



## 12b - FIRE ACTION FOR STAFF AND PUPILS

### STAFF ACTION

#### INITIAL ACTION

- Get to know locations of and how to operate Fire Alarms and Fire Extinguishers. Know your Escape Routes.
- **If you discover a fire:**
  - Immediately break the glass of the nearest fire alarm call point.
  - Attempt to extinguish fire, without taking any risks.
  - Summon help.
  - Call 999. Give the Operator the school telephone number **01747 857800** and ask for **FIRE**. When the Fire Service Operator answers, say distinctly: "**FIRE AT PORT REGIS SCHOOL, MOTCOMBE PARK, SHAFTESBURY**". Wait until you have confirmed the details before disconnecting.

#### DURING THE DAY

Walk in silence to the car park in front of Centenary. If Centenary Hall is on fire you will be directed to Upward, otherwise a Fire Officer will confirm safe entry to Centenary Hall.

Boarders assemble in Dorms:

- **Mansion CH 3**
- **Grosvenor CH 4**
- **Prichard CH5**
- **A,B Form Day pupils CH6**
- **C,D,E,F Form Day Pupils in Centenary Main Hall**

**All adults walk to their allocated assembly points.**

#### IN FREE TIME

Go directly to Centenary Hall unless directed otherwise. Assemble as for Class Time.

#### AT NIGHT

**At night** (i.e. when all children are known to be in their Houses), the Mansion, Grosvenor Hall and Prichard Hall are separate for the purposes of Fire Drill. Each building should respond independently to the Fire Bell in that building. Staff present should make sure that children:

- Put on slippers, shoes, and a dressing gown.
- Wake their nearest neighbours and get them out of bed.
- Get out and **walk in silence** behind their captain.
- After checking that each bed is empty, staff present should shut windows and doors if safe to try. The captain should keep checking all the way to the Centenary Hall that all his or her dorm are still following.

## WHEN ASSEMBLED IN THE CENTENARY HALL

- The first member of staff to leave the Mansion collects the Centenary Hall key from the fire box, and the Fire Board from the hook just inside the North Door. The Fire Board lists all those who are in the Health Centre and all those who are absent or at home
- Each Dorm Captain or next senior counts numbers in Dorm and reports to the member of staff with the Fire List saying "..... Dorm all present" or "..... Dorm all present except for ....."
- A roll call of children is taken – fireboards located at the front of each form room. All children reply by saying "YES".
- **Once name checks are complete, a member of staff reports this to the person with Fire List in Centenary Hall Corridor.**
- **All staff should respond to the Fire Alarm and assemble in Centenary Hall rooms to assist with name checks. HBJ to deal with any problems that may arise.**

## IN UPWARD

If the fire is in the Centenary Hall or if the Centenary Hall is in use for a public function, the Fire Assembly Point is in Upward. In the case of a function in the Centenary Hall, notices (ready-made notices are available from the Senior Master) must be placed by the person, who is liaising with the event, at the school entrance, indicating that the Assembly Point in case of fire is in Upward. The member of staff picking up the Fire Board from the North Door must pick up the Upward key from inside the fire box, and supervise assembling as indicated below.

The groupings for staff and children are just the same as in the Centenary Hall:

- **Mansion – Upward 6**
- **Grosvenor – Upward 8**
- **Prichard – Upward 1**
- **E, F, Day Children – Upward 15**
- **C, D Day Children – Upward 16**
- **A, B Day children – Upward 9**
- **ESU and language Assistants, Music Peripatetic – Upward Atrium (Downstairs)**
- **Office, Bursary, Domestic, Nurse, and gaps – Upward Atrium (Downstairs)**

Fireboards are located in the classrooms.

## REMEMBER

- **All estate resident staff** should report to the Centenary Hall on hearing the alarm.
- **All children should have these orders read to them at the start of each term by their resident staff.**
- All staff should have read these fire orders and be well briefed on what action to take.
- **Get children out - avoid shouting - be swift and remain calm.**
- Danger is often smoke. Close windows and fire doors. Crawl on floor if necessary.
- Keys to the Centenary Hall and Upward are inside the fire box located inside North Door next to the Fire Board.
- If the Fire Alarm sounds in Grosvenor Hall or Prichard Hall at night, the Mansion does not go through the fire procedure. However, Mansion Staff who become aware may be needed to assist if necessary.

## TELEPHONE

Whoever is responsible for telephoning the Fire Brigade should then immediately phone security for support.

Security (at any time):

**07739 632 186**

If the above number fails:

Rory Pope: **07721 986 627**

## FIRE EVACUATION FOR STAFF AND PUPILS

### Cunningham

ESU – evacuate through top floor (North) fire exit

Labs 1 & 2, and Senior Computer Room – evacuate via Cunningham (North) rear exit on middle floor.

Maths 1, 2 & 3, and Lab 4 – evacuate down the main stairs and through the main doors.

Art, Technology and Woodwork – evacuate via their own respective fire doors on the side of Cunningham

### Upward

Upward 3, 4, 5, 6, 11, 12, 13 & 14 – evacuate through the doors at the northern end of the building and go over the bridge to the assembly point.

Upward 1, 2, 7, 8, 9, 10, 15 & 16 - evacuate through the doors at the southern end of the building and go to the assembly point.

### Match Days (Wednesday and Saturday afternoons)

On match afternoons:

1. Pupils playing in matches should continue to do so (they are accounted for on the match fireboard list).
2. All other pupils, including those in normal games sessions, and those waiting for their match to begin, assemble as usual
  - On Wednesdays and Saturdays, if the alarm rings during lunch or before a match has begun – parents should evacuate to the car park by Centenary Hall and pupils go to their normal assembly points

# **PUPIL ACTION**

## **IF YOU DISCOVER A FIRE:**

- IMMEDIATELY BREAK THE GLASS OF THE NEAREST FIRE ALARM CALL POINT.
- INFORM AN ADULT
- GO TO THE ASSEMBLY POINT –  
Centenary Hall in the first instance. You may be directed to Upward from Centenary by a member of staff.

## **ON HEARING THE FIRE ALARM:**

- PROCEED IMMEDIATELY TO THE ASSEMBLY POINT.
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- CLOSE ALL DOORS AS YOU LEAVE.
- USE THE NEAREST AVAILABLE EXIT.
- DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO.

## **IN THE UNLIKELY EVENT THAT AN ADULT IS NOT PRESENT, CALL THE FIRE BRIGADE:**

- DIAL 999
- GIVE THE OPERATOR THE SCHOOL TELEPHONE NUMBER **01747 857800** AND ASK FOR **FIRE**.
- WHEN THE FIRE SERVICE OPERATOR ANSWERS, SAY DISTINCTLY **FIRE AT PORT REGIS SCHOOL, MOTCOMBE PARK SHAFTESBURY, DORSET.**
- DO NOT REPLACE THE TELEPHONE HANDSET UNTIL THE SCHOOL ADDRESS HAS BEEN REPEATED BY THE FIRE SERVICE.

## **DISTRIBUTION OF FIRE ORDERS:**

All residents' bedrooms  
All dormitories  
Health Centre  
Common Room  
Headmaster  
Headmaster's Secretary  
Dining Hall  
Head Caterer's office  
Head of Boarding's office  
Bursar's office  
Staff Manual  
Gap Accommodation

**Author : HBJ  
Updated August 2021**

**Approved by the Governors Wellbeing Committee February 2021**

*When this Policy is updated, please send a copy to HJNM, in order to update the copy held on the ISI website. Please not the ISI index code of this document, which is A11a*