

Woodbridge School

FIRE PLAN

1 Policy statement

Everybody working in the School, staff and pupils alike must be familiar with the regulations set out below.

2 Procedure

Upon discovering a fire:

- Raise the alarm.
- Evacuate the building.
- Contain the fire by closing doors to the affected area.

All buildings have manual break glasses fitted adjacent to final exit doors. By physically breaking the glass, the alarm will be activated. Where buildings are also covered by smoke or heat detectors, the alarm will activate automatically. However, if a fire is discovered in its early stages the manual system must still be operated.

In the event of a fire alarm sounding:

- Close all doors and windows where practical.
- Evacuate the building in a quick but orderly manner and go to the Fire Assembly Point.
- Notify School office of the situation. Do not do so using the telephone.
- Assemble pupils, check class register and ensure all persons are accounted for.

The Fire Assembly Point is at the rear of the Changing Room block.

Fire escape routes are identified by “Running Man” signs and lead to open air.

Portable fire extinguishers are located in all buildings but should only be used for self-preservation. Staff should not attempt to extinguish a fire, unless trained to do so.

As detailed below, and in the event of a fire, the following staff have specific duties:

Teaching staff and other staff supervising pupils are responsible for:

- Ensuring all pupils under their care are safely evacuated and accounted for.
- Notifying Reception of the situation that exists.

Reception is responsible for:

- Calling the Fire Service.
- Notifying the Assistant Bursar.
- Notifying the Maintenance Supervisor/Caretaker.
- Notifying the duty Matron.
- Notifying School Office.
- Notifying a senior member of staff.

The Health & Safety Officer is responsible for:

- Checking that all support staff and contractors working in the area are accounted for.
- Checking with teaching staff that all pupils are accounted for.
- Liaising with the Fire Service upon their arrival to advise of any hazards/risks that may exist, and give names of persons that are unaccounted for.
- Allowing re-entry into the building when the all clear is given by the Fire Service.

The Maintenance Supervisor/Caretaker is to prevent staff and pupils from re-entering the building until the all clear is given.

The duty Matron is to attend the Fire Assembly Point.

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