



SOLIHULL

Fire Orders (Evacuation Procedure Summary – Preparatory School Campus)

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FIRE ORDERS 2025-2026 – PREP SCHOOL CAMPUS

GENERAL INSTRUCTIONS

1. Any member of the school community discovering a fire should sound the alarm and report to the Fire Control Officer on the Playground (Netball Courts). The Fire Control Officer with the input of the Site 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 Control Officer.
2. No pupils, staff and visitors should enter a building if the fire alarm is sounding.
3. The school will assemble on the Playground and Form Tutors should check their form groups and report to their Head of Year who should in turn report to the Fire Control Officer. The administration staff should bring the pre-printed School registers with them to the Playground for distribution. The School Nurse 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 year should take over the duty of checking and reporting.
4. 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.
5. The Maintenance Team should direct the Fire Brigade appropriately when they arrive.
6. 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.
7. 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.
8. Full evacuation procedures are contained within the Fire Safety Policy.

SPECIFIC INSTRUCTIONS

- 1. If a fire alarm is sounded during school hours (8.10am-3:45pm)**
 - a) Pupils and staff must evacuate from the building to the assembly point by the most direct route. This will mean the use of the fire escapes if other routes are not available.
 - b) If safe to do so, members of staff should close all doors/windows and ensure that all nearby rooms are unoccupied.
 - c) Bags and personal belongings should be left in classrooms and/or bag stores
 - d) Teaching staff without forms, DT and technicians, visiting music teachers, coaches and other educational support staff should assemble on the Netball Courts in alphabetical order in their designated area and report to the Staff Fire Control Officer.
- 2. If a fire alarm is sounded out of school hours:**
 - a) Between 7am and 8:10am and between 3:45pm and 4:45pm, 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) Alice House staff and Wraparound Care staff are required to perform a sweep of their respective buildings as they leave.
 - c) In school holiday periods and between 4:45pm and 7am during the school term, all staff should assemble on the playground (netball courts). If required, the Site Caretaker or Site Fire Officer will call the Fire Brigade.
 - 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 Caretakers.**

Fire Control Officer	Head of the Preparatory School
Staff Fire Control Officer	Preparatory School Deputy Head (Academic)
Deputy Fire Control Officer/ Deputy Staff Fire Control Officer	Preparatory School Senior Deputy Head (Pastoral)
Site Fire Officer	Site Manager
Deputy Site Fire Officer	Deputy Head of Maintenance (Preparatory School)
Emergency Fire Control Officer	PA to the Head of the Preparatory School

Fire Evacuation Assembly Point

