PROCEDURE UPPER SCHOOL

Revised: September 2018



## **These procedures apply to Upper School**

St. George's School is a responsible employer that takes its Fire Safety duties seriously. There are clear procedures for Evacuation of the premises. The School has identified key staff to fulfil the responsibilities of these procedures.

### **Incident Managers**

The School has several Incident Managers to carry out the following duties:

- Lead and co-ordinate any evacuation from the premises once the alarm has sounded
- Contact the emergency services
- Manage the decision on whether or not a safe return into premises is possible
- Record and review procedures after evacuation

There are 6 Incident Managers in the Upper School

### **Maintenance Staff**

Carry out weekly testing of the Fire Alarms and maintenance of the building to ensure all preventative and protective measures are in place.

### **Evacuation Procedure**

If the alarm is activated staff should follow the procedure below:

#### **Evacuation**

- Staff instruct pupils to leave the classroom quietly and sensibly by the nearest fire exit
- Follow the green 'fire exit' signs in corridors and proceed to the evacuation assembly point (the tennis courts adjacent to the chalet)
- No books/bags/coats should be taken
- All doors and windows should be shut when exiting the classroom
- All non-teaching staff should make their way to the assembly point and aid pupils when required
- Staff should ensure the safe evacuation of any students, colleagues or visitors with disability

#### **Assembly Point**

- Pupils line up alphabetically in their forms, there is a sign on the tennis courts that states where each Tutor Group should line up

- Form Tutors should stand with their students and will be issued with a register to complete
- Other teachers and non teaching staff should assemble in alphabetical order in their designated area (please see Evacuation diagram)

## **Checking Attendance**

### **Student Registers**

- Registers are issued for tutors to complete and return to Heads of House confirming that all pupils are accounted for. Heads of House collate and return registers to the Incident Manager informing the Incident Manager of ANY PUPILS WHO ARE NOT ACCOUNTED FOR

### **Staff Registers**

- Admin staff are to be registered by M. Fahy
- LSA's to be registered by J. Love
- All other staff not attached to Forms will be registered by G. Thompson
- J. Finn/B. Gill will complete registers in the event of any absence of the above staff
- Once all staff have been registered this is reported to the Incident Manager, including ANY STAFF NOT ACCOUNTED FOR
- In an emergency, these names would then be communicated to Emergency Services by the Incident Manager

## **Locating and Checking the Incident**

- Site maintenance staff will determine the location of the emergency
- Only trained staff in circumstances when it is safe to do so should attempt to extinguish a fire (in most instances it would not be safe to do so)
- Site maintenance staff will check all rooms and corridors and report back to the Incident Manager
- In case of a real emergency – the maintenance staff will summon the Emergency Services and check as many room/corridors as is safe and practical in the circumstances

## **End of Evacuation**

- Maintenance staff will advise the Incident Manager if it is safe to return to the school building
- At least two Incident Managers will confirm and decide what remedial action should be taken
- The Incident Manager will inform staff and pupils when to return to the school building
- Tutors and teaching staff to accompany pupils back to classrooms

## **Documentation and Records**

The School keeps the following records:

- Fire Risk and Prevention Policy
- Records of Fire Training
- Record of all drills and analysis
- Weekly recorded tests of fire alarms
- Record of annual inspection and test of all firefighting equipment
- Records of all scheduled and non-scheduled maintenance on systems
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety

## **Employee Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.

They are expected to fully co-operate with the school in complying with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors. Smoking is prohibited on the school premises.

## Evacuation – Incident Managers: Upper School

### Step1

- **The evacuation bell rings.**
- **Staff and pupils evacuate the building following the school evacuation procedures.**
- All identified Incident Managers (IM) to make their way to the Upper School incident point (middle of pathway between sixth from block & driveway). The first IM takes charge of managing the incident. This is shown by wearing a high visibility jacket.
- IM priority L Nicholls, B Duckworth, J Stinton, G Neal, M Fahy

### Step2

- **Evacuate & Investigate**
- IM direct staff accordingly to facilitate safe assembly of pupils and staff.
- IM to collate 'roll call' information to ascertain if all persons are out of the building.
- Once building is evacuated IM to liaise with designated staff who have investigated the control panel if safe to do so.

### Step3

- **Decide remedial action to be taken (Two identified IM's)**
- Should 999 be called?
- Can the alarm can be silenced and reset?
- Liaise with school leadership to start safe return to the buildings.

### Step4

- **Record Incident and Review Procedure**
- Document incident in fire log book.
- Review procedures with SLT.

Upper School Incident Managers:

Priority Order: L Nicholls, B Duckworth, J Stinton, G Neal, M Fahy

Incident box:

High visibility Jacket

Air horn

Copies of daily registers

Loud hailer

List of key mobile phone numbers