



WHOLE SCHOOL FIRE SAFETY POLICY

Emergencies Head (EH): Frank Powell
Emergencies Deputy (ED): Georgina Powell

Both EH and ED have the status and authority within the school to carry out the duties of the post including the coordination of the emergency with the 112 service and, where appropriate, supporting and directing Fire Wardens and staff.

Staff should always refer and follow instructions from the EH/ED and the **FIRE WARDENS**:

- . Junior School: Jo Barr
- . Foundation Stage: Alex Jones
- . Upper Junior - Train:
 - o Ground floor: Walter Zurita
 - o Top floor: Jacqueline Brackin
- Founders:
 - o Newton (Ground floor): Steve Allen
 - o Locke (First floor): Amy Kong
 - o Keynes (Gazebo): Ben Spillane
 - o Austen (Music Room): Mr Hill
- Kitchen: Moises González
- Library: Natalia Ciordia
- Assemble points:
- Lawn: Jo Barr
- Blue Playground: Georgina Powell
- Football Pitch: Colin Fisher

The Fire Wardens are responsible of communicating via Slack channel (#Fire wardens) whether the fire is located in their area or if the fire alarm has been triggered in their area by a false alarm.

First Intervention Team

- Antonio Gómez (Chief)
- Jose Manuel Muñoz (Deputy)
- Francisco Carrillo
- Alex Jones
- Moises Gonzalez
- Steve Allen
- Blanca Sererols (Mrs Serra)
- Christopher Bumbacco
- Walter Zurita
- Samantha Dwyer

First Aid Team

- María Mínguez (Chief)
- María del Río (Deputy)
- Cristina Powell

- Enrique Petregal
- Peter Rouco
- Lorna Bumbacco
- Dania Matos

FIRE ALARMS

- There are 3 ways that the siren can be heard:
 1. Activation of a smoke detector will set off a fire alarm (visual and acoustic) at the control panel in the office and indicator devices in the room of fire origin.
 2. In the main office (the general alarm sounds in the whole school).
 3. By activating one of the fire alarm switches that can be found around the building. In this case, the siren sounds in one of the following 4 areas, Upper Junior (1), Gazebo (2), Junior school (3) and Forty (4). Staff should familiarise themselves with the whereabouts of these switches.

ACTION IN CASE OF FIRE

1. As soon as an alarm is activated, the Fire Warden (FW) in charge of that area will assess and evaluate the need to evacuate the building and/or the whole school premises.
2. The FW will phone the office (ext 201) or Slack the #fire warden channel so that Samantha Dwyer can activate the emergency protocol, if needed.
3. True alarm:
 - i. She will activate the general alarm.
 - ii. She will call Antonio Gomez (First Intervention Team - FIT)
 - iii. Emergencies Head (EH) will call 112.
 - iv. She will slack the staff “Fire alarm, evacuate premises”
4. False alarm:
 - i. She will call Jose Manuel to stop the alarm
 - ii. She will slack staff “False fire alarm”
 - iii. She will inform EH

• Teach pupils to:

- Stay calm, file out of the building quietly, always following their teacher’s instructions.
- Leave the building by the nearest exit which, if not obvious, will be indicated to them.
- All possessions are to be abandoned.
- The exodus must be orderly - no running or pushing.
- As soon as they get to the assembly point, line up quietly.
- Learn their place in the line, so they can easily identify if anyone is missing behind or in front of them, even before the teacher starts checking the class list.
- If everybody is present, the whole class should sit down on the floor. This way form groups with missing people will be quickly identified.

• Fire Wardens will:

- Check everyone has left each room before closing the door. The use of a distress marker is very useful meaning the room has been checked and it’s all clear.

- **Staff:**
- All windows must be closed before evacuating a room.
- Teachers should supervise this, and then shepherd the students in their care (and any others close by) to the nearest fire exit, closing the doors on the way out. Toilets to be checked and closed by the nearest authority (no matter if they are male/female)
- On receipt of 'all clear' pupils are to return to their classes.

JUNIOR SCHOOL BUILDING

All pupils should **walk in silence in a single file** away from the building to the designated assembly point by the wall at the bottom of the lawn and then assemble in an **orderly line**.

Pre-Nursery exit by external classroom doors and then proceed to lawn via top path round the amphitheatre, passing through the high (top) gate.

Nursery P exit by Nursery classroom doors and then proceed to lawn via top path round the amphitheatre, passing through the high (top) gate.

Nursery H & Nursery S exit by external classroom doors and then proceed to lawn via the amphitheatre path, passing through the bottom gate.

FS Support Room follow Nursery.

Reception should leave via the doors to the FS playground and then proceed to the lawn via the top path round the amphitheatre, passing through the high gate.

Years 1 & 2K exit via their outside doors to terrace, proceed down the ramp and assemble on lawn.

Years 2D & 2L exit through hall. 2D go down steps on left and 2L on right. Assemble on lawn.

Year 3AD & 3L leave via their outside doors and assemble on lawn.

Year 3ED & Staff Dining Room exit via outside doors, go left round building to the ramp and proceed to assembly point on lawn.

Gym class exit by the gym side door, go left round building to the ramp and proceed to assembly point on lawn.

Psychomotor room & Spanish room exit by the hall and assemble on lawn. This also applies to the **SEN Room and Miss Barr's office**.

Support teachers or any other available adult should assist the Pre-Nursery/Nursery if they are not taking a class.

Pre Nursery & Nursery staff remember to check there is no one in their toilets.
Year 1H Assistant to check there is no one in the toilets opposite 1H.
Miss Barr to check toilets downstairs and Gym are empty.

UPPER JUNIOR - TRAIN BUILDING

Year 4P to use the emergency exit in their classroom. Go down staircase and make way to football pitch.

Year 4D to use either 4P's exit if it is free, or the exit by 4J, or the door at the end of the corridor depending on the congestion.

Year 4J to use the nearest emergency exit, or the door at the end of the corridor depending on the congestion. If the emergency exit next to 4J is used then take the route past the Year 1 outdoor area to the football pitch.

Upper Juniors Spanish Room exit by the nearest exit directly to the playground. Children to join their classes.

Year 4, 5 & 6 Support room use nearest emergency exit and when outside children join their classes.

Year 5 exit using the exit directly to the playground.

TT7 and TT5 and Art Rooms use exit by main entrance.

Year 6 to use main exit to leave the building

SENIOR SCHOOL - FOUNDER'S BUILDING

Gas supplies will be closed in the science department by the lab technician.

Pupils must assemble by form at the far end of the **Blue Playground**, and line them up facing the Senior School building (starting with Year 7 on the right side as seen from the building). Teachers should stay with their pupils until they hand them over to their Form Teacher.

All staff should assemble on the **Blue Playground** (right hand side as seen from the building)

The **ED**:

- will ensure that all members of staff are present.
- will take the attendance records and hand them to Form Teachers in case any of the other systems hasn't worked properly.
- must be made aware of teachers not accounted for.

On receipt of the all-clear, forms return to class as instructed by the Assistant Headmistress.

Follow the Evacuation Plan specific to each classroom.

SPECIAL SCENARIOS

If the fire alarm sounds during breaks, at lunchtime and before or after school, all STAFF should

go to their assembly point (lawn or football pitch) Only the Fire Wardens will work together with the First Intervention Team to ensure the evacuation and emergency is solved fast and safe.

Dining hall

Children to stand but should remain where they are until directed to leave by duty teacher. Staff in staff dining room to assist duty teacher. Children to assemble in lines at bottom of lawn in classes, regardless of year group.

Playground and ramp

Children to assemble in line order in playground. Teachers to assist in playground, as necessary, otherwise join their class on the lawn, unless this entails walking past a burning building.

Frequency of Fire Drills

There should be a practice “walk-out” at the beginning of each school year and a surprise alarm at some time later in the year

Fire in the Kitchen

If, by any chance, fire would cut the access to the ramp, assembly points will be where safer. E.g. Juniors in the football pitch or Seniors in the lawn. The Fire Wardens will be the ones to communicate and ensure everyone is out of the building.

After a fire drill, feedback should be given by Email to the EH, informing of any difficulties encountered during the exercise.

Instructions in case of fire (pupils)



EST. 1967

RUNNYMEDE COLLEGE

Delight, Ornament, Ability

FIRE INSTRUCTIONS 2018-2019 INSTRUCTIONS FOR PUPILS

1. All pupils must follow the instructions of their teacher or the nearest member of staff or adult.
2. Pupils must leave the building by the nearest exit which, if not obvious, will be indicated to them.

ROOMS	EXIT
Rooms on Ground Floor (Newton)	Individual external classroom/lab doors
Locke 1-6 and Study Room	Main entrance/exit
Keynes 1-6 and Study Room	Main entrance/exit
Keynes 7-14	Emergency exit on second floor
Austen	Main entrance/exit on that floor
Top Floor of Train	Main entrance/exit on bottom floor
Gazebo	Down the stairs to playground

3. All possessions are to be abandoned.
4. The exodus must be orderly - no shouting, running or pushing.
5. Senior pupils must assemble by form at the far end of the Blue Playground, facing the Senior School building (starting with Year 7 on the right as seen from the building). Pupils should line up in alphabetical order and check that the pupils who go before and after them in the register are there. Form teachers will call the roll. The names of missing pupils should be communicated by classmates to the Form Teacher immediately.
6. Pupils must remain lined up by form until instructed to do otherwise.

