

Rudolf Steiner School Kings Langley

Fire and Security Handbook



6. Fire Procedures

Fire Evacuation Procedures - 07.30 hrs - 17.00 hrs All Buildings

The Fire Alarm in the Main Buildings is a continuous ringing siren. The system is tested every Friday morning between 06.30 hrs and 07.30 hrs. The fire alarm will sound for a maximum of 10 seconds at intermittent intervals. If the alarm sounds for longer than this, you must evacuate using the procedure below.

At all other times you must evacuate as soon as the fire alarm sounds.

If you discover a fire

Raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle a fire unless it is safe to do so.

1. Fire Action Notices are displayed throughout the School. You should familiarise yourself with these instructions so that in the event of the alarm sounding you know what to do.
2. Evacuate as soon as the alarm sounds - do not go out of your way to collect personal belongings.
3. Follow the evacuation arrows (green "running man" signs) to your nearest safe emergency exit. Your nearest safe emergency exit will not necessarily be the normal exit route therefore it is important you follow the signage.
4. If it is safe to do so:
 - Stop/close down all machinery & electrical equipment
 - Isolate electrical supplies to equipment
 - Turn off gas supplies and gas cylinders
5. Teachers are required to keep their class together and carry out a head count on evacuation. Fire Wardens will check each area of the buildings and then report to the Fire Assembly Point (Basketball pitch).
6. On leaving the building make your way to the designated Fire Assembly Point which is indicated on Fire Action Notices.
7. Remain at the Assembly Point until given instruction to do otherwise.

Caretaker

1. On activation of the fire alarm the caretaker will report to the Fire Alarm Control Panel and assume responsibility.
2. The Duty Warden will summon the emergency services. The caretaker should NOT investigate the cause of the alarm activation.
3. If the caretaker receives information that indicates the activation is found to be a false alarm, he/she will telephone HFRS to advise them of the revised situation so that the emergency call may be downgraded.
4. The caretaker will meet HFRS on arrival and escort them to the alarm activation point.
5. When HFRS are satisfied that no danger exists they will instruct the caretaker to reset the fire alarm panel.
6. Once HFRS have departed the caretaker will give the instruction to re-enter the building.

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Staff Fire Procedures

A support staff fire procedure and a teaching staff fire procedure will be available within the staff room kindergartens, the Estate Manager's office and on the School Notice Boards. A copy should be issued to all new staff on induction and existing staff if there are new procedures or they have been significantly changed.

The fire procedure will detail

- who is responsible for calling the Emergency Services (Fire Brigade);
- the procedures to ensure that visitors/contractors and pupils have fully evacuated the building;
- the person in charge of the assembly point who will ensure a full evacuation has taken place, and
- who will meet the fire service on arrival and liaise with and assist them.

N.B It is the school policy that the Emergency Services are to be called to any confirmed fire even if it is believed to have been extinguished.

Support Staff Fire Procedures

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At all other times you must evacuate as soon as the fire alarm sounds.

The sound of the fire alarm is: a continuous high pitched warble.

If you hear the fire alarm at any other time you are to take the action that is detailed below

UPON DISCOVERY OF A FIRE

If you discover a Fire (or smell burning) you must: -

- Shout Fire! Fire! Fire! to warn those nearby and
- Operate the nearest break glass call point to sound the Fire Alarm and then
- Assist with the evacuation of the Building /s

If you have been trained in the use of fire extinguishers and it is safe so to do, then chose the appropriate fire extinguisher and attempt to fight the fire. **Do NOT put yourself in any danger**

Remember

DO NOT USE THE WATER / FOAM EXTINGUISHER ON ANYTHING THAT MAY BE ELECTRICALLY LIVE.

If the fire is not extinguished immediately, or is spreading quicker than you can put it out then close the door to that room and leave the building by the nearest exit.

Go to the Assembly Point at: The Tennis Courts / Old Tennis Courts and tell the Person in Charge of the assembly point what has happened.

IF YOU HEAR THE FIRE ALARM

If the fire alarm sounds at any other time or for a longer period (than 30 seconds) you are to:

- Leave the building by the nearest exit, escorting any visitors or pupils in your area
- Proceed to the designated assembly point: Tennis Courts / Old Tennis Courts

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7. Personal Emergency Evacuation Plans (PEEPs)

Policy

All staff or pupils with significant impairments meaning that a modified fire procedure is necessary will receive a written copy of their own fire procedure. It is likely that this will mainly be based on their being assisted by nominated persons (Buddy System) who would also receive a written copy of the PEEP but each individual case will have its own risk assessment.

1. It is necessary to make special arrangements for any disabled member of staff, pupil or visitor and this will be undertaken through the production of a Personal Emergency Evacuation Plan (PEEP).
2. Certain disabilities are easily recognised e.g. persons in wheelchairs, or who are blind, but it is not always possible to identify those with defective hearing. In this case, they may not hear the fire alarm. Management and staff must therefore be alert to these problems and introduce special arrangements.
3. Receptionists should ensure that visitors who are identified as being disabled in any way are notified to Management/Fire Officer/Fire Wardens. Any member of staff, student or visitor with mobility impairment who is located on the upper floor teaching block should make themselves known to the Chief Fire Marshal (CFM). A record will be kept to meet the needs of those individuals.
4. In the event of an evacuation, disabled people must be given assistance. The degrees of disability will dictate the special arrangements that are necessary to ensure their safety, which will include alerting them and assisting in their evacuation.
5. This process will be undertaken through the risk assessment process and the completion of the Personal Emergency Plan that can be found in Section 7 below