

# Packwood

Part of the Shrewsbury  
School Family



## Fire Policy and Procedures

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Signed: James Pitt, Chair of Governors	

## MAIN BUILDING

### IN EVENT OF THE FIRE ALARM SOUNDING BY DAY

1 The Alarm Communicator will alert EMSC Monitoring who will contact the Fire Service and then the resident named key-holders (NW & AH). These staff will probably be at school and will already be aware of the alarm ringing.

2 When the alarm sounds, the bell must not be silenced. It must ring on during the evacuation procedure.

3 All children (including Acorns, if present) and all staff (teaching and non-teaching) must be evacuated and make their way to the Assembly-Point (the area of grass at the end of the dining room) pupils to line up in Form order and in pairs opposite their marker on the dining room wall.

4 The duty staff should between them check all classrooms, libraries, common rooms, the Presentation room and the Front Hall, to ensure a total evacuation.

5 If the fire bell rings when the children are out of class, i.e. during assembly, break, meals, games, etc., the children should still always be shepherded to the Assembly Area for the roll call, with the duty staff checking that all other areas have been evacuated. The air horn can also be sounded to call children from the fields.

7 A thorough roll call should be made by the first staff to arrive at the assembly point using form lists kept in the box under the steel stairs by the assembly point. This should include a check on teaching staff present.

8 The Bursar, or in their absence, Assistant Bursar or Office Secretary, should be responsible for checking catering, domestic, maintenance staff, tradesmen and any school visitors.

9 NW & AH should go to the control panel to investigate the cause of the alarm. A member of staff should act as a messenger as required. This would normally be one of the duty staff who would report to the control panel to see what's going on, if NW / AH are not there, that person would have to take over and liaise with the brigade on their arrival. In the event of it being a false alarm the fire service should be notified by ringing 999.

10 Nobody should return to the main building until a definite instruction is given.

11 Bursar/NW to make appropriate entry in the Fire Evacuation Record.

12 All visitors are accompanied on site by a member of staff and should, in the event of a fire alarm sounding, accompany the member of staff to the assembly point. In the event of an alarm sounding on match days and school events visitors will be directed to the assembly point.

## **IN THE EVENT OF THE FIRE ALARM SOUNDING AT THE MAIN SCHOOL DURING THE NIGHT (7.30 p.m. – 7.30 a.m.)**

1 The Alarm Communicator will alert EMSC Monitoring, who will contact the Fire Service and then the named resident key-holders (1. NW, 2. AH, 3. House Parent, 4. Head, 5. Bursar).

2 When the alarm is actuated a radio signal is also sent to Orchard House (NW), Packwood Bungalow (AH), Packwood Cottage, Packwood House, Beech House (Head), and the Farmhouse Flats (A-D). NW and AH will proceed to the fire panel. Remaining Residents will go to the Assembly point to assist in taking roll calls etc. In the event of it being a false alarm, the fire service should be notified again by calling 999.

3 When the alarm sounds, the bell should not be silenced. It must ring on during the evacuation procedure.

4 All children and staff should be evacuated and should make their way to the Assembly point and line up in age order in pairs opposite their marker on the dining room wall.

5 A thorough roll call should then be taken using lists placed in the cupboard under the fire escape by the assembly point by Boarding Staff. The children should be standing silently opposite their marker. As soon as possible a message should be sent to NW or the fire officer in charge, to inform him/her whether or not the roll is complete. (All persons accounted for.)

6 In the event of one or more people being unaccounted for, and no obvious fire situation, two members of staff should return to the main building to search; it is essential that this action is approved by the person in charge. If the fire service is yet to arrive, they should be informed immediately of the situation on their arrival. In the event of an obvious fire situation, no member of staff should re-enter the building, but the fire service should immediately be informed by ringing 999 and told where it is suspected that people might be.

7 Nobody else should return to the main building until a definite instruction is given.

8 If it is definitely known that the alarm is a false alarm or if the alarm is activated well away from the main building. The pupils may move to the dining room or Theatre until the fire brigade have given the all clear. This can only happen under the direction of Head / NW.

## Duties of Resident Staff

Evacuation procedure should be followed by matrons and resident graduate assistants. Matrons should check that all boys are woken and sent to the correct fire exit. All toilets, bathrooms and the Sans should be checked. All duvets should be folded back.

The roll call at the assembly area should be supervised by staff.

Houseparents (or nominated Fire Duty Team) to oversee the evacuation of the dormitories.

1 One member of staff should be deputed to act as a messenger between the assembly point and NW who will be stationed by the control panel.

2 NW & AH should go to the control panel to investigate the cause of the alarm and await the arrival of the Fire Brigade.

3 All other staff should assist with the quiet and controlled passage of boys from the main building to the assembly point.

**4 If Park House is occupied:** In the event of a known fire, a member of staff will contact Park House and instruct them to sound their Fire Alarm to enable a full roll call to be taken. Only following this can the whole school be certain all persons are accounted for.

Fire Exits from Boys Dormitories

Dorm 3-5 Landing 5 Dorm Exit

Dorm 17-21 Landing 21 Dorm Exit

Dorm 11-16 Landing 14 Dorm Exit

Dorm 6-10 Landing 9 Opposite Dorm

Sanatoriums - Red Stairs; Main Stairs

Resident matrons and Boarding House Parents make final check of the boarding house before arriving at the assembly point. They will then all make their way to the (Assembly Point).

## **PARK HOUSE – ACORNS BUILDING**

### **IN THE EVENT OF ALARM SOUNDING BY DAY**

- 1 This procedure includes the children in the Packwood Acorns and Happy Faces Nursery, their teachers, teaching assistants and domestic staff only.
- 2 The Alarm Communicator will alert EMSC Monitoring, who will contact the Fire Service and then the named resident key-holders (1. NW 2. AH, 3. House Parent, 4. Head, 5. Bursar). The Park House fire panel will automatically set off the alarm inside the Packwood Bungalow, notifying the Caretaker (AH).
- 3 On hearing the fire alarm, the children should leave their classroom immediately, walking quietly and accompanied by their teacher. Reception leave by the door nearest the Park House House Parents' flat and Years 1 and 2 by the main doors to Acorns. The Year 1 Teacher is responsible for checking the lavatories, Reception Teacher the conservatory, and Year 2 Teacher for checking the boot room with Year 1 Teacher closing the fire door between the lobby and the corridor, before leaving the building. The children should line up in class order at the assembly point on the bomb site. If Park House dormitories are occupied, supervising staff will check the dormitories in case any occupants have returned during the day.
- 4 Nursery Staff are responsible for the safe evacuation of their children and staff. See relevant page.
- 5 If the preferred exits are not accessible, the class teacher should use an alternative (e.g. via the conservatory or another door). The assembly point remains the same.
- 6 Each of the Class Teachers collects their register before leaving the classroom and takes the register at the assembly point.
- 7 Nobody should re-enter the building until instructed to by the fire brigade, unless it is a pre-arranged practice. If someone is missing and there is no sign of fire, then a minimum of two staff should go and search taking great care. If a fire is suspected, wait for the fire service and inform them of the last known location of the missing person/s. If there are persons unaccounted for, the Fire Service should be informed by ringing 999 if they are yet to arrive.
- 8 On occasions when the Acorns are at lunch, or being taught in the main school, the children should be taken to the main school's assembly point (the grass area at the end of the dining room) by the teacher responsible for them at the time.
- 9 All fire bells (apart from the regular bell test on Monday at 13.30hrs) should be treated as a real alarm, and the above procedure followed. Teachers and pupils should be warned if the fire bell is to be tested at any other time.
- 10 Regular fire drill practices should take place. These are to be arranged at least termly by Head of Acorns and recorded.
- 11 In the event of it being a false alarm the Fire Service should be notified again by the responsible person (by ringing 999).

## **Protocol For Dealing with Immobile Pupils in the Hindle Building/Sports Hall.**

If any immobile pupils are located on the first floor of the Hindle Building when the alarm sounds; the following procedure should be observed.

The pupils concerned should first be directed to the balcony area overlooking the sports hall. (The refuge area).

The teacher in charge of the lesson should establish whether it is safe to move the immobile pupils to the assembly area by use of the lift. If any doubt exists about the safety of the building the pupils must remain in the refuge area and the member of staff must immediately inform the person in charge at the assembly point.

The member of staff in charge of the assembly area will make a judgement as to whether it is safe for two members of staff to enter the Hindle building and evacuate the immobile pupil.

If the pupil cannot be evacuated the fire brigade must be informed of the situation by dialling 999.

# **EMERGENCY FIRE PROCEDURE FOR HAPPY FACES AT PACKWOOD**

## **WHAT TO DO IF YOU DISCOVER A FIRE**

Raise the fire alarm

## **WHAT TO DO ON HEARING THE ALARM**

Nursery staff to escort all children from the building.

Room leaders to collect room register.

Person in charge to use intercom system to contact the preschool room and babies/toddler room and then collect visitors book, mobile phone and children's contact numbers, and to ensure all rooms are empty (which include pre-school, kitchen, staff area, laundry area, toilets, office and babies/toddler) then to go straight to the baby/toddler room to support the evacuation procedure and ensuring that the room is empty.

## **EVACUATION**

Children to be escorted quietly out of the building through the nearest safe exit. All students, visitors and parents must evacuate the building on hearing the alarm.

## **SUMMONING THE EMERGENCY SERVICES.**

The person in charge or the school will contact the fire services or detail another member of staff to do so.

## **ASSEMBLY POINT**

All children on site and all staff and visitors should evacuate and make their way to the assembly point this is located on the bombsite.

## **ROLE CALL**

When all babies, children and adults are assembled they will be counted and the register will be called. When all the children and adults have been accounted for, the adults will form a circle round the children to keep them together.

Should there be a missing child/person an immediate search will be made by a senior member of staff. The nursery will only be re-entered when the emergency services or relevant member of staff (fire practice) have said it is safe to enter.

When re-entering the nursery all staff will talk to the children about the fire procedure. The fire evacuation will be recorded and kept in the health and safety folder located in the office.

## **PARK HOUSE**

### **IN THE EVENT OF THE ALARM SOUNDING IN THE NIGHT**

#### **The Person in Charge**

- 1 Goes to the Alarm Control Panel. Establishes whereabouts in the building the alarm has been actuated.
- 2 Quickly goes to the area and establishes whether the alarm is genuine. If there does not appear to be a genuine fire, clears the building of occupants starting at dorm M, and proceeds towards dorm A. Then rings 999 to inform the Fire Service that he/she believes it to be a false alarm.
- 3 If the alarm is genuine (actual fire situation), proceeds to clear the building as stated above and dials 999 as a back-up to the automatic dialling system.
- 4 After the roll call has been completed, silences the alarm and waits for the fire brigade. **DO NOT RESET THE ALARM.**
- 5 In the event of a known fire, NW & AH should be contacted as well as the Main School and instruct them to sound their Fire Alarm to enable a full roll call to be taken unless final lights out has taken place when it can be assumed all boys are in bed and accounted for. Only following this can the whole school be certain all persons are accounted for.
- 6 Late at night or during inclement weather it may be necessary to move the occupants up to main school.

#### **Roll Call Assisting Member of Staff**

Collects the Dorm List from foyer and waits at the assembly point.

Turns on the floodlight.

Takes roll call.

#### **Evacuating Assistant Member of Staff**

Start evacuating the building following the evacuation plan.

All duvets should be folded back.

A final check will be made prior to the member of staff leaving the building.

Fire Exits from Dormitories

Dorms A-D Via Acorns stairs to front door.

Dorms E-H Via West Entrance stairs.

Dorms I-L Via rear fire escape and through the House Parents' garden.

General Instructions

Staff should insist on quiet controlled behaviour from the children.

1 In the event of an obvious fire situation, no member of staff should re-enter the building, but the Fire Service should immediately be informed where it is suspected that people could be, if any are unaccounted for.

2 As staff evacuate the building, they should turn on lights as they exit, close dormitory and corridor doors and prop open the external digital lock doors.

THE ASSEMBLY POINT IS OUTSIDE PARK HOUSE IN THE TURNING CIRCLE AT THE FRONT.

# FIRE SAFETY POLICY

## 1. General Statement

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with the Regulatory Reform (Fire Safety) Order 2005. In compliance with the RRO we have adopted a risk assessment based approach to managing fire safety within the school. Based on the findings of the fire risk assessment (FRA) we have created an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire the school is safely evacuated.

## 2. Employees' duties

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution procedures that we have introduced as a measure to protect the safety and well-being of our staff and visitors. All staff and children have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

## 3. Communication

Staff are kept informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to the school are briefed on the evacuation procedure, issued with a visitor identification card and supervised by a member of staff at all times.

## 4. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety:

- FRA are completed. The findings of the FRA's have been used to develop appropriate control measures to ensure the risks are reduced to a level as low as is reasonably practicable. FRA's will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it
- a Responsible Person (RP) has been appointed, Natalie Shaw (Bursar), and authorised to complete her duties.
- the fire evacuation procedure is practised at least termly, the results being recorded in the fire log book
- all staff have received training and instruction on all of the fire and emergency procedures. The training is updated on a regular basis. All training is recorded and details retained on the staff employment files and in the fire log book.
- all exits and emergency routes are kept clear at all times. These routes are properly signed, adequately lit and fitted with the relevant standard of fire doors
- the school has appropriate fire-fighting equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis as defined in the fire log book
- the premises are equipped with emergency lighting as required to allow the safe evacuation of staff in the event of the failure of normal lighting during an emergency. Emergency lighting is tested on a regular basis as defined in the fire log book
- the fire alarm is tested on a set day and time each week (Mondays at 13.30hrs) from a different call point which is communicated before testing. Records are kept in the fire log book
- all electrical equipment is maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment is taken out of use until it has been repaired and tested.