

IN THE EVENT OF FIRE OR OTHER EMERGENCIES

EMERGENCY ALARM: This is the repeated ring of electric bells in all buildings

ON DISCOVERY OF FIRE

In Lesson Time or In Pre/Post School Clubs	At All Other Times
Member of staff/student/visitor sounds the nearest fire alarm by breaking glass cover to alert School. Teacher evacuates his/her form and reports to assembly area. All other staff/students/visitors evacuate building and report to assembly area. Fire Marshals check building before reporting to assembly area within the core hours of 9.00am – 4.00pm.	Member of Staff/Student/Visitor sounds the nearest fire alarm by breaking glass cover to alert School. It is the direct responsibility for every member of staff /students/visitors to evacuate building and report to the assembly area outside the core hours of 9.00am -4.00pm as there are no Fire Marshals on duty during this time other than the normal duty member of the Estates Team.

RECEPTION/ ESTATES TEAM – on report of fire

- a) Ring fire alarm if necessary.
- b) Duty member of the Estates Team to identify the location of the fire from the alarm panel and ring Fire and Rescue Service.
- c) Reception staff bring out form registration lists, absence list, staff and visitor lists and the megaphone.
- d) Estates Manager to contact on duty member of the Estates Team, telephone Groundsmen, and liaise with Fire and Rescue Service on their arrival before liaising with the Emergency Officer.

EVACUATION OF BUILDINGS

- a) Member of staff leaves last (bringing club registration list if applicable), closing room doors and any fire doors en-route, leaving building by the nearest fire exit door.
- b) Walk briskly, do not run.
- c) Silence is to be maintained so that instructions can be heard.

ASSEMBLY

This will take place by forms on the assembly area (field side of the Derry Building 8.30 -5.30pm or netball courts outside of these hours and holidays) in the following order:

- Senior School – U6, L6, Years 11, 10, 9, 8, 7,
- Junior School 6, 5, 4 and 3, 2, 1, Reception,
- All Support Staff, Visitors and Teaching Staff with no forms.
- Silence must be maintained at all times, form tutors to stay with their form until dismissed.

REGISTRATION (8.00am-5.30pm only)

- ALL Form tutors must stay with their forms.
- Head of House/Year should collect from lists for their year group from Reception staff and hand to relevant form tutors.
- Form tutors should mark themselves and students as present and report back to Head of House/Year
- Head of House/Year should report back to Reception staff
- Any teachers or teaching assistants without a form should report to the Emergency Officer
- VMTs should report to the Head of Music, who reports to the Emergency Officer Catering staff should report to the Catering Manager, who reports to the Emergency Officer
- All other support staff should report to the Finance Directors’ PA, who reports to the Emergency Officer
- Visitors should report to the Finance Directors’ PA, who reports to the Emergency Officer
- Emergency Officer reports to Estates Manager/Fire Service Officer