



THE BUCHAN SCHOOL

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### **FIRE EVACUATION PROCEDURES**

#### **ON DISCOVERING A FIRE:**

Anyone discovering a fire, or a suspected outbreak of fire must, without hesitation sound the fire alarm by breaking the glass at the nearest fire alarm point. On hearing the alarm everyone should leave the building by the nearest exit. On no account should anyone re-enter any part of the building or return to collect personal belongings. An escape route through the Rose Garden should be avoided.

If possible all doors and windows should be closed before leaving a room.

Each classroom should have a notice attached to the inside of the door detailing the actions 'In the event of Fire'.

#### **CALLING THE FIRE BRIGADE:**

For all outbreaks of fire, or suspected fire, the Fire Brigade should be called by the quickest means possible. This task could be delegated if the first person on the scene is busy dealing with the evacuation of the building.

#### **AUTOMATIC ALARM LINK TO FIRE BRIGADE:**

While the alarms are automatically linked to the Fire Brigade, via a G4S Call-Centre, if a fire is suspected the Fire Brigade should still be called, without hesitation, as there is sometimes a delay with this system.

However, during office hours, on weekdays during term-time, on advice from the Fire Brigade, there will be no automatic link, therefore a '999' call will always be required from staff. This allows an assessment whether to make that call.

In all these cases, the evacuation must still take place.

#### **EVACUATION:**

On hearing the Fire Alarm, Teachers must account for the pupils in their charge and escort them from the building in single file to their assembly point via the nearest exit from the building.

Peripatetic Music teachers should take their pupil to the correct Form in playground and then go to the netball/tennis court to be accounted for by school secretary.

The school secretary should take the Registration lists and Signing in/out book to the Pre-Prep field to reconcile absences and then go to the netball/tennis court with the Fire Evacuation List and the '**Register of Absence after AM/PM Registration**'.

Specific arrangements should be made for any pupils who may require assistance.

### **FIRE FIGHTING:**

This is not the priority. Evacuation is key. A small fire may only be tackled in its early stages with a fire extinguisher if safe to do so, otherwise close doors and windows, and exit affected areas quickly.

### **ACCOUNTING FOR PUPILS, STAFF AND VISITORS:**

A Fire Evacuation List for all permanent Staff is prepared and updated each term by the Fire Officer and held in the school office.

For their own safety peripatetic staff and parents assisting in the school **MUST** sign in and out through the school office.

It is imperative that all pupils are signed **IN** by means of the register taken by Form teachers at Morning and Afternoon Registration. If pupils have to arrive late or leave before the end of the school day they must be signed **IN** and **OUT** through the school office using the '**Register of Absence after AM/PM Registration**'. E.g. Visits to dentist, doctor etc.

Parents assisting in the Buchan must read the "Fire Evacuation Orders for occasional Teachers/Parents". Those assisting in the Prep Dept. must sign in and out through the school office. Those assisting in the Pre-Prep Dept. must sign in and out through the Head of the Pre-Prep. The Head of Nursery School should account for parents assisting in the Nursery School.

Registration: Form Teachers must complete the Register at both Morning and Afternoon registration. It is also good practice to register the group before each lesson.

### **BUCHAN NURSERY SCHOOL:**

The Nursery school will produce their own Fire Orders and submit a copy to the Buchan Fire Officer. However ALL Nursery staff must read the Buchan school Fire orders as they visit the Prep department for lunch and other activities. They need to be certain as to where to go if the alarm sounds when they are in the Prep department.

### **ACTION IN EVENT OF FIRE OFFICER BEING OFF SITE:**

In the event of the Fire Officer being off site, the Deputy Head should check that all Pupils and Staff are accounted for and ready to report to the Senior Fire and Rescue officer.

**IF SAFE TO USE, PREFERRED EXIT ROUTES WILL BE:**

a	Form 1 Corridor	Exit glass corridor door past Pavilion and walk round to Prep playground. Cross via the zebra crossing and muster on the tennis courts facing the Pony Fields.
b	Gym/Clague Hall, Kitchen & Dining Room	Exit via Dining room or Rose garden and walk to Prep playground. Cross via the zebra crossing and muster on the tennis courts facing the Pony Fields.
c	Holt Wing - Lower floor  Holt Wing - Upper floor	Exit via 'telephone' door and walk round to Prep playground. Cross via the zebra crossing and muster on the tennis courts facing the Pony Fields.  Exit via Art Room external fire escape and walk round to Prep playground. Cross via the zebra crossing and muster on the tennis courts facing the Pony Fields.
d	Assembly Room, D&T Music rooms and Science Corridor	Exit via D&T door and walk round to Prep playground. Cross via the zebra crossing and muster on the tennis courts facing the Pony Fields.
e	Music and Drama Wing	Exit front door (or via Pre-prep if necessary).  F1-4 cross road and walk round front of Westhill House. Cross via the zebra crossing and muster on the tennis courts facing the Pony Fields.  P1-P3 walk to grassed area near the band stand.
f	Westhill House	Exit via front door or back door through Rose Garden through metal gate and walk round front.
g	Maintenance Department	Exit Rose Garden via metal gate and walk round front of Westhill house.
h	Pre-Prep	Exit by Front door using stairs, or via Fire exit via Westhill Cottage stairs and front door.
i	Nursery School	Exit via designated fire doors onto grass and assembly on the grass away from the Nursery Building.
j	Staff accommodation	Exit via nearest Fire Exit staircase. Cross via zebra crossing and muster on the tennis courts.

**ASSEMBLY POINTS:**

Prep Dept.	Tennis Courts facing the Pony Fields
Pre-prep Dept.	Pre-Prep grassed area near the bandstand
Nursery School	Grassed area away from the Nursery Building (or if at lunch in Dining Hall, then the Tennis Courts)
Administration, Maintenance and Support Staff	Tennis courts
Teachers, Peripatetic Music Teachers Part time Teachers	Tennis courts
Residents	Tennis courts