



# **THE HALL SCHOOL**

## **Fire Evacuation Policy**

**AUTHOR:** Paul Chapman

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This policy is available on the School website and can be made available in large print or other accessible format if required.

# Emergency Fire Procedure

## Whole School Approach

### Introduction

The primary purpose of the Emergency Fire Procedure Policy is to ensure that all members of the school community are aware of the required actions in the event of a fire or fire alarm in order keep them safe and preserve life. It is vital that every person leaves the premises safely and can be accounted for at the pre-arranged muster point.

### Key guidelines for teaching staff

- It is essential that all staff read the Fire notice in each room in which they teach and know the exit route to take out of the building. All forms/classes that staff teach should be told of the exit routes. Form/class teachers should inform their form where to assemble when out of the building.
- Upon hearing the alarm all staff and boys must leave the building calmly and quietly. If safe to do so, staff should shut all doors and windows including fire doors on staircases. All fire doors will close automatically when the alarm sounds. Importantly, staff are responsible for checking that no boy is left in the lavatory or left behind.
- Registers are electronically recorded twice a day at school. Staff must take out the form that they are teaching and hand the group over to the form/class teacher. The registers and absentee list will be circulated by the School Secretary/Matrons.
- All staff who are not form/class teachers should assemble at the staff meeting point.
- Any member of staff leaving the Junior/Middle/Senior School premises during the school day, other than transferring from one building to another, should inform the School Secretary on their departure or return, using either the signing in/out book in the JS Office/Reception department or the whiteboard in the SS Office.
- Boys are to be reminded of the drills at the start of each term. Importantly they are also told that if they are not in their classrooms or with their teacher when the alarm sounds, they must not return to their classroom, but leave by the nearest exit, or join the nearest class of boys until they arrive at the assembly point when they should rejoin their class.
- All staff are to report any malfunction of the fire doors or other equipment as soon as it is spotted, for example door jamming, exit blocked or unsafe to the Clerk of Works

### If staff discover a fire

- Break the glass in the nearest fire call point. This will then alert the Fire Brigade automatically.
- The fire alarm is monitored by a monitoring company and the fire brigade will be automatically alerted once the alarm has been set off. Personnel observing a fire should use their judgement. Staff should only attempt to use the fire extinguishers if a fire is very small and manageable or if they find themselves in a situation where using the available fire extinguishers is key to creating an escape from the building. But if there is any doubt in any situation then the fire alarm should be activated and the building evacuated.
- Upon hearing the fire alarm, one of the staff in the School office of the SS/JS is to dial 999 and ask for the fire brigade and give the address of the School – 23 Crossfield Road NW3 4NU/69 Belsize Park NW3 4EH. This is in case the alarm fails and does not alert the fire brigade.

## **Fire drills**

- These are carried out at least once a term.
- The fire alarm systems throughout the school are maintained by ADT and each fire call point is tested at least once per quarter. The alarms are tested on a weekly basis. The Senior and Middle School alarm systems are tested at 8.15am every Friday. The Junior School alarm system is tested every Wednesday at 12 noon. The Clerk of Works is responsible internally within the school for the efficient functioning of the fire alarm system, for weekly testing and maintaining fire and emergency evacuation records.

## **Junior School Emergency Fire Procedure**

**As the boys in the Junior School can use different school facilities during the day, clear procedures are in place for these venues**

**The Junior School Office are the staff responsible for coordinating the evacuation of, and accounting for, all staff and boys. They assume the role of Fire Marshall. The following measures are designed to assist them in their duty. In their absence the Head of the Junior School is to assume the responsibility.**

### **Junior School Premises**

- When the fire alarm sounds (both the Junior School and the Reception department buildings are connected by the same bell), boys line up in silence and proceed to the 'triangle' in front of the Junior School. The preferred exit routes are:
  - The Reception Department exits 2 Buckland Crescent from the main front door and proceeds up Buckland Crescent to the front of the Junior School.
  - The Junior School classes, exit using the nearest and safest route from their location.
  - Music and Science classes may exit onto Buckland Crescent or out through the playground.
- Once at the 'triangle' at the front of the Junior School, boys should stand in their class lines facing Belsize Village in alphabetical order. Reception boys should be nearest Belsize Park and Year Three nearest to Buckland Crescent.
- The Fire Marshall is to give each class teacher a coloured card with their class list on it. The Fire Marshall will also be in possession of the boys' Absentee List which is printed by 9.30am every day and is updated should a child leave school early.
- Staff are to take a roll call of their class and report back to the Fire Marshall when they have accounted for all their boys.
- Junior School Office Staff are responsible for accounting for all peripatetic staff that may be in the building at the time of the alarm and reporting the information to the School Secretary.
- Similarly, Junior School Office Staff will be in possession of the staff register and are responsible for accounting for any staff that do not have a class of their own. This includes specialist teaching staff, the IT technician and all teaching assistants. They are to report to them at the Assembly Point.

### **Staff must:**

- Rehearse boys lining up in alphabetical order and ensure that they understand the procedure fully. To check that all boys are present at the 'triangle' in front of the Junior School garden, teachers must touch the boy's head and say his surname. He must reply with his own surname, not 'yes' or 'no'.
- Explain to the boys that if they are not in their classrooms or with their teacher when the bell rings, they must not return to their classroom, but leave by the nearest exit, or join the nearest class of boys until they arrive at the 'triangle' in front of the Junior School when they should rejoin their class.
- Report any malfunction of the fire doors or other equipment as soon as it is spotted, for example door jamming, exit blocked or unsafe to the Clerk of Works.

**List of Junior School boys' names are kept:**

- On the noticeboard by the main front door
- By the main front door of 2 Buckland Crescent.

**Year 2 and Year 3: Lunch in the Middle School Hall**

- All staff are to assist in the calm movement of boys through the rear fire exit door and around onto Eton Avenue beyond the Middle School classes. Boys should stand, in silence, in their class lines, in alphabetical order.
- The teacher on 'lunch patrol' is to collect the Years 2 and 3 class cards from the Middle School Office along with the Junior School absentee list (which is taken over daily to the MS by the SS Matrons).
- The 'lunch patrol' teacher is to distribute the class lists to the class teachers. If the class teacher is not present the 'lunch patrol' teacher assigns members of staff to appropriate classes.
- Staff are to take a roll call of their class and report back to the 'lunch patrol' teacher when they have accounted for all their boys. There must be silence throughout the drill.
- All staff are to report their attendance to the 'lunch patrol' teacher.
- The 'lunch patrol' teacher is to report attendance of boys and staff to the Head of the Senior School
- MS crossing staff sweep the MS toilets for any JS boys
- The JS fire cards indicate when a year 3 boy is in orchestra or not. On Tuesdays these boys return with year 2.

**List of Junior School boys' names are kept:**

- In the Middle School Office.

**Year 1, Year 2 and Year 3: Gym, Games, Pottery, The Senior School**

- When the fire alarm sounds boys are to line up in silence and proceed to Eton Avenue as directed by staff via the quickest and safest route. Staff and boys are to follow the emergency fire procedure for the Middle/Senior School. Boys attend these lessons as a class with their teacher who will account for them before reporting to the Head of the Senior School.

## Senior and Middle School Emergency Fire Procedure

**The Head of the Senior School is the Fire Marshall and the executive member of staff responsible for coordinating the evacuation of, and accounting for, all staff and boys. The following measures are designed to assist him in this duty. In his absence the Clerk Of Works is to assume the responsibility.**

In the event of a fire or other emergency requiring evacuation of the building, the fire bells will sound and the following procedure should be followed.

- After staff instructions boys must line up quietly and make their way without running to the assembly point on Crossfield Road/Eton Avenue. Details of all meeting points appear in each room and on the Staffroom notice board. If it is possible, and will not endanger anyone, you should try to close all windows and doors en-route.
- All staff are to be aware of alternative routes in case their natural exit is blocked. During some fire drills an exit will be blocked to represent this possibility. Staff should either lead or follow the boys out using their own discretion. If following they should ensure that there is a responsible boy at the front who is aware of the evacuation route.
- All boys are to be familiar with where their form should muster in Crossfield Road/Eton Avenue. All forms have specific positions in which to meet.
  - Boys in Year 7 and 8 turn right out of the main building.
  - Year 6 turn left.
  - Boys in Year 4 and 5 are split to meet either side of the Middle School building, with three classes meeting in Crossfield Road and the other three in Eton Avenue. Meeting positions are arranged around the form room position in the Middle School building.
- The School Matrons are to evacuate with the register lists and absentee lists. A School Secretary has responsibility for the visitors' book which they are to distribute to the appropriate staff.
- Staff are to take the class that they are teaching to the muster point. Staff members will then hand the class over to the form teacher who will take the roll. If the form teacher is not available then the teacher escorting the boys should remain with the class. Matron will distribute the register lists. Boys should line up in alphabetical order, to assist the roll call process and staff taking the roll should move down the line while reading out the names to ensure visual recognition as well as a vocal response.
- If an alternative muster location has to be used it is important that clear instructions are provided for lining up by the member of staff arriving on site first and before the registration process takes place. If some forms are separated from the main muster point because of the fire hazard and the register lists are not available then the staff are to use a mobile phone (all staff have one) and ring the Head of the Senior School (- 07903137286) or the Clerk of Works (07887681050) and inform them on the numbers of boys present. This figure will be compared to the register and any missing boys identified, if appropriate. Once again the teacher escorting the class out of school remains in charge until the form teacher takes over.
- The following staff are to oversee the following year groups and report to the Head of the Senior School. In their absence one of the teachers in the appropriate year group is to assume responsibility for the duty:
  - Head of Middle School - Years 4 and 5.
  - Head of Year 6 - Year 6.
  - Deputy Head (Academic) – Years 7 and 8.
  - Anyone missing should be reported to the Head of the Senior School, who, in the event of a real fire, should inform the Senior Fire Officer in attendance.

- Members of staff not in charge of a class, are to make their way outside, closing all windows and doors, if possible, and assist any colleague who may need it. They should then assemble opposite the Main Entrance to 23 Crossfield Road, where they may be allocated tasks to help with the evacuation.
- The following people are to oversee the following adult groups and report attendance to the Head of the Senior School. Should they not be present then the most senior representative of the organisation is to assume responsibility for the duty. These groups assemble opposite the Main Entrance to 23 Crossfield Road.
  - Head of Learning Support – Learning Support staff.
  - Clerk of Works – Maintenance Team.
  - Dr Steyn– Peripatetic music staff.
  - Headmaster’s PA and Chris Wood – all teaching staff (non-form teachers) and Assistant teachers, all office staff including Matrons, administrative staff and visitors.
  - Head of Catering - Catering staff.
- If there is a fire evacuation before school up to 8.15am, three wardens have been appointed to clear four floors of the school. Dr. Wood the top two floors, Mr A Dobbin, the first floor and Dr. Steyn the ground floor including The Music School.
- After 4.00pm once the A.S.C’s (After School Activities) have started the staff taking the activity are responsible for taking the group register and evacuating the boys. Before and after school the boys should assemble on the left hand side of Crossfield Road, having turned left on leaving the main building.

Following the termly evacuation drill there will be a de-brief conducted by form teachers at the earliest opportunity and the information is to be fed back to the Head of the Senior School within 24 hours. The Health and Safety Committee will review the recommendations and the procedures may be adapted accordingly and all staff and boys informed accordingly.