

St. Edmund's School

FIRE AND EMERGENCY PROCEDURES

If you discover a fire:

- 1 Raise the alarm by pressing the glass on the nearest fire alarm call point. **If the building you are in has no alarm system, you must alert other occupants of the building immediately.**
- 2 Leave the building via the nearest available safe exit. If the fire is not in the main building or the Auden Building, alert the school office immediately, so the fire brigade can be called out and the school evacuated for a full roll call.
- 3 Report to the Assembly Point and inform the Incident Controller of the location and nature of the fire.

The **DAYTIME ASSEMBLY POINT** for Reception to Form 11 is on the **Astroturf** pitch

(**LITTLE ED'S NURSERY** has its own **ASSEMBLY POINT** on the **top field** opposite the Nursery building)

The **NIGHT-TIME ASSEMBLY POINT** is on the **Astroturf** pitch

When you hear the fire alarm (warning of a fire is given by the continuous sounding of the alarm or bells), follow the procedures below:

- 1 If you are in charge of pupils, direct them to the Assembly Point, using the nearest available exit from the building (the adult in charge should be the last to leave the room). Check that the room is empty: close doors and windows if safe to do so.
- 2 All visitors, and all staff not in charge of children, must leave the building immediately by the nearest available exit and go to the Assembly Point for roll call.
- 3 Do not stop to collect personal belongings.
- 4 At the Assembly Point, pupils must be lined up quickly and quietly in their Forms.
- 5 Form Takers collect a clipboard with their Form List and the list of known absentees from the school secretaries, then take a roll call by calling out each pupil's name.
- 6 Form Takers either tick each name as present, or write "all present" on their lists when the roll call is completed.
- 7 Form Takers hold up their clipboard when their roll call has been satisfactorily completed, so that the Incident Controller can see which Forms are still to be accounted for.
- 8 If Form takers have a problem during the roll call, e.g. a pupil is unaccounted for, they must raise their hand (not the clipboard) so the school secretaries can see who needs assistance.

The Incident Controller

In term time during the day, the Incident Controller is the Headmaster. In the Head's absence, the Deputy Incident Controllers – Steve Barnes and Nick Roberts - will take on the role. The deputies will check that occupants of the peripheral buildings are aware of the fire alarm/evacuation.

There is a checklist for the Daytime Incident Controller's actions on the wall to the left of the fire alarm panel in the main school building.