



# SOLIHULL

## Fire Orders (Evacuation Procedure Summary – Warwick Road Campus)

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**Author:** Health and Safety Officer  
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Version 7

## FIRE ORDERS 2024-2025 – WARWICK ROAD CAMPUS

### **GENERAL INSTRUCTIONS**

1. Any member of the school community discovering a fire should sound the fire alarm and report to the Site Fire Officer or Fire Control Officer on The Level. The Site Fire Officer will decide whether to call the Fire Services. If it is clear to a member of staff that the Fire Services should be called immediately, they should do so and subsequently inform the Site Fire Officer.
2. No pupils, staff and visitors should enter a building if the fire alarm is sounding.
3. **The school will assemble on The Level** and form tutors should check their form and report to the Heads of Section who should in turn report to the Fire Control Officer. The list of staff off the premises, a school roll and the list of pupils who arrived late/left the school site should be collected from Reception by the Fire Control Officer.
4. The School Nurses should inform Form Tutors of any pupils sent home due to illness. If any form tutor is absent, the senior member of staff from the relevant section of the school should take over this duty.
5. The Emergency Fire Control Officer is responsible for informing the Head of Grounds that a fire evacuation is taking place, so that the Head of Grounds can account for their team.
6. If there is a fire in the Chapel during normal school hours, the Chapel Acting Fire Officer/ Deputy Fire Officer/s must nominate one person to go to Heads Wing to activate the fire alarm.
7. The Maintenance Team should direct the Fire Services appropriately when they arrive.
8. Pupils and staff should walk, not run, to the assembly points. Persons requiring assistance should be helped from a building by trained staff. No one should leave the site during an evacuation.
9. The fire alarm WILL NOT be silenced until the Site Fire Officer (or Deputy Site Fire Officer) has declared that it is safe to do so.
10. Full evacuation procedures are contained within the Fire Safety Policy.

### **SPECIFIC INSTRUCTIONS**

1. **If a fire alarm is sounded during school hours (8.45am – 4.30pm):**
  - a) If safe to do so, staff members should close all doors/windows and ensure all nearby rooms are unoccupied.
  - b) Classes should be escorted, via outside paths to The Level. Bags should be left in classrooms and/or bag stores.
  - c) Pupils who are working on their own should join their forms on The Level.
  - d) Pupils who arrive when the fire bell is sounding should join their forms on The Level if it is safe to do so. If it is not safe, they should report to the Emergency Fire Control Officer outside Bradford House (Bursary). Once the fire assembly is dismissed, any pupil who has not been registered or who has not signed in must do so.
  - e) If the alarm is sounded during break or lunchtime, staff on duty should ensure that their duty area has been evacuated and report the status of those areas to the Fire Control Officer.
  - f) Teaching staff without forms, DT and performing arts technicians, visiting music teachers, coaches and other educational support staff should assemble on The Level in alphabetical order and report to the Staff Fire Control Officer.
  - g) Refectory staff, administrative staff, science and art technicians should assemble outside Bradford House (Bursary) and report to the appropriate Emergency Fire Control Officer.
  - h) The Site Fire Officer will liaise with the maintenance team to determine the location of any fire, associated risk and actions required. The Site Fire Officer and the Fire Control Officer will determine when the emergency is over and instruct pupils and staff accordingly.
2. **If a fire alarm is sounded out of school hours:**
  - a) Between 7.30am and 8.45am and between 4.30pm and 6.00pm, the teacher in charge of the activity in which pupils are involved should supervise their evacuation to a place of safety and call the Fire Services if required.
  - b) Chapel users should assemble at the out of hours assembly point on the grass verge by the Chapel Car Park.
  - c) In school holiday periods and between 6.00pm and 7.30am during the school term, all staff and visitors should assemble outside Bradford House (Bursary). If required, the Site Fire Officer will call the Fire Services.
  - d) External hirers of facilities take responsibility for the persons using the facilities they have hired, making arrangements in line with their hiring documentation.
3. If anyone at any time discovers a fire in circumstances not covered by the above regulations, they should sound the nearest fire alarm and report to the Site Fire Officer or one of the School Maintenance team.

<b>Fire Control Officer</b>	Head of the Senior School
<b>Staff Fire Control Officer</b>	Senior School Deputy Head (Academic)
<b>Deputy Fire Control Officer/ Deputy Staff Fire Control Officer</b>	Senior School Deputy Head (Pastoral)
<b>Site Fire Officer</b>	School Marshal
<b>Deputy Site Fire Officer</b>	Deputy Head of Maintenance (Senior School)
<b>Emergency Fire Control Officer</b>	PA to the Bursar / Heads Wing staff

## FIRE DRILL ASSEMBLY POINT

Fourths						
Al	Bl	Cr	Le	Mn	Tn	Wn

Shell						
Al	Bl	Cr	Le	Mn	Tn	Wn

Thirds					
Al	Bl	Cr	Le	Mn	Tn

Forms to take up these positions on the Level and stand in silence until they are dismissed.

<b>LVI II</b>	Al
	Bl
	Cr
	Le
	Mn
	Tn
	Wn

<b>LVI I</b>	Al
	Bl
	Cr
	Le
	Mn
	Tn
	Wn

<b>UVI II</b>	Al
	Bl
	Cr
	Le
	Mn
	Tn

<b>UVI I</b>	Al
	Bl
	Cr
	Le
	Mn
	Tn
	Wn

<b>Lower Fifth</b>	Al
	Bl
	Cr
	Le
	Mn
	Tn
Wn	

<b>Upper Fifth</b>	Al
	Bl
	Cr
	Mn
	Le
	Tn
Wn	

<b>TEACHING STAFF WITHOUT FORMS, TECHNICIANS AND MUSIC STAFF</b>
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<b>SPORTS HALL</b>
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<b>BUSHELL HALL</b>
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