

RYDE SCHOOL FIRE ROUTINE

The Purpose of a Fire Routine is To Save Lives



RYDE SCHOOL
WITH UPPER CHINE

Reviewed: October 2017

Review Date: May 2018

Staff Responsible: Assistant Bursar (Facilities)

Fire Alarm – All Sites

The Fire Routine is to be put into immediate effect on hearing a fire alarm, which will be one, or a combination, of the following:

- A shout of "FIRE, FIRE, FIRE"
- The sounding of automatic fire alarms
- A continuous ringing of school lesson bells (NB not fitted in all parts of the School)

Members of staff or students should sound the alarm if they have any good reason to believe that a fire has been started. This should be done by hitting the nearest glass-fronted alarm box – a 'break glass' or 'call point'.

The fire alarm systems in the Main School and Spinnaker House are linked to a mainland control room, whose staff will automatically call the Fire and Rescue Service within a short period of time if they are not informed that it is a false alarm. In all other sites (Sports Pavilion, FW and Bembridge Boarding Houses), **you must call 999 in the event of a fire.**

On Hearing the Alarm

General. All buildings should be evacuated as quickly as possible using the designated route shown in each room, closing windows and doors wherever practical. Building-designated Fire Wardens must ensure that they are the last person to leave their area/building, checking all rooms along the way. All double doors should be opened by those who are first to reach them and closed by the last person to go through them. Once left, buildings should never be re-entered by anyone until staff have been told it is safe to do so, by Control in the event of a false alarm or, by the Fire and Rescue Service who will take charge on arrival at the incident. Pupils and staff should evacuate in a calm, orderly manner to their designated initial muster area by their designated exit and route. If designated routes are unusable, students/staff should find alternative safe routes. Exit plans should be on display in all rooms. Students/staff should remain silent during the evacuation, so they can hear any instructions that may be issued by Control Staff. They must not run or use mobile phones to make calls or text (especially to parents) while evacuating. All staff should take an active part in ensuring that buildings are evacuated quickly and safely and that nobody is left behind.

Muster Areas. Muster Areas are as follows:

- Bembridge Boarding Campus (BBC) – Dining Room
- Spinnaker House (SH) – Lind St Car Park
- Fiveways (FW) – the hard standing by the back gate to Newport Street (alternative – Wessex Quadrangle (WQ))
- Junior School (JS) – JS Playground (alternatives – WQ or Middle Sports Field)
- Senior School (SS) – Upper Sports Field
- Maintenance Staff – Front of Westmont

Boarding Students/Staff. Boarding students and staff should take warm clothing with them (especially at night) and await a roll call/further instructions once in their designated Muster Area.

All Support/Office Staff. FW/JS/SS School Office/Reception Staff should ensure that no new visitors can enter their buildings and then move to their designated muster areas with copies of the relevant register, details of any visitors who have signed in and their radios, which should be switched on and tuned to Channel One. SS Office Staff should take their staff registers, radio and loudspeaker (which is stored in the SS Office) to the Upper Field.

JS Students/Staff. JS students should line up in their muster area as directed by the Hd of the JS and a roll taken. Details of any personnel, who cannot be accounted for, should be passed by radio to Control. In the event of the seat of the fire being in a building close to the muster area, JS should be aware that they will be tasked by Control to move by any safe route to an alternative Muster Area. JS students and staff who are working anywhere in the SS should report to the SS Muster Area (and not make their way back to the JS).

FW Students/Staff. The FW fire alarm system is not linked into the Main School site nor linked to an outside control centre. In the event of a fire FW must ring 999. It is also very important that, in the event of an alarm sounding during the working day, FW staff must alert the Main Site Staff (Bembridge Reception/Assistant Bursar/Head of Maintenance Team), using the radio provided. FW students should line up in their muster area as directed by Head FW and a roll taken. Details of any personnel, who cannot be accounted for, should be passed to the Bursar/Assistant Bursar. In the event of the seat of the fire being in a building close to their muster area, the Head of FW/Deputy Head of FW should order an evacuation to the Queen's Road Site.

SS Students/Staff. Personnel should make their way to the Upper Field by their designated evacuation routes. In the event of a large number of personnel waiting to use the stairs to the Upper Field by the Theatre, staff should direct those waiting to take an alternative route. Students should line up in silence in their tutor/year groups with Year 7 at the end nearest the Sports Hall, and the Sixth Form at the Middle Field end. Tutors will take the register, which will be provided by the Bembridge Building Duty Receptionist. Absentees should be reported to the appropriate Head of Year (HOY), who should then report to the Student Register. Once in the Muster Area, all staff should actively make themselves known to the Staff Register. Once all Catering/Cleaning staff have been accounted for by the Head of Catering/Hd of Cleaning, a report should be made to the Staff Register. All staff must report individually to the Staff Register. In poor weather and only in the event of it being safe to do so, staff/students should be aware that there may be a subsequent move to the Sports Hall, as an alternative Muster Area. Key personnel (and reserves) are as follows:

- **Control** (Bursar/Assistant Bursar/Hd of Maintenance). Located by the front of Westmont. In charge of the incident until the arrival of the Fire and Rescue Service, when he briefs them on any missing personnel. Directs Maintenance Staff as necessary. Receives reports from JS and the OIC SS Muster Point.
- **OIC SS Muster Point** (Second Master/Senior Deputy Head/Deputy Head). Located on the path at the top of the Upper Field Bank with Westmont with megaphone and radio. Receives reports from the Student and Staff Registers. Reports to Control by radio, checking before ordering any movement from the area (especially following a false alarm). Receives reports of any missing personnel from the Student and Staff Registers.
- **Student Register** (Academic Secretary/Registrar & Admissions/ Hd's PA). Located in front of the student line up. Accounts for all students. Receives nominal rolls from the HOYs. Reports to the OIC Muster Point.

- **Staff/Visitors Register** (Marshal/HR/Database Administrator). Located by the Small Astroturf. Receives confirmation of attendance by the Heads of Catering and Cleaning (if applicable). Accounts for all staff and visitors. Reports to OIC Muster Point.
- **OIC JS Muster Point** (Head JS/Senior Teacher). Located in JS Playground. Reports to Control by Radio.

Maintenance/Bursary Staff. On hearing the Main Site Alarm, the Bursar/Assistant Bursar/Hd of Maintenance will move directly to the Main Fire Panel in the Westmont Foyer and direct the Head of Maintenance/Deputy Head of Maintenance, by radio, to the indicated source of the alarm. He should then report his findings back to Control as soon as possible. Members of the Maintenance Team should report to Control at the front of Westmont. Once they have all been accounted for, they will be required to assist with the security of the site (preventing visitors from entering the site/buildings), communication with the assembled Senior and Junior Schools, evacuating buildings and, if required, identifying the source of the alarm.

Control and Communications

As applicable, the OIC SS Muster Point/Head of JS/Head of FW/Head of Boarding will assume control of their Muster Point. On the main School Site, the Bursar/Assistant Bursar will assume control until the arrival of the Fire and Rescue Service, **when control will be passed to the Fire Officer.** It is clearly important that, at an early stage, the Chief Fire Officer is informed of any missing person/persons who may be trapped in a building. Buildings should not be re-entered until instructions have been given that it is safe to do so. On the Main School Site communications will be by radio.

Fire Fighting

Evacuation takes priority over attempts to extinguish fires. However, should a member of staff decide that a small fire is controllable; this should be attempted **AFTER** action to sound the alarm has been taken. Extinguishers are located at key points around the buildings and their presence should be noted. It is important that the correct type of extinguisher is used for the fire. The rule is: **ONE PERSON; ONE FIRE; ONE EXTINGUISHER; ONE ATTEMPT.**

School Events/Visitors

Details of fire procedures will be given to visitors at the beginning of appropriate school events. Examples of such events include: plays, concerts, Speech Day and Major Events held in All Saints' Church.

Fire Drills

A minimum of three fire drills will be carried out each academic year, normally within the first two weeks of each term. Evening staff (including cleaners) must be included in some drills.

Fire INSET

Staff will undergo regular fire INSET as determined by Senior Management within current guidelines and legislation.