

**Fire Alarm Procedures**

The Fire Safety Team consists of the following personnel:

- 1) Director of Estates\* (Team Leader)
- 2) Domestic Services Manager\* (Deputy Team Leader)
- 3) Maintenance Manager\* (Deputy Team Leader)
- 4) Caretaking team\* x3
- 5) Head Groundsman\*
- 6) Maintenance team\* x5
- 7) Sports Centre Manager\*
- 8) Transport Manager/CCF
- 9) Pre Prep Receptionist

All the above have received Fire Marshal Training and those marked with \* supplied with radios which will be activated in the event of an alarm in any building.

When the alarm goes off the members of the Fire Safety Team who are available will report to the building indicated on the radio and the Director of Estates or deputy go to the main fire panel situated outside reception. The first person to arrive at the building indicated on the radio will check the panel (local) for the exact location of the incident, go to the indicated area, and check the status of the alarm. Using the radio they will inform other members of the team of the status



**be easily identified. All registers apart from the pupils will be taken on muster points on the Eothen playground.**

**assemble in their tutor group fire lines at the muster station.**

**register the pupils and report back to the .**

**returns the registers to the once complete.**

**Once all pupils have been accounted for, the informs the**

**in the classroom, close the door behind them and escort the pupils to the muster point on Home Field or Beeches Field. If teaching pupils with Personal Evacuation Plans such as those who may be physically injured and on crutches - the teacher will ensure they are evacuated safely. All should leave the building silently in a purposeful and orderly manner by the safest and most direct route.**

**NB - in a zone evacuation, pupils should assemble on Home Field in their teaching class, rather**

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- 3) Boarders should assemble in House Groups and be registered by the Head of House as per**