



Last Reviewed: September 2023

Procedure: 02-1b

Responsible Member of Staff: Bursar, Emma Harris

1. Overview of Procedure

All Staff are responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials or sources of ignition. Fire exits doors, stairways and routes must be kept clear and free from obstructions at all times. No combustible material shall be stored or allowed to accumulate in the stairway enclosures and emergency fire exits are to be kept clear at all times.

This policy and procedures also apply to our Early Years Foundation Stage and after school care.

This procedure will be reviewed at least every two years, and/or following any concerns and/or updates to national and local guidance or procedures.

The Headteacher, as the appointed competent person, supported by the Bursar and members of the Senior Leadership Team (SLT), is responsible for ensuring the School complies with fire regulations for the buildings and general requirements for good fire protection, to include the following:

- a)** Completion and maintenance of a thorough fire risk assessment of the premises and activities to determine any existing fire hazards and necessary precautions.
- b)** Maintenance and testing of fire detection, emergency lighting, fire alarms and suitable fire fighting equipment in sufficient numbers and at locations determined by the fire risk assessment.
- c)** Provision of fire exit routes suitable for the number of persons who may have to use them, with appropriate signage to lead people to a designated place of safety.
- d)** Records of maintenance and testing are kept by the Bursar, Compliance Officer and Members of the Estates Team on the School's online management software and monitored by SLT at least three times a year by the Bursar.
- e)** Sufficient fire extinguishers, suitable for the risks involved, are to be sited at appropriate locations throughout School premises. These are to be regularly serviced and maintained as recommended by the manufacturers. Training in the use of the equipment is to be given where appropriate and all Staff instructed to only fight a fire with the equipment provided if it is safe to do so and never to take risks.
- f)** All Staff, pupils, contractors and other users of the School premises are to be made aware of the fire evacuation procedure during induction and advised of the location of fire fighting equipment, fire exits, alarms and assembly points. Staff should adhere to the Fire Action Notices displayed in School buildings. A reminder of the fire arrangements is to be given at the beginning of each term to all pupils and Staff, particularly boarders.

- g)** There are evacuation drills at least twice per term (one day and one night) to familiarise the workforce, pupils & visitors and test the suitability of the arrangements. A report on the efficiency or otherwise of the drill will be filed in the Health & Safety folder on Sharepoint and in the Headteachers office, who will keep a Register of Evacuations both practice and real. Inclement weather drills will be avoided. Evacuation times during the day will aim to achieve 5 minutes and 10 minutes at night.
- h)** Staff are responsible for ensuring that pupils in their care and any visitors they are hosting are escorted out of the building to the appointed assembly point when the fire alarm has been sounded or in any other emergency. All Staff must take charge of any unsupervised pupil.
- i)** The evening receptionist compiles the evening registers (in liaison with the House parents). Head of Boys' and Girls' Boarding print out a fire register from iSAMS and take a register in dorms.

The Headmaster and Bursar are to make specific arrangements for anyone with special needs.

2. Becoming Aware of the Fire/Emergency

The school has an automatic fire detection and alarm system. The evacuation alarm is a rooftop siren and internal bells that sound continuously.

There are manual alarm points in all main buildings. Use these alarm points to raise the alarm if you discover a fire or other emergency which warrants an evacuation of the building.

The alarm system is maintained by an external competent and qualified maintenance company and is serviced regularly to comply with extant regulations.

3. Action on Hearing the Alarm

On hearing the alarm, an immediate orderly evacuation will begin to the meeting points detailed below. Evacuation routes (shown in Appendix 1, throughout the school and attached to the Dormitory doors) should be known by staff, pupils and visitors.

4. Evacuation Procedure

- Prep pupils (i.e. years 3 to 8) and Boarders assemble at the Blue Netball Courts
- Pre Prep pupils (i.e. Early years, year 1 and 2) and staff and any pupils in the Medical Centre and staff assemble at the Back Pitch
- Contractors, visitors and Prep staff assemble next to the Blue Netball Courts
- Staff should assist pupils to the assembly points and check windows and doors are closed

Windlesham House School - Fire Evacuation Procedure

- Children take up Form list order*
- Front office staff will provide a list of visitors and check attendance
- One Checker should be assigned immediately to check on the whereabouts of all disabled boy/girl pupils as appropriate.
- Form tutors will take the register for their form and will confirm, by radio that the roll call has been completed. During the hours of 7.30am to 4.30pm register will be by paper registers provided by front office. From 4.30pm to 7pm register will be on Misocs via ipads*.
- A Member of SLT will collect the status of each form and advise the Incident Coordinator of any missing pupil.
- Line Managers will advise a Member of SLT of any missing member of staff, visitor or contractor and advise the Incident Coordinator of any person missing
- The checkers (see Appendix 3) will be responsible for checking the roll and collecting the registers.
- Children from the Medical Centre or swimmers (not properly dressed) should be given special attention.
- Line Managers are responsible for ensuring that all their staff are accounted for.
- Staff are responsible for escorting any visitors or contractors they have on site to the collection points.
- Where it is established that a pupil is missing, follow the procedure "searching for someone not accounted for" below.
- If given a duty, remember to report back after completion. **Do not** take unilateral action - report to checker for duties. Attempts to be the hero may, in fact, impede good order and put others at risk.
- If a Member of Staff is going 'off site' for any reason during their working hours, they must ensure their line manager is aware.
- The Incident Coordinator (the Headteacher) is in charge of proceedings and everyone should take instructions from them. In the first instance, the fire brigade should be directed to the Incident Coordinator. If the Headteacher is not available, another member of the SLT shall be the Incident Coordinator.
- Await further instructions in ***silence***

*7pm to 8am Monday to Saturday and Sundays

- All Children and staff assemble on the blue netball courts and pupils take up Dorm list order
- Boarding staff (overnight duty lead for each Boarding House) should:
 - Pick up their printed fire registers for that evening
 - Help children in each dormitory to get into line and move off.
 - Advise which route to take.

- Check every bed is empty (even if a dormitory is supposed to be empty) by pulling back the bed sheets.
- Check routes out of the building
- One member of staff to 'sweep' all dormitories after the children have left.

5. Duty Roster: 7pm to 8am

Areas of Control - Each wing is divided into areas:

Girls Wing	
1	New Wing
2	Old Wing Top Floor
3	Old Wing Middle Floor

Boys Wing			
A	B	C	D
Cowfold	Petworth	Grub Hub	Henfield
	Boxgrove	Amberley	Parham
			Ferring
E	F	G	H
Bignor	Warminghurst	Rustington	Brighton
Bramber	Eton	Shoreham	Storrington

A duty roster will be published at the beginning of each term.

Staff living in outlying accommodation are encouraged to make themselves available by reporting to the Staff Checker. (However, they must not enter the building without permission).

6. School Holidays

- If you live on the school site but in a separate building from the school and your circumstances enable you to offer assistance, please assemble at the blue tennis courts and report to the person in charge (which maybe you!).
- At the end of each term, all residents will be asked to indicate the times during the holidays when they are occupying staff accommodation. This information will be maintained by the Bursar.

7. Informing the Fire Service

The School's Fire Alarm Panel is monitored 24/7/365 by an external monitoring service, who will automatically call the Fire Brigade whenever the alarm is activated.

Whenever the Alarm is activated for an evacuation practice or for general maintenance, the monitoring service will be pre-advised of such and will not call the Fire Brigade.

If the external monitoring service needs to be contacted to request the Fire Brigade to stand down call '999', fire brigade and cancel the alarm.

Those named in Appendix 4 are registered with the external monitoring services as key holders.

8. Dealing with the Cause of the Alarm

The prime concern is to evacuate all people from the building.

The second is to deal with the cause of the evacuation, which will be the responsibility of the property team, led by one of the Fire Wardens (See Appendix 3). In the absence of the property team, the person who is in overall supervision of the school must take control.

- A Fire Warden and the property team (who will all be equipped with walkie-talkie radios must go to Channel 1) are responsible for:
 - Locating the cause of the evacuation
 - Identifying the exact sensor and fire zone which has been activated and in the case of a false alarm, try to establish the cause of the alarm
 - Reporting back to the Incident Co-ordinator by radio (Use Channel 1)
 - Dealing with any other emergency
 - Responding to requests to search for missing children or staff (See Missing Child Procedure)
 - On completion of their work, they should report back to the Incident Co-ordinator by radio.

No-one may re-enter the building until the emergency is declared over by the senior officer from the Fire Brigade except with the authority of the Incident Co-ordinator and then only to look for missing pupils or staff if the Estates team cannot be spared from their primary duty of dealing with the emergency.

Occupants of the Medical Centre or swimmers should be allowed to seek protection from the elements. They must be supervised, and their whereabouts declared.

All other Staff on site should turn to Radio Channel 1 and await instruction from the Incident Co-ordinator.

When no member of the estates team is available, the senior member of staff will act as Incident Co-ordinator and will take control. The time when this is most likely is at weekends, but this situation could occur on weekdays also. Members of staff should bear this possibility in mind. All staff should therefore familiarise themselves with these documents

Employees who are prepared to volunteer to act in place of the property team will have received appropriate training. Volunteers should keep available at all times:

- Torch
- Plan of the school, showing the locations of firefighting equipment and smoke/heat detectors, and the fire-protected areas. These are in the fire warden box by the front door

They will take the following actions:

- Check the panel to identify the source of the alarm
- Go to that part of the school with a radio
- Report back to the checker
- After the alarm has been raised, but only if safe to do so, use an appropriate fire extinguisher to tackle the fire, but only if the fire is small enough, you are not putting yourself in danger and your exit route is clear
- Send a team member to await the arrival of the Fire Brigade, to pass on useful information.

9. Responsibilities for Medical Centre Staff

The Nurse in charge is responsible for evacuating the Medical Centre and escorting any pupils in the medical centre to the rear field. Where necessary they should seek assistance from other members of staff to evacuate bed-ridden patients to the assembly point.

The Nurse in charge should take a first aid kit and an emergency Ventolin inhaler to the assembly point to aid pupils with minor injuries and any asthmatics affected by smoke.

10. Searching for Someone Unaccounted For

The actions to be taken will depend on the time of day of the evacuation.

The Incident Co-ordinator will co-ordinate any required search for any missing person. The search operation and personnel involved will depend on the location of the fire and the suspected location of the missing person. The search operation may therefore be undertaken by volunteer staff or the fire service fire warden but will include checks on where the individual was last seen on the premises. Volunteers will be provided with a radio to report back to the Incident Co-ordinator.

If the missing person is not found, then the Head, in consultation with others, will decide what further action should be taken.

11. Actions Following an Evacuation

At the end of the roll-call, a radio conference between the checkers will confirm subsequent actions, which will be determined by the particular circumstances of the evacuation. The most likely actions are:

- Return to work
- Assemble in the theatre. This course of action is most likely in poor weather, at night. This assumes that the theatre is not in the danger zone. Keys are available with designated key holders (see Appendix 4). Should the theatre be used, a member of the girls' checkers team will open the theatre fire doors to enable the boys to enter the building.

No-one should re-enter any other buildings without the agreement of the Fire Officer.

12. Staff Evacuation Lists

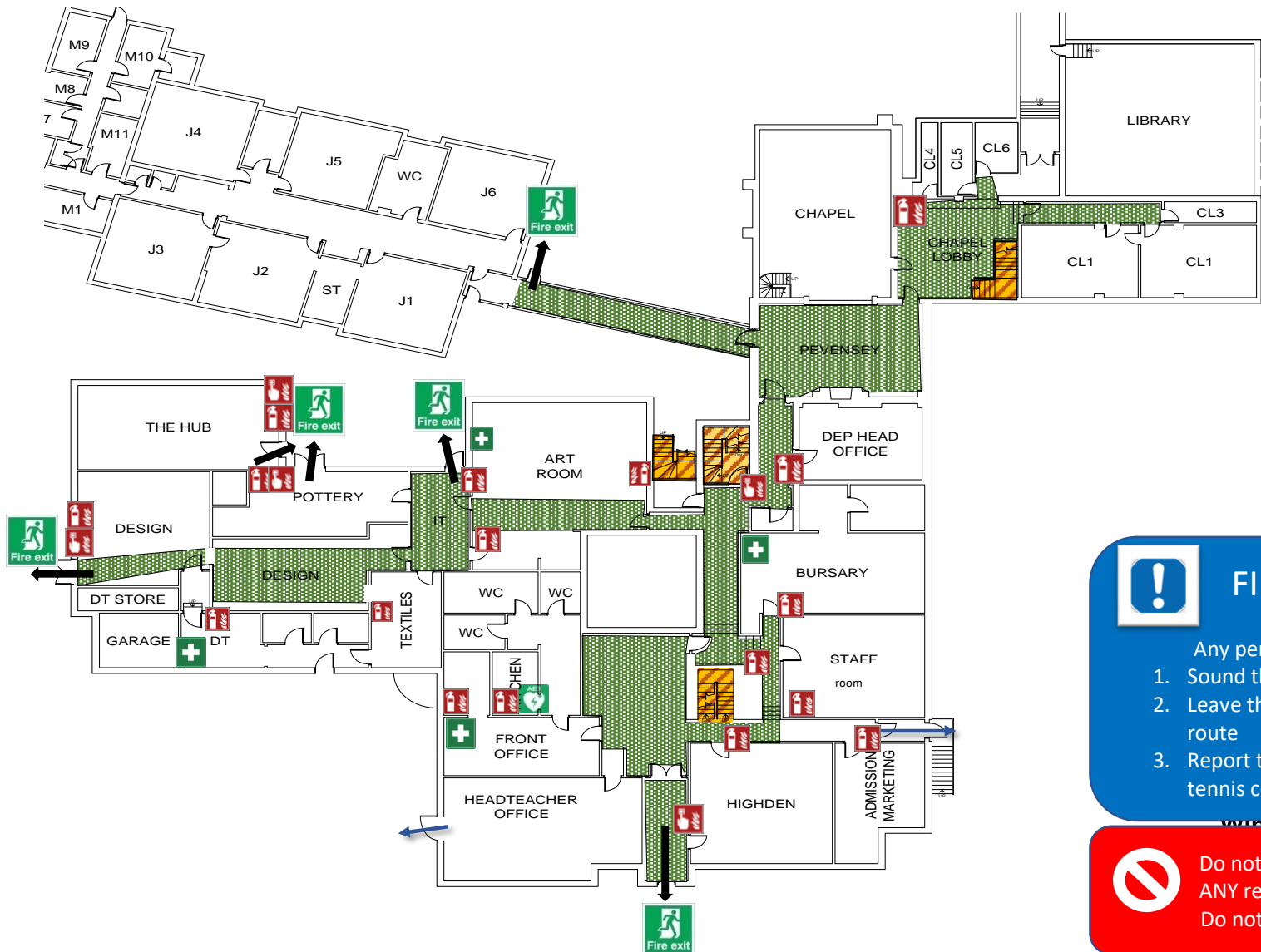
This is a summary list only. The current staff evacuation lists, which are kept on the clipboards situated inside the Bursary, detail all staff by name and are used by the checkers during an evacuation. The lists are updated as necessary by the Bursar.

13. Activity Takers and Third Parties on site

Any Activity takers or third parties using facilities at the school site, should familiarise themselves with this procedure and the fire points and hydrants detailed in Appendix 2. In the event of the fire alarm sounding they must vacate the premises to the nearest muster point and in accordance with their own evacuation procedures. Following a fire evacuation, activity takers and third parties will cooperate with the School in providing details for incident reports, investigations or follow up actions following an evacuation.

FIRE EVACUATION PLAN

MAIN BUILDING GROUND FLOOR



-  FIRE EXIT
-  FIRE EXTINGUISHER
-  FIRE ALARM CALL POINT
-  FIRST AID
-  AED
-  FIRE ROUTE
-  ESCAPE STAIRS
-  SECONDARY ESCAPE ROUTE



FIRE ACTION

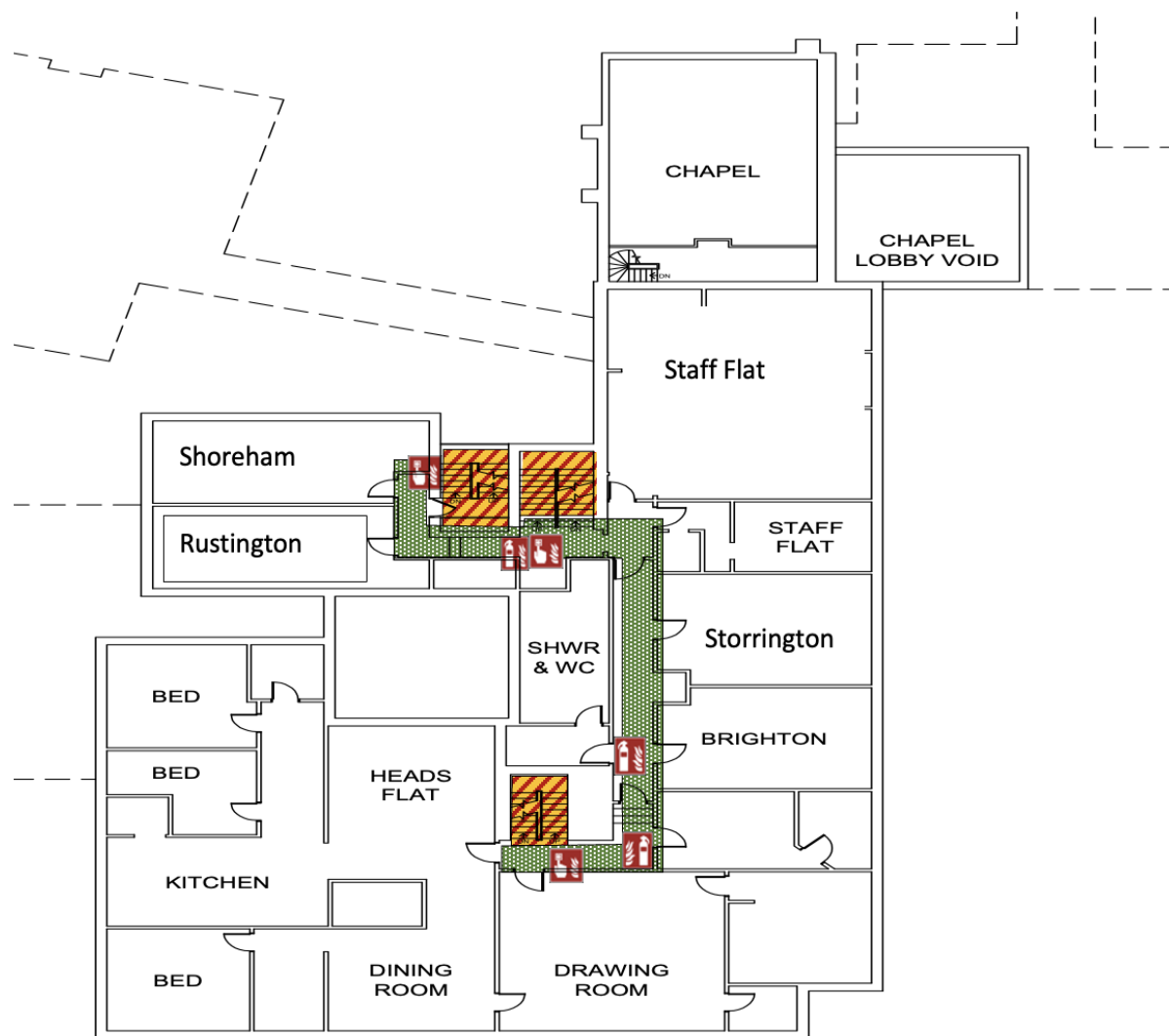
- Any person Discovering a fire
1. Sound the Alarm
 2. Leave the building by the designated route
 3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

1st Floor boys boarding



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

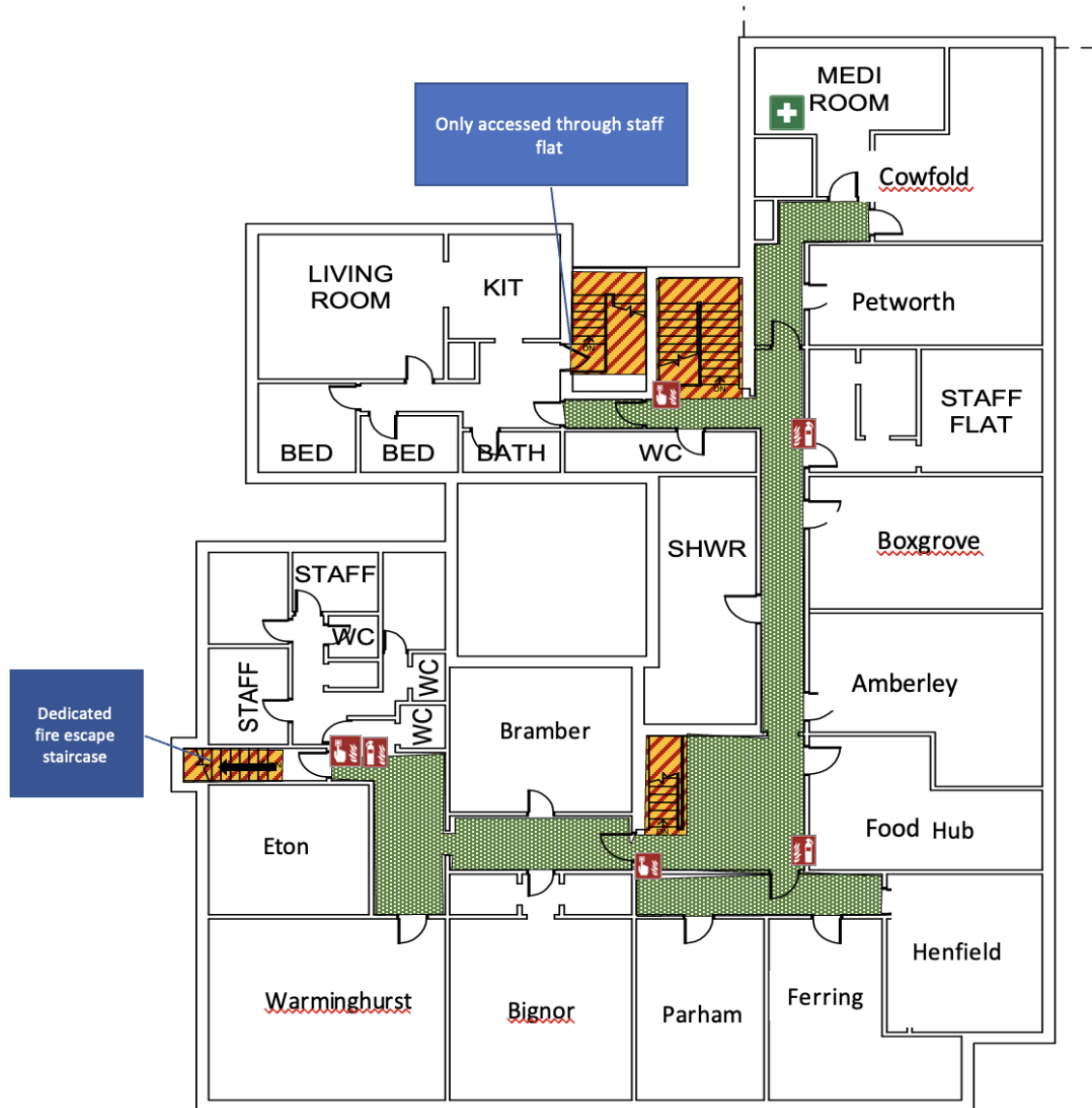
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

2nd floor boys boarding



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

- Any person Discovering a fire
1. Sound the Alarm
 2. Leave the building by the designated route
 3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

Main Building Lower ground floor and underworld



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

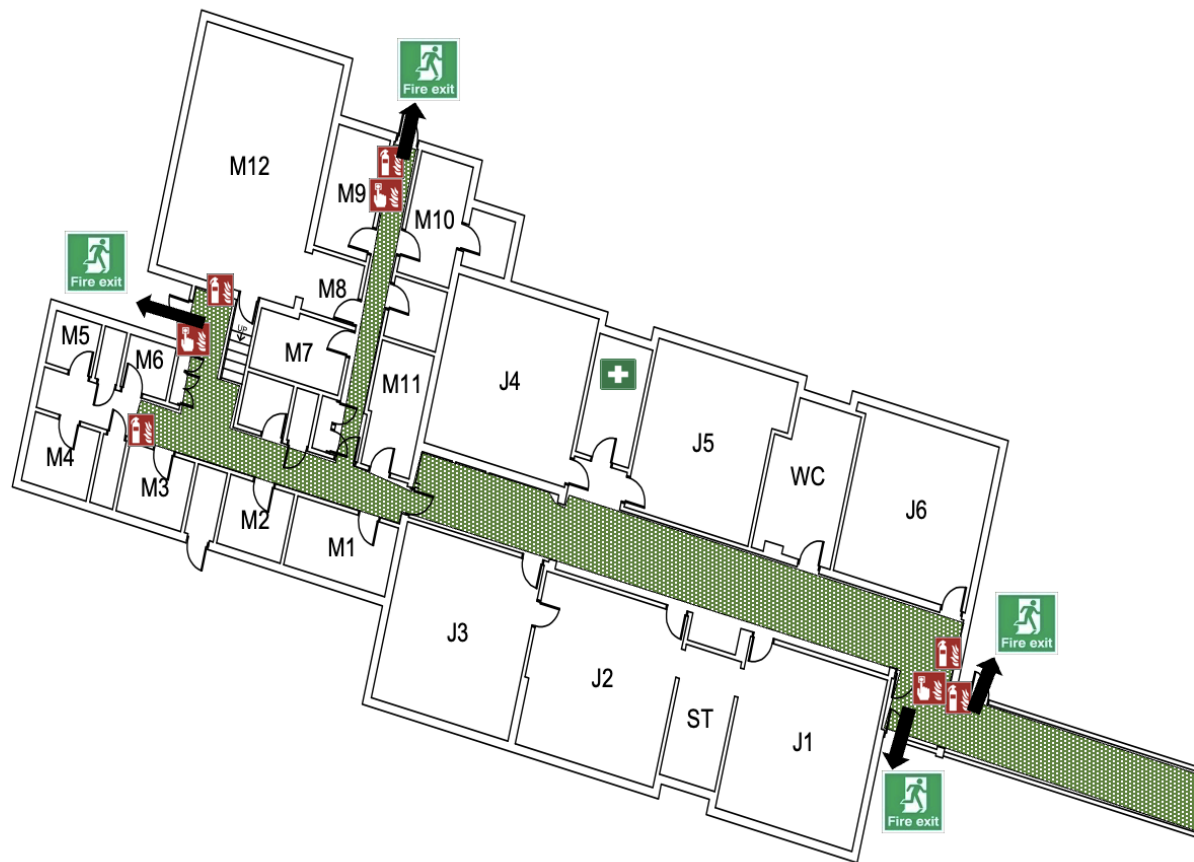
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

JR WING + MUSIC WING



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

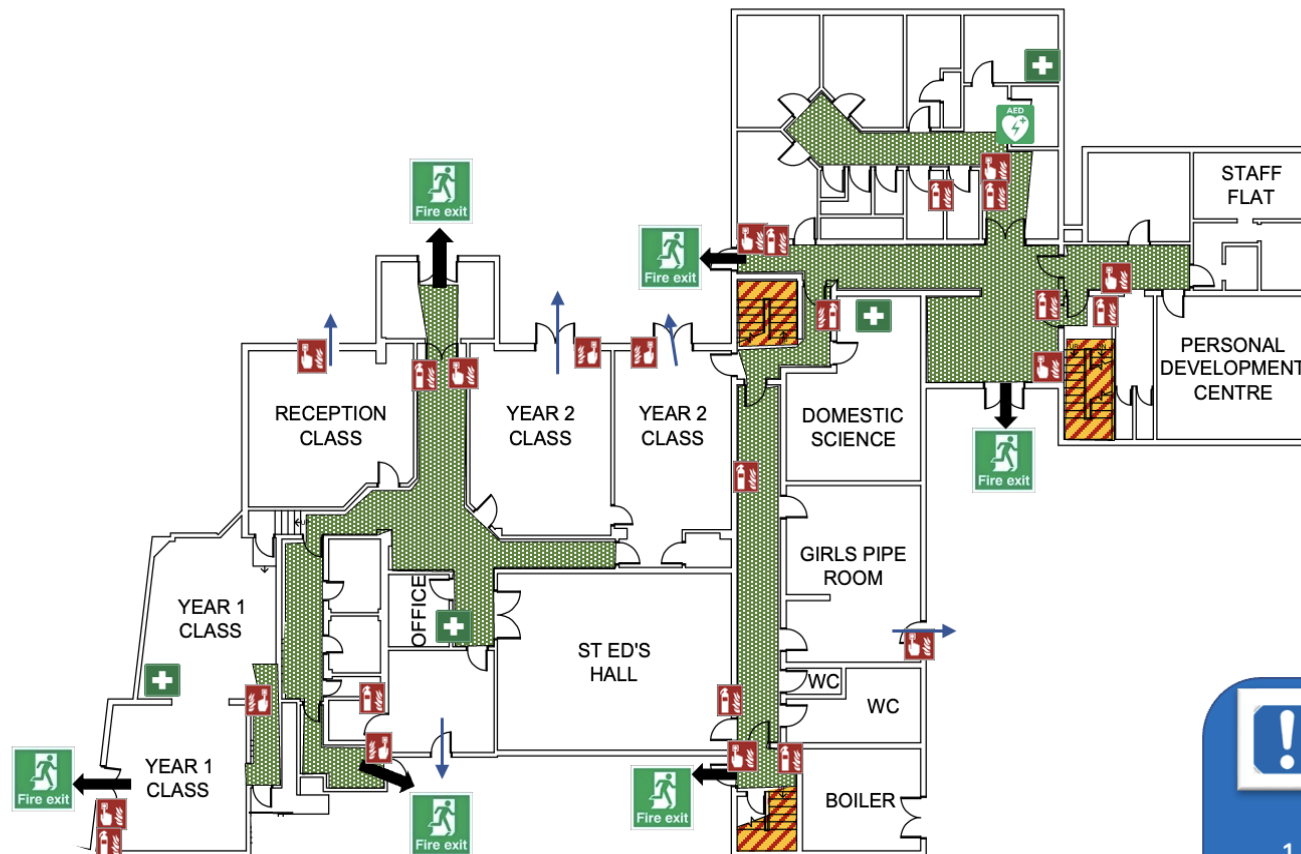
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

GROUND FLOOR GIRLS WING, PRE-PREP & Medi Centre



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL
POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE
ROUTE



FIRE ACTION

Any person Discovering a fire

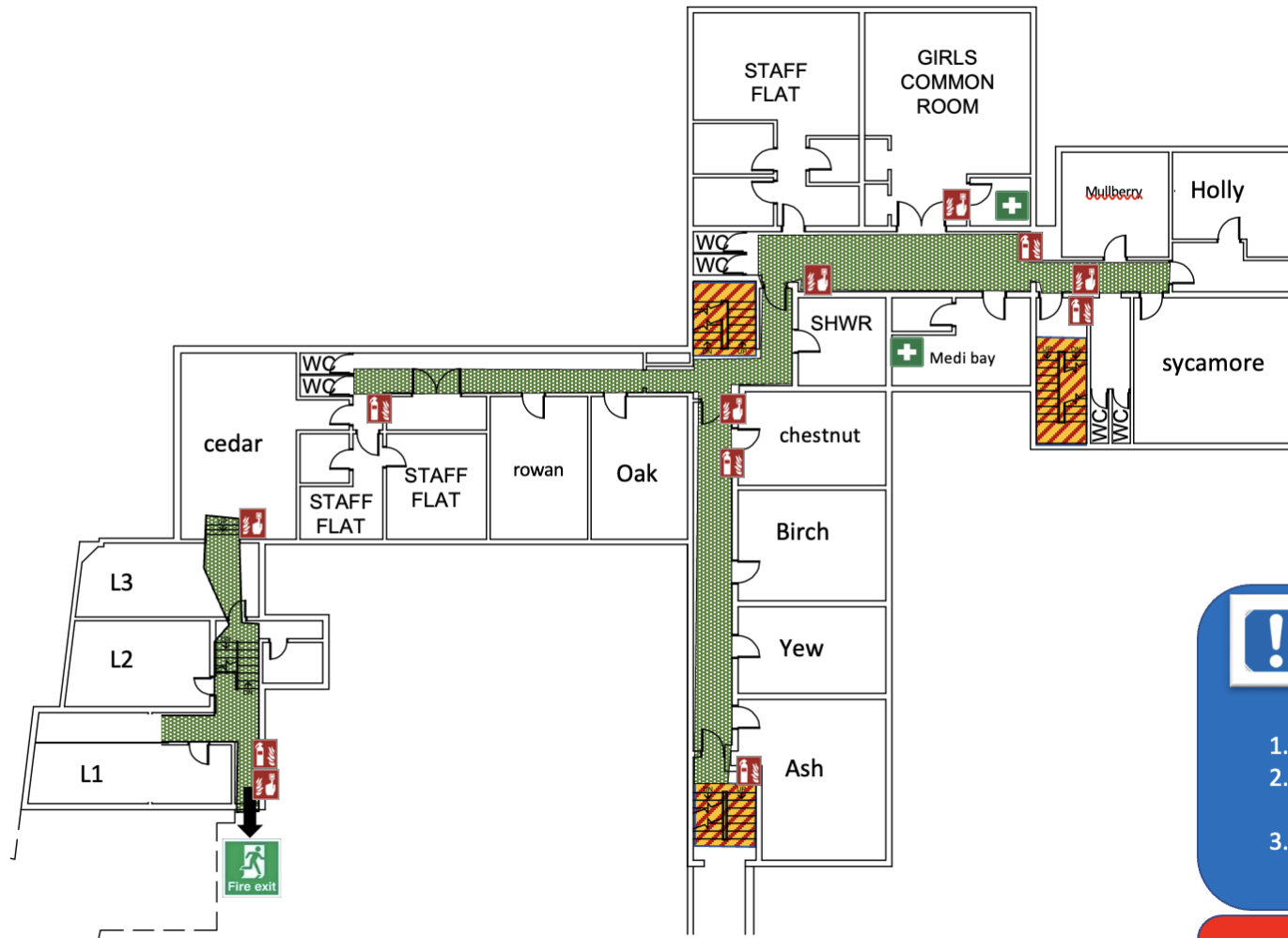
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for
ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

1ST FLOOR GIRLS WING + LANGUAGES



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

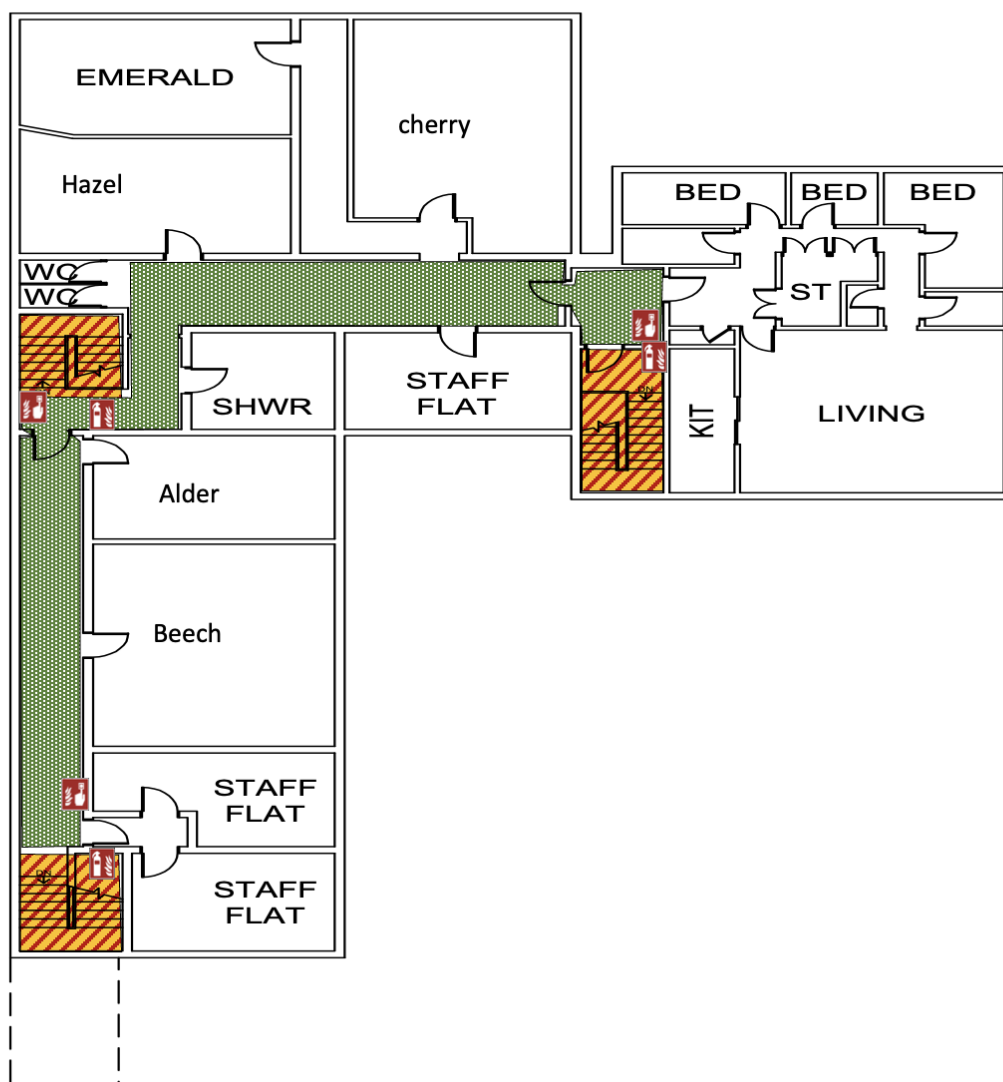
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

2nd Floor Girls Wing



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

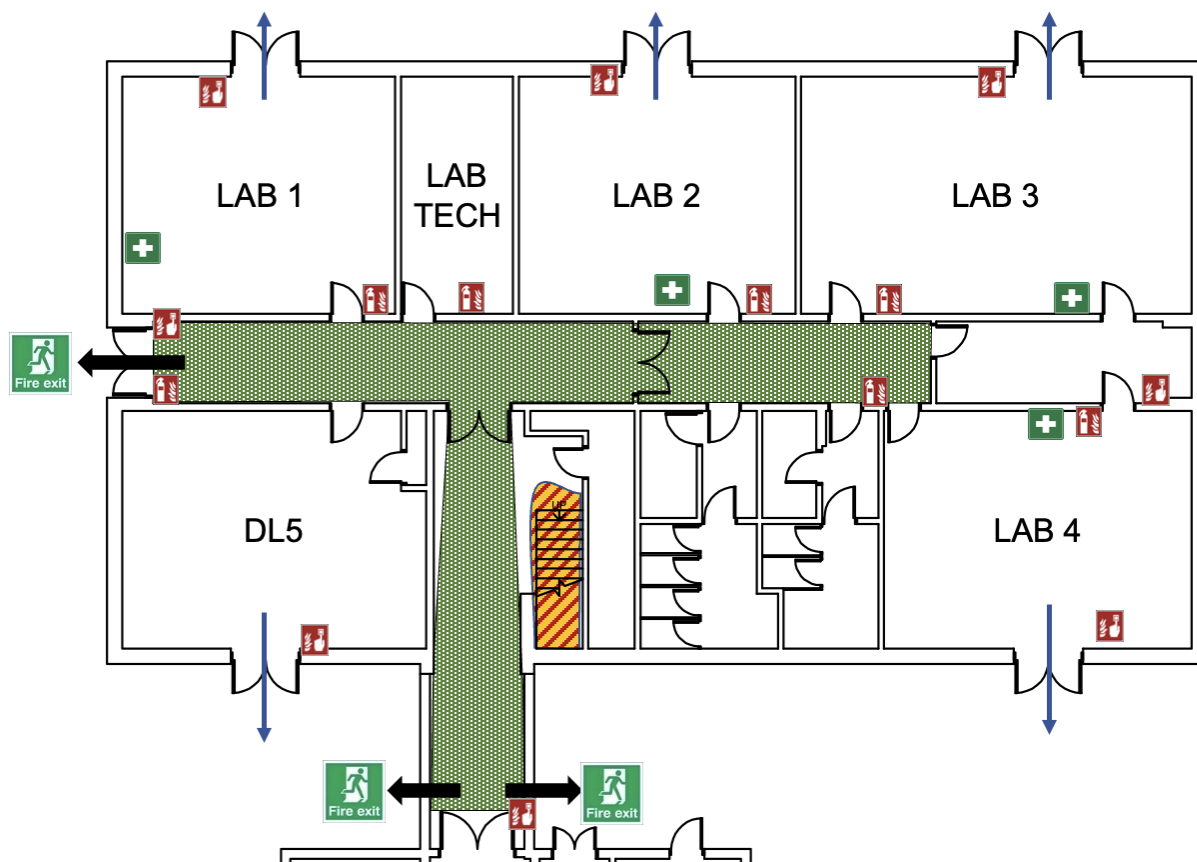
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

Denman Building ground floor



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

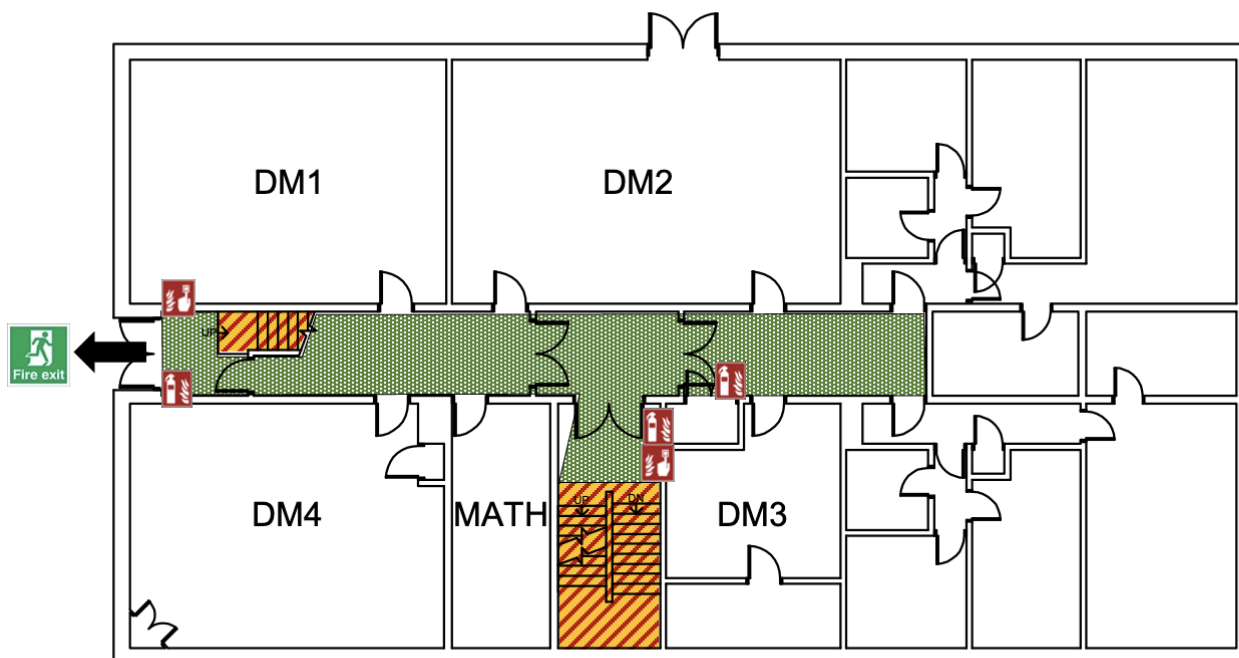
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

Denman Building 1st Floor



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

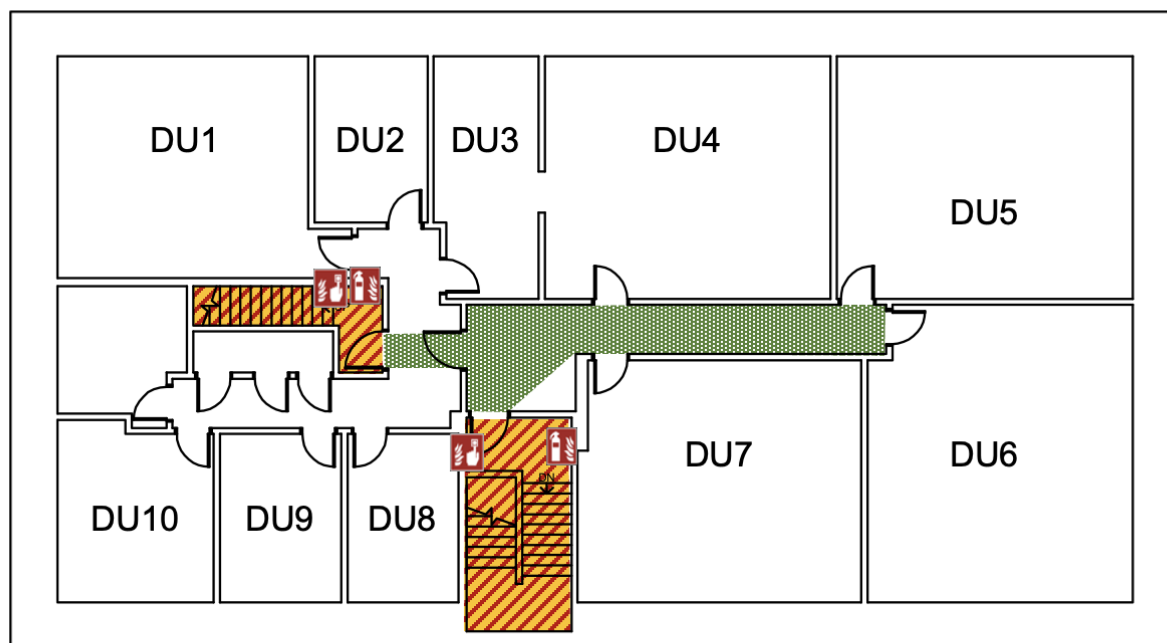
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

Denman Building 2nd Floor



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE ROUTE



FIRE ACTION

Any person Discovering a fire

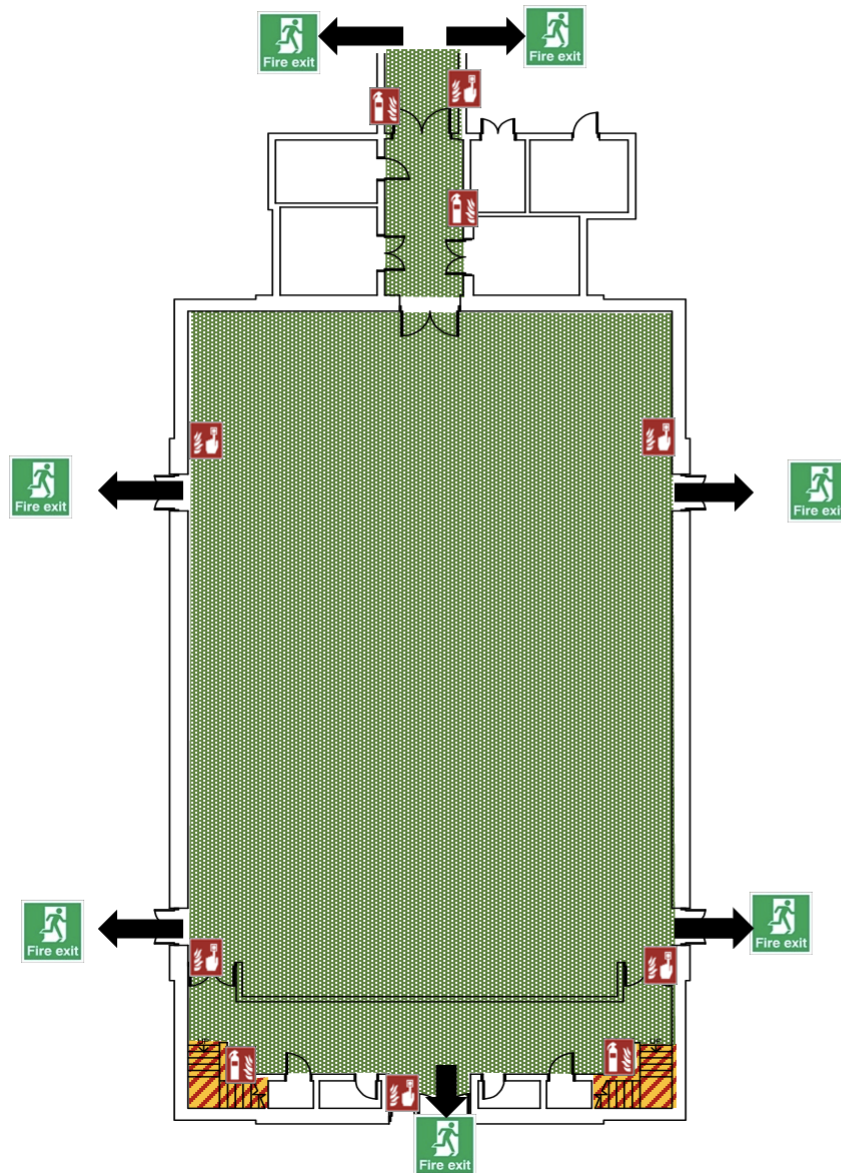
1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)









Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

MFT Ground Floor



	FIRE EXIT
	FIRE EXTINGUISHER
	FIRE ALARM CALL POINT
	FIRST AID
	AED
	FIRE ROUTE
	ESCAPE STAIRS
	SECONDARY ESCAPE ROUTE



FIRE ACTION

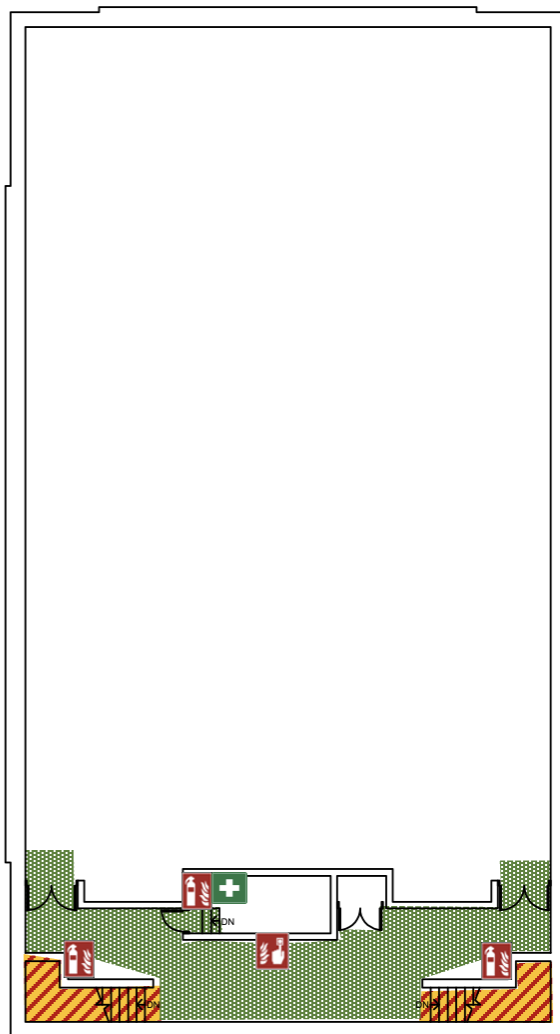
- Any person Discovering a fire
1. Sound the Alarm
 2. Leave the building by the designated route
 3. Report to the assembly point (Blue tennis courts)



Do not return to the building for ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

MFT 1st Floor



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL
POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE
ROUTE



FIRE ACTION

Any person Discovering a fire

1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for
ANY reason until authorised to do so.
Do not use any lifts

FIRE EVACUATION PLAN

Sports complex Ground Floor



FIRE EVACUATION PLAN

Sports complex 1st Floor



FIRE EXIT



FIRE EXTINGUISHER



FIRE ALARM CALL
POINT



FIRST AID



AED



FIRE ROUTE



ESCAPE STAIRS



SECONDARY ESCAPE
ROUTE



FIRE ACTION

Any person Discovering a fire

1. Sound the Alarm
2. Leave the building by the designated route
3. Report to the assembly point (Blue tennis courts)



Do not return to the building for
ANY reason until authorised to do so.
Do not use any lifts

Appendix 2



Fire Assembly Points



- A = Pre-Prep
- B = Staff and visitors
- C = Prep pupils and boarders

Location of Fire Alarm Panels



Fire Hydrant Points



Fire Escape Stairs

