



SOLIHULL

Fire Orders (Evacuation Procedure Summary)

Owner: Bursar
Reviewer: Senior Deputy Headmaster
Last Reviewed: September 2018

Version 6

GENERAL INSTRUCTIONS

1. Any member of the school community discovering a fire should sound the fire alarm and report to the Fire Officer or Fire Control Officer on The Level. The Fire Officer will decide whether to call the Fire Brigade. If it is clear to a member of staff that the Fire Brigade should be called immediately, they should do so and subsequently inform the Fire Officer.
2. **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. 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 the duty of checking and reporting.
3. The Deputy Fire Control Officer should direct the Fire Brigade appropriately when they arrive.
4. Pupils and staff should walk, not run, to the assembly points. Persons requiring assistance should be helped from a building by other staff. No one should leave the site during an evacuation.
5. Full evacuation procedures are contained within the Fire Safety Policy.

SPECIFIC INSTRUCTIONS

1. **If a fire alarm is sounded during school hours (8.45am – 4.10pm):**
 - a) If safe to do so, members of staff should close all doors/windows and ensure that 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 Deputy 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 in Reception.
 - 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, technicians, visiting music teachers, coaches and other educational support staff should assemble on The Level and report to the Staff Fire Officer.
 - g) Refectory and administrative staff should assemble outside Bradford House (Bursary) and report to the appropriate Emergency Fire Control Officer.
 - h) The Fire Officer will liaise with the maintenance team to determine the location of any fire, associated risk and actions required. The Fire Officer and the Fire Control Officer will determine when the emergency is over and instruct classes and staff accordingly.
2. **If a fire alarm is sounded out of school hours:**
 - a) Between 7.30am and 8.45am and between 4.10pm 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 Brigade if required.
 - b) In school holiday periods and between 6.00pm and 7.30am during the school term, all staff should assemble outside Bradford House (Bursary). If required, the School Marshal or Fire Officer will call the Fire Brigade.
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 a Fire Officer or the School Marshal.

Fire Officer is Mr R Bate (Bursar)

Fire Control Officer is Mr SA Morgan

Deputy Fire Control Officer is Mr C McCall

Staff Fire Officer is Mr DG Morgan

FIRE DRILL ASSEMBLY

IV				
A	B	C	L	T

SH					
A	B	C	L	T	W

III					
A	B	C	L	T	W

Forms will take up these positions on the Level and stand in silence until dismissed

_____	_____	_____	_____	_____	A
LVI	_____	_____	_____	_____	B
II	_____	_____	_____	_____	C
	_____	_____	_____	_____	L
	_____	_____	_____	_____	T

_____	_____	_____	_____	_____	A
LVI	_____	_____	_____	_____	B
I	_____	_____	_____	_____	C
	_____	_____	_____	_____	L
	_____	_____	_____	_____	T

_____	_____	_____	_____	_____	F
UVI	_____	_____	_____	_____	J
II	_____	_____	_____	_____	P
	_____	_____	_____	_____	S
	_____	_____	_____	_____	W

_____	_____	_____	_____	_____	F
UVI	_____	_____	_____	_____	J
I	_____	_____	_____	_____	P
	_____	_____	_____	_____	S
	_____	_____	_____	_____	W

UV				
F	J	P	S	W

LV					
A	B	C	L	T	W

JUNIOR SCHOOL	
J4S	_____
J4SGM	_____
J4SEM	_____
J4H	_____
J3P	_____
J3F	_____
J3D	_____
J3A	_____
J2HM	_____
J2CM	_____
J2B	_____
J1W	_____
J1M	_____
J1L	_____

**TEACHING STAFF WITHOUT FORMS,
TECHNICIANS & MUSIC STAFF**

SPORTS HALL

BUSHELL HALL