



SOLIHULL

Fire Orders (Evacuation Procedure Summary – Warwick Road Campus)

Owner: Assistant Bursar (Facilities, Compliance and Transport)
Author: Health and Safety Officer
Last Reviewed: September 2026

Version 9

FIRE ORDERS 2026-2027 – 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 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 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. 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.
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 (8.45am – 4.30pm):**
 - 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, DT and theatre 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 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 classes and staff accordingly.
2. **If a fire alarm is sounded out of school hours:**
 - a) Between 7.30am and 8.45am and between 4.30pm 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 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 Site Fire Officer will call the Fire Brigade.
 - c) 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 Marshal team.

Fire Control Officer	Head of the Senior School
Staff Fire Control Officer	Senior School Deputy Head (Academic)
Deputy Fire Control Officer/ Deputy Staff Fire Control Officer	Senior School Deputy Head (Co-Curricular and Operations)
Site Fire Officer	School Marshal
Deputy Site Fire Officer	Head of Senior School Maintenance
Emergency Fire Control Officer	PA to the Bursar / Heads Wing Staff

FIRE DRILL ASSEMBLY POINT

Fourths					
AL	BL	Cr	Le	Mn	Tn

Shell						
AL	BL	Cr	Le	Mn	Tn	Wn

Thirds					
AL	BL	Cr	Le	Tn	Wn

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

LVI II	AL
	BL
	Cr
	Le
	Mn
	Tn

LVI I	AL
	BL
	Cr
	Le
	Mn
	Tn
Wn	

UVI II	AL
	BL
	Cr
	Le
	Mn
	Tn

UVI I	AL
	BL
	Cr
	Le
	Mn
	Tn

Lower Fifth	AL
	BL
	Cr
	Le
	Mn
	Tn
Wn	

Upper Fifth	AL
	BL
	Cr
	Le
	Mn
	Tn
Wn	

TEACHING STAFF WITHOUT FORMS, TECHNICIANS AND MUSIC STAFF

SPORTS HALL

BUSHELL HALL