

EMERGENCY PROCEDURES WITHIN THE MAIN SCHOOL SITE

(Each House will have its own procedures in place)

See also Fire Safety Procedures and Arrangements Policy

ALARM SIGNALS

- Fire alarm sounders:
- Fire.
 - Evacuate buildings immediately, do not take personal belongings.
 - Assemble for roll call on the Head.

School bells rung: - 5 short rings, a pause, then 5 more short rings, etc:

- Suspicion that there may be a dangerous incident in or near the School.
- Stay inside your classroom or building until School bells ring continuously.

School bells rung continuously for one minute:

- Boys and House Staff assemble for roll call on the Lower Hundred.
- Other staff and visitors to assemble for roll call on The Head.
- This signal may be used, without the preceding intermittent rings, for other emergencies.

Boys and Staff should then remain at their assembly points until the 'all clear' is given by the ringing of the hand-bell. Cancellation of the alarm bells / sirens is not a signal to return to the buildings.

FIRE PREVENTION

Departmental Heads will ensure that all potential fire hazards, e.g. electrical equipment, are regularly inspected and maintained in good condition in liaison with the Estates Department. Each Head of Department should keep a log book recording that inspections have been carried out and any remedial work needed.

Departmental Heads are to ensure that hazardous materials are stored correctly, e.g. flammable chemicals in flame-proof cupboards, and that potentially dangerous, combustible rubbish is not allowed to accumulate.

Departmental Heads are to ensure that fire exit routes are always freely accessible and kept clear of obstructions.

Heads of academic departments are to report any concerns to the Health and Safety Advisor at once, and likewise Heads of administrative departments should report to the Assistant Bursar.

The Assistant Bursar is to ensure that regular inspections of fire-fighting appliances are carried out throughout the School and that the inspections are recorded in the appropriate way.

The Assistant Bursar and the Health and Safety Advisor are to carry out periodic inspections of different areas of the School. The Assistant Bursar will maintain the School's Fire Risk Assessment.

During each academic year, the Assistant Bursar will give a demonstration of the use of fire fighting appliances for new members of School staff and boys.

ALARM RAISING

On the outbreak of a fire, the alarm is set to go off automatically.

If a fire is observed and the alarm has not been automatically initiated, the person discovering the fire should break the glass in the nearest 'break glass point' at once and then make one quick attempt to put out the fire with the nearest appliance, but without taking any personal risk.

EVACUATION – TEACHING STAFF AND PUPILS

On hearing the fire bell:

All boys are to:

- leave their books on their desks;
- vacate classrooms, libraries, labs, etc. immediately;
- take the shortest route to their House Assembly point on the Lower Hundred;
- remain at the point until a hand bell is rung to signal the end of the drill, then return to their classroom/activity unless directed otherwise.

Adults, when their room is empty, are to

- ensure that they or another adult has made certain that the whole building including lavatories basement etc. is unoccupied;
- close windows and the outer doors of classrooms but NOT lock them;
- check that main supplies (gas and electricity) are switched off in all laboratories and workshops;
- check that everyone who might be expected to have been in their building at the time of the alarm has been accounted for;
- gather on the side of the Head nearest Big School where they should report to their Head of Department who will check members of his Department and report to the Health and Safety Advisor that: **the department is clear of all persons and all staff members of the department are accounted for.**

House Roll Calls

Housemasters / House Tutors / House Praes are to use a School List to call the roll at the House Assembly Point and record any absentees in writing, making this list available to the Fire Officer as required.

The person who has called the roll will notify the Fire Officer / senior staff member present when this is complete.

When all departments and the twelve Houses have been accounted for, a drill will be ended by ringing the hand bell on instruction from the Health and Safety Advisor or the senior staff member present.

If not a drill but a serious incident, then further instructions will be issued as appropriate. This might include returning to the House and awaiting instructions there.

Boys and Staff should then remain at their assembly points until the 'all clear' is given by the ringing of the hand-bell. Cancellation of the alarm bells / sirens is not a signal to return to the buildings.

House Assembly Points

House assembly points will be on the Lower Hundred, facing the Fives Courts, in 'house order'.

EVACUATION – SUPPORT STAFF DURING SCHOOL HOURS

The School Marshal or Head Porter is to check the fire panel for the location of the fire, inform the switchboard before proceeding to the fire to establish its exact location and whether or not it is a false alarm; he should then inform the switchboard from nearest telephone, and if a fire, instruct that the Fire Brigade be called.

The Switchboard Operator is to inform the Estates Department, Medical Centre and, if so instructed, the Fire Brigade, informing them of the location of the fire, using the terminology shown on the map held jointly by the Porters' Lodge and the Fire Brigade.

N.B. *the Medical Centre, Sports Centre and Learning Support Centre are not connected to the main School alarm system.*

The Bursar or Assistant Bursar is to proceed to the scene of the fire to take charge.

Porters: all are to report to the Porters' Lodge. One will take the 'Fire Box' (with the loudhailer and other equipment) onto the Head and remain there as a messenger. The remainder will stay on call and be available in the area of the Porters' Lodge.

The Estates Bursar or Assistant Estates Bursar is to go immediately to the scene of the fire and help assess the need for specialist staff.

The remainder of the Administrative Staff are to evacuate their buildings and report 'buildings clear and all staff accounted for' to the Fire Officer (Health and Safety Advisor or senior staff member present) on the Head.

Following the roll call on the Head, the all-clear will be sounded on the instructions of the Fire Officer.

The Bursar or Assistant Bursar, once the location of the fire has been established and safety has been assured, may authorise some administrative staff to return to their departments before the all-clear is sounded in order to carry on with essential work, e.g. the preparation of meals.

EVACUATION – SUPPORT STAFF OUT OF SCHOOL HOURS

The Duty Caretaker, assisted as necessary by the off-duty Caretaker and any other available staff, is to proceed to the scene to establish whether or not there is a fire.

If there is, the Fire Brigade is to be called via the Caretaker's mobile 'phone.

If an incident is confirmed, appropriate Estates Department staff and the Headmaster, Bursar or Assistant Bursar are to be informed or called out.

Other administrative staff are to evacuate their buildings until informed that all is clear.

THE ROLE OF THE FIRE OFFICER

Personnel

During a fire drill or other School evacuation, the role of the Fire Officer is normally taken by the Headmaster's Health and Safety Advisor. In his absence, this will be undertaken by the Second Master and then in order, the Bursar, the Assistant Bursar, the Director of Studies and then the Director of Teaching and Learning. If none of these are present, the senior housemaster present will undertake this role.

Actions

The Fire Officer will receive information from:

- Heads of Departments that their department area is clear and all staff accounted for;
- Heads of Houses that their roll call is complete;
- The School Marshal or Head Porter as to the cause of the evacuation or drill.

A porter is to remain with the Fire Officer throughout, liaising with the staff at the fire control panel in the games porch by radio.

With this information, the Fire Officer will decide whether to sound the 'all clear' or to maintain the evacuation and await arrival of the emergency services and their instructions.

In the event of a false alarm:

- order sirens to be cancelled if no fire detected at the activation site;
- order system to be reset if no other obvious cause;
- instruct the 'all clear' to be given.

In the event of a fire:

- instruct all to remain at their assembly points with the megaphone;
- allow sirens to be cancelled if requested by the School Marshal;
- collect the lists of names of those missing from Heads of Departments and Houses;
- consider dispatching staff support to the Switchboard area;
- consider sending boys back to their Houses, to remain there under supervision of their Housemaster, Tutors, other staff or House Praes, as appropriate.

Roll Calls

The nature of the School routine is such that a roll call of staff and boys is only of limited value.

Many boys may be back in their houses and staff might be at home or elsewhere.

During afternoons and non-teaching time, this will be the case for many. In the case of a fire, the key information required by the emergency services is that buildings are clear of persons. Housemasters and Heads of Departments will take a roll call and supply a written list of unaccounted persons if required in a real emergency.

The Fire Box

To help the Fire Officer in his role, a porter will bring out the red 'fire box' containing essential equipment from the Porters' Lodge. This includes a torch, megaphone, hand-bell, the current School lists, a checklist of all departments and houses, pencil and a 'hi-visibility' jacket for the Fire Officer. The Porter will remain with the Fire Officer throughout.

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A DANGEROUS SITUATION DEVELOPING IN OR NEAR THE SCHOOL

In the event of a situation arising, such as a report of a gas leak, a chemical spillage near the School, an armed person in the grounds or other situation, the person discovering the situation should ring the Headmaster (4201), Bursar (4210) or Porters' Lodge (4238) direct and ask that the School bell be rung as appropriate:

five short rings then a pause, followed by five more short rings and a pause, etc. to warn the School of a potentially serious emergency and to stay where they are until the School bell is rung continuously, when the buildings should be evacuated (as for fire);

the School bell be rung continuously for 1 minute to alert everyone to an emergency and for the School to evacuate. Staff and boys must take their books and BAGS with them (this makes searching for suspect bombs etc. much easier).

ACTION IN THE CASE OF A SUSPECT BOMB

General

If a bomb threat to School personnel or property (e.g. perhaps CCF property) was considered likely, staff and boys would be warned to be extra vigilant and be briefed in advance on the action they should take on discovering or suspecting the presence of a bomb. Copies of this document will then be widely circulated and displayed.

At other, more normal times, the plan will be held by the following people, who are authorised to take emergency action and have access to the Porters' Lodge or other localities where they can initiate the alarms:

The Headmaster	Estates Bursar
The Bursars	The School Marshal
Officer Commanding CCF	The Caretakers

These instructions should be taken very seriously, particularly as few members of the School have personal experience of the effect produced by explosives, even in small quantities.

Action to be taken

Anyone suspecting that a parcel, carrier bag, suitcase or holdall lying in or near buildings, or that a vehicle parked suspiciously or having a suspicious object attached might contain explosives and/or timing devices, wires and batteries, should report the facts at once to one of the authorised people listed above.

Anyone seeing strangers on School premises acting suspiciously should also report the facts immediately to an authorised person.

Under no circumstances should anyone touch or tamper with a suspect object itself.

If the authorised person examining the suspect bomb considers the situation to be a potential hazard he should immediately ring the Porters' Lodge who will initiate an evacuation of the buildings by continuously ringing the School bell and then dial 999 giving the name of the School, stating "Suspected Bomb" and its location.

In boarding and day Houses the Fire Alarm will be operated and the normal evacuation drill will operate.