

G2 Fire and Emergency Procedures

It is the duty of all members of staff to carry out the procedures as follows which lead to an orderly and immediate evacuation of the school.

Fire Orders

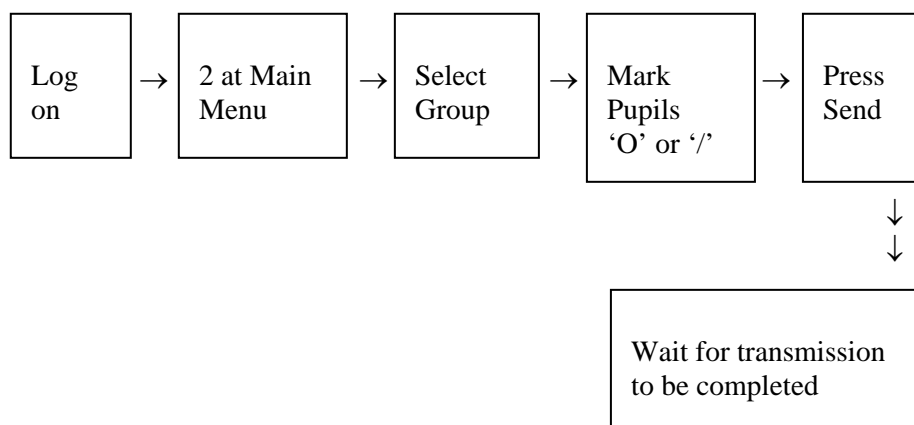
These are found in each copy of the Staff Handbook and are posted in each Staffroom.

Fire Orders - Penarth

In the event of any emergency, the Fire Warning Bell will be used as a notice to evacuate the buildings.

- 1 A fire drill will be held at least once a term. Staff will not normally be informed in advance.
- 2 The fire alarm is given by a long continuous note of the fire bell.
- 3 When an alarm is sounded, each teacher should accompany his/her class out of the buildings in accordance with the instructions posted in each classroom and insist on complete silence throughout. Each teacher should familiarise himself/herself with these instructions and is requested to notify the Deputy Headteacher if any of these notices have been removed from the rooms.
- 4 Note carefully the fire exits clearly labelled for each room. These must be followed to minimise congestion at main exits from the building.
- 5 Do not waste time collecting possessions; these should be left behind, but doors and windows should be closed where possible. On leaving the building, proceed in **disciplined order** in complete **silence** to the **tennis courts** and assemble facing the **New Block/Swimming Pool**.
- 6 **Pupils will be taken to the assembly point by the subject teacher who will remain with his/her class THROUGHOUT the drill. No attempt should be made to re-arrange these classes into registration form groups.**
- 7 **The subject teacher will maintain discipline during the stay in the yard. Colleagues who are 'free' at the time of the drill should assist in keeping good order.**
- 8 To avoid congestion in the Main Assembly Yard and near the exit doors **all** classes from the Science Block should assemble in the yard between the Science Block and the New Hall and not in the Tennis Courts
- 9 Any pupil, present in class but absent from the drill line-up, must be reported to member of staff **in charge of the drill**. In Penarth that person (usually a Deputy Head) will stand in the yard adjacent to the General Office window. In Dinas Powys, usually Head of School, at the entrance to the Tennis Courts.
- 10 For this procedure to be successful, it is essential that every member of staff begins each lesson by a register check and a count of numbers present. **(This should happen already).**

BROMCOM is to be taken with you to the assembly point.



- 11 Non-teaching staff should evacuate the buildings and assemble in a safe place e.g. playground or car park.
- 12 Teachers in the following classrooms should check that the adjacent rooms have been cleared before they follow their class:

133	check	131, 132 and prep rooms
232	check	231, 233 and prep rooms
122	check	121, 123 and Common Room
221	check	222, 223, 224 and Library
111	check	112, 113 and 114
211	check	212, 213 and 214
201	check	212, Staff Room, Offices and New Hall
11	check	12, LRC, Staff Room and Offices
13	check	14 and 15
16	check	17 and 18

Music 1 check		Music 2 and Music Lab
TC1	check	TC 2 + 3
TC4	check	TC 5 + 6
8	check	9 and 10
T1	check	T2
A12	check	A11, A13, A14 and A15
A1	check	A2 and A3
1	check	2 and 3
5	check	6 and 7
Gym	check	Old Hall
SC1	check	Ground Floor, Science Block
SC5	check	First Floor, Science Block

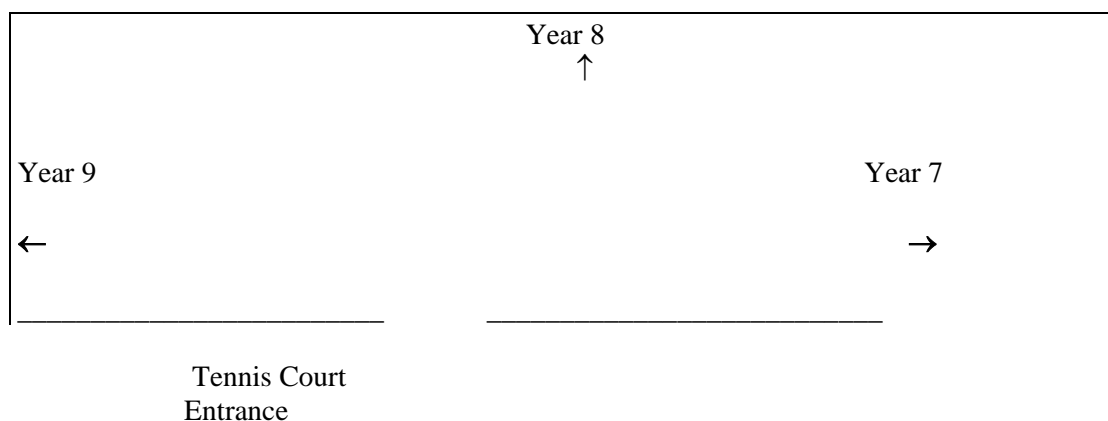
- 13 For all known fire drills special arrangements will be made to reassure and remove wheel chair children. Do not attempt to lift the pupils or bring them downstairs. To attempt to move them could cause serious impediment for the exit of all other pupils, especially on stair cases. In a genuine emergency, the wheel chair children will be moved at a later stage. LSAs, some staff and support staff have been trained in the use of Evac Chairs.
- 14 In all Fire Drills, the Head and Deputies will check buildings for complete evacuation.

FIRE ORDERS - DINAS POWYS

(General procedure as with Penarth)

In the event of any emergency the Fire Warning Bell will be used as a notice to evacuate the buildings.

- 1 A fire drill will be held at least once a term. Staff will not normally be informed in advance.
- 2 A fire alarm is given by a long continuous note of the fire bell.
- 3 When an alarm is sounded, each teacher should accompany his/her class out of the buildings in accordance with the instructions posted in each classroom and insist on complete silence throughout. Each teacher should familiarise himself/herself with these instructions and is requested to notify the Deputy Headteacher if any of these notices have been removed from the rooms.
- 4 Note carefully the fire exits clearly labelled for each room. These must be followed to minimise congestion at main exits from the building.
- 5 The assembly point for staff and pupils will be the Tennis Courts. Pupils will line up in year groups as indicated below, but as in Penarth, they will be with subject teachers.



- 6 The Senior Staff responsible are requested to impress upon pupils the importance of an orderly and silent evacuation of the premises. As fires are emergencies, emergency laws prevail. Those breaking them will be dealt with severely.

7. Subject teachers must
 - (a) accompany their classes to the tennis courts where their classes will line up with the Year Group.
 - (b) remain with their class, maintaining good order until the Headteacher, Deputy or Head of School orders dismissal or gives further orders.

- 8 If any pupil is missing at roll call his/her name should be reported immediately to one of the following:

Headteacher, Deputy Headteacher, Head of School, Year Tutor.

- 9 Teachers not engaged in teaching when the alarm is sounded should report to the senior member of staff present; in most cases this will be the Head of School, Dinas Powys.

- 10 Non-teaching staff should evacuate the buildings and assemble in a safe place e.g. playground or car park.

- 11 Teachers in the following classrooms should check that the adjacent rooms have been cleared before they follow their class:

1	check	Hall, Offices, Staffroom
2	check	9, Tutors' room, 3
4	check	5, Library, Music Room
6	check	7 and 8
Gym	check	Changing Room and Tutor's Room
1.1	check	Prep Room, 1.2, 1.3
2.1	check	2.2, 2.3, 2.4

- 12 In all fire drills the Head of School and Year Tutors will check buildings for complete evacuation.

Footnote:

Recent drills have emphasised the need for the following essential requirements to be met.

- 1 Pupils must evacuate the buildings in a quiet, orderly manner. No noisy running!
- 2 Staff should remain with classes and maintain discipline/silence in the assembly areas.
- 3 All staff - including admin and support staff and those 'free' in staff rooms must leave the building.
- 4 Staff must check the rooms allocated on the enclosed sheet.
- 5 Any pupils missing should be reported to the teacher i/c drill.

EMERGENCY PROCEDURES

In the case of emergency, staff, in addition to the caretakers, should know where the mains cut off switches/tap are located.

PENARTH

GAS MAINS -

The gas mains for the entire Penarth site are located in the red brick construction at the entrance to the car park (underneath the school sign). Keys are held by the caretaker.

Each boiler house has its own clearly labelled gas switch-off valve.

There is a further gas cut-off which, for the New Block buildings only, is located on a grey pipe in the kitchen store room.

Science staff and lab technicians are aware of further cut-off valves. These are shown on a map in each laboratory. Science technicians regularly check safety facilities and report deficiencies where found.

WATER MAINS -

These are located, for the whole school, on the ground adjacent to the Gas Mains building.

ELECTRICITY -

The main isolation switch for the entire Penarth site is clearly labelled in the switch room in the lower school crush hall.

An isolation switch for the New Building is located in the switch room next to the boys' toilets.

EMERGENCY PROCEDURES

DINAS POWYS

GAS MAINS -

These are located in the brick construction on the lower field area beyond the car turning circle in front of the school.

A further cut-off valve is located in the boiler room.

ELECTRICITY

The main electricity supply cut-off is located in the 'Electricity' building next to the caretaker's house. A main cut-off switch is located in the boiler house. Further switches to isolate parts of the school are found in the electricity switch room at the front entrance to the main hall, room 8 storeroom and in the Technology block.

WATER MAINS

These are located on the floor outside the main gates at the entrance to the school.

LABS

There are detailed maps in each lab to show the location of gas, electricity and water cut-off points. Each lab has an electricity isolation switch at the entrance to each room. The emergency gas cut-off is in the corridor outside the prep room. The spanner to operate this is on the wall inside the prep room.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Governing Body. If a prohibition notice is issued with immediate effect the activities should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, he should then report the matter to the Chairman of the Governing Body. If no action is seen to be taken, the Head should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or one of the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

July 2006