FIRE POLICY

This policy is a 'whole-school' policy and relates to both the senior and the junior school (including the Early Years Foundation Stage)

1. Introduction

The purpose of the policy is to safeguard all persons on the premises from death or injury in the event of a fire or explosion, to reduce and eliminate the risk of fire and to limit the spread of fire and damage to buildings, equipment or to the environment. It applies to all school properties. This policy is essential to the School's compliance with the Regulatory Reform (Fire Safety) Order 2005.

2. Responsibility

The Bursar is responsible for the application, monitoring, review and revision of this policy, which applies to all persons on Bootham School premises. The requirements are outlined below.

3. Requirements

3.1 Fire Risk Assessments are carried out for each element of the schools' premises and maintain records. Implement recommendations for remedial action where appropriate.

3.2 Review the fire risk assessments at least annually, or on the change of any Regulation or HSE Guidance or on the change of use of any part of the premises by the school, including refurbishment or new developments.

3.3 Initiate timely action to implement the recommendations arising out of any risk assessment or subsequent action plan.

3.4 Each of the school premises has adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons.

3.5 Each of the school premises has an adequate means of raising the alarm in the event of fire.

3.6 Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

3.7 No new activities which may present a fire hazard may take place until a risk assessment has been completed.

3.8 All areas of the school sites are maintained clear of combustible materials and fuels and that any flammable liquids are controlled and stored safely.

3.9 Sufficient Fire Wardens and Assistants are appointed and trained in their duties and that all training is recorded and updated regularly.

3.10 Those members of staff who are responsible for induction of new staff and pupils are adequately informed on Fire and Emergency procedures and that fire safety and responsibilities are adequately covered as part of induction.

3.11 Carry out ad hoc inspections of the premises at both sites to check compliance with Fire Regulations and good practice including inspection of evacuation records.

3.12 Checks are carried out weekly on the fire detection and alarm system and monthly on the emergency lighting, including the illuminated fire emergency signs, to ensure all are fully operational. Full checks of the systems are made by competent engineers at least annually.

3.13 Servicing of all fire-fighting/extinguishing equipment is undertaken by a competent service engineer annually and that all signs and notices are current and clear.

3.14 Written emergency procedures are provided. These written instructions include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

3.15 Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.

3.16 There must be adequate means of escape for all occupants of the school premises. These means of escape are clearly signed. The means of escape are regularly inspected to ensure they are kept clear of obstructions and tripping hazards.

3.17 Where disabled persons use the premises, specific arrangements are made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place and visitors will be catered for by the Bursar / Estates Manager when notified.

3.18 There is a clear schedule of responsibilities for fire emergencies covering all aspects of the occupancy of the Boarding Houses. Evacuation responsibilities for the boarding houses are outlined in the associated documents.

3.19 Practice emergency evacuation drills are carried out at least termly in all buildings, including the boarding houses, by sounding the alarm at appropriate intervals. Drills should be carried out in such a way and at such intervals and times of day as to enable people to become familiar with the alternative evacuation routes. Boarding house drills shall be undertaken at times of principal occupation, including during the night. A note should be made in the evacuation records on each occasion to indicate the time the evacuation took place and any relevant comments.

3.20 Attempts should not normally be made to combat a fire, this should be left to the fire brigade but some staff will be trained in the use of fire-fighting equipment to deal with possible minor occurrences.

3.21 All staff and pupils must be conversant with the Fire and Emergency Procedures and can recognise the sound of the alarms. Accounting for people at the assembly point will be facilitated by the appointment of registration persons so that everyone reports to a nominated individual.

3.23 Any visitors to the premises must sign in at reception and are the responsibility of the person they are visiting. In the case of an emergency evacuation of the building, ensure that the current visitor information sheets are passed to the registration person at the assembly point.

3.24 Before any contractors are allowed to start work on the premises they should be briefed on the emergency arrangements and all relevant method statements and risk assessments obtained. If hot work is involved this must be governed by a hot work permit system administered by the Estates Department.

3.25 Persons hiring or letting, or otherwise using the school premises on a commercial basis, are made aware of the emergency procedures; have appointed competent persons to act in an emergency; have a safe system of checking the location of the people under their control and have an appropriate school contact should an emergency occur.

3.26 Liaise with the Emergency Services to ensure that they are conversant with our premises and alarm systems.

3.27 A 'fire map' of the school premises is maintained, showing places of high risk. Copies of the fire map should be posted on notice boards and brought to the attention of staff and contractors during all training and site induction sessions.

3.28 Staff will be provided with regular training which will inform them of action to take if they discover a fire, including how to activate the fire alarm and action to take on hearing the alarm, including location and use of exits.

3.29 Users of the swimming pool should refer to the Pool Operating Procedure Manual for guidance on evacuation procedures.

4. List of Associated Documents

Fire Procedures: Introduction	CO2/01
Person in charge of evacuation normal school hours	CO2/02
Person in charge of evacuation during boarding hours	CO2/02B
Person in charge of evacuation during School holiday periods	CO2/02C
Persons responding to fire panel	CO2/03
Instructions for the receptionist	CO2/04
Induction tick list	CO2/05
'In Case of Fire' notice to all staff	CO2/06
Assembly Hall Events	CO2/07
Junior School evacuation procedure	CO2/08
Fire Evacuation Full Staff Guidance	CO2/09

Date of last review:	November 2024
Person Responsible	Bursar
Review Group:	Compliance Committee
Approval Group:	General Committee
Date of next review:	November 2027

This Policy will be reviewed on an annual basis for matters of fact and process.

FIRE PROCEDURES

Introduction

The procedures below have been drawn up in accordance with the School's Health and Safety and Fire Safety policies and reflect the differing operating circumstances which prevail in the School according to the time of day and the School Calendar.

They cover four basic situations as follows:

- Normal School hours (08.00 to 17.15)
- Boarding hours (17.15 to 08.00)
- School Holidays* (As School Calendar)

To make it clear who the responsible persons are in different situations a system of lettering has been adopted for the roles involved. This is shown in table form below and as a preface to each set of procedures. For the persons responding to the fire panel there will be a rota maintained which will need to take account of absences either planned or unforeseen. A book "Emergency Fire Panel Information" has been prepared following a re-programming of the fire panel explaining the steps to follow in identifying the source of an alarm activation with relevant plans of the building and this will be available for use by these persons next to the panel in the entrance hall of no. 51 Bootham. All persons on the rota will be given appropriate briefing. Short wave radios will be made available to persons **A, B, C** to facilitate communication. They will need to be transferred between individuals according to prevailing responsibilities.

A	**Person in overall charge of evacuation and assembly Normal School Hours**	**CO2/02**	
B	**Person responding and remaining at panel and calling fire brigade if necessary**	**CO2/03**	
C	**Person responding to panel and searching zone/location**	**CO2/03**	
D	**Person directed to Portland Street Gates by Person B**	**C02/02**	
E	**Person in overall charge of evacuation and assembly Out of School Hours (other than School Holidays)**	**C02/02A**	
F	**Person in overall charge of evacuation and assembly during Boarding Hours**	**C02/02B**	
G	**Person in overall charge of evacuation and assembly School Holiday Periods**	**CO2/02C**	
H	**Person directed to Photographic Lane Gates by Person E or F**	**C02/02A/02B**	

*When we have visiting groups using the school premises during the Summer holiday we require the involvement of the management company nominated supervisory staff to help manage their evacuation. The leaders should be given a briefing, and appropriate written instructions, to comply with these procedures by the School's Cleaning Manager who will liaise with the Estates Department if necessary.

Last reviewed by the Bursar November 2024

FIRE EMERGENCIES During Normal School Hours

Person A: In charge of evacuation and responsible for accounting for everyone

(usually the Deputy Head or next senior member of staff in his absence)

	Task/Function	Relevant instructions
A	Person in overall charge of evacuation and assembly Normal School Hours	CO2/02
B	Person responding and remaining at panel and calling the fire brigade if necessary	CO2/03
C	Person responding to panel, searching zone/location and going to Portland Street gates if the fire brigade have been called	CO2/03

Note: If the fire brigade are called it is normal practice for the North Yorkshire Fire and Rescue Service to send two fire appliances – one to the front door of No. 51 and one to the rear of the school via Portland Street. Persons **B** and **C** will attend the panel in the hall of no.51 when the alarm is activated. Person **B** will meet the Fire Brigade at the front door of no. 51 if they are called. Person **C** will check the area where the panel shows the alarm has been activated and contact Person **B** by radio to get **B** to ring the fire brigade using the phone near the panel if there is a fire. Person **C** will then advise Person **A** of the situation and go to the Portland Street gates to meet the fire brigade.

At the sound of the alarm Person A should (nb – see separate Staff Guidance for detailed operations)

1. On evacuating the building collect the megaphone and tabard on the way out.

2. At the designated assembly point establish with the registration persons that everyone is accounted for

3. If the alarm is discovered to be not due to a genuine fire, do not try to abort the evacuation and only permit re-entry into the building after confirming with the nominated person **C** responding to the panel and checking the area where the alarm has been activated that there is no fire

4. If the nominated person **C** has established that there is a fire confirm the fire brigade have been called

5. Confirm that person **B** is stationed at the entrance of No. 51 to direct any fire appliances arriving in Bootham towards the suspected source of the fire

6. **On arrival of the Fire Officer**
   - Report any persons not accounted for
   - Hand over responsibility to the Fire and Rescue Service.

7. **On satisfactory resolution of the emergency**
   - Obtain the Fire Officers approval to re-enter the building,
   - Instruct the nominated person **B** to silence and reset the alarm
   - Give instructions to those who have been evacuated to re- enter the building
   - Hand the completed checklists together with any feedback to the Estates Manager and the Bursar

FIRE EMERGENCIES

Person F In charge of evacuation of boarders

Function		Relevant instructions	
B	Person responding and remaining at panel	CO2/03	See rota
C	Person responding to panel and searching zone/location	CO2/03	See rota
D	Person directed to Portland Street Gates by Person A, E,F,G	C02/02	
F	Person in overall charge of evacuation and assembly during Boarding Hours	C02/02B	

Note: It is normal practice for the North Yorkshire Fire and Rescue Service to send two fire appliances – one to the front door of No. 51 and one to the rear of the school via Portland Street. Persons **B** and **C** will attend the panel in the hall of no.51 when the alarm is activated and person **B** will meet the Fire Brigade at the front door of no. 51 if they are called. Person **C** will check the area where the panel shows the alarm has been activated in and will ring the Fire Brigade if a fire is discovered. Person **F** should communicate by *walkie talkie* with Person **B** whose name will be on the rota posted at reception as soon as the alarm is activated to confirm that Person **B** is responding to the panel.

On hearing the alarm

- Collect the boarders' registers and go to the Assembly Point
- Check off the names of all persons known to have been in the building
- Establish with **Person C** if the Fire Brigade have been called
- If the Fire Brigade have been called nominate a **Person D** to ensure that the gates at the Portland Street entrance are open to receive the Fire Brigade.
- Note any persons not accounted for and inform the Fire Brigade on their arrival
- Do not allow evacuees to re-enter the building until authorised by the Fire Brigade or where the Fire Brigade have not been called, it has been clearly established by **Person C** that it is safe to do so
- Complete a summary report of the emergency and its outcome to the Estates Manager and the Bursar with any recommendations.

FIRE EMERGENCIES During School Holiday Periods

Person G In charge of evacuation and responsible for accounting for Everyone

	Task/Function	Relevant instructions	
B	Person responding and remaining at panel	CO2/03	See rota
C	Person responding to panel and searching zone/location	CO2/03	See rota
D	Person directed to Portland Street Gates by Person A	C02/02	
G	**Person in overall charge of evacuation and assembly School Holiday Periods**	**C02/02C**	

Note: It is normal practice for the North Yorkshire Fire and Rescue Service to send two fire appliances – one to the front door of No. 51 and one to the rear of the school via Portland Street. Persons **B** and **C** will attend the panel in the hall of no.51 when the alarm is activated and person **B** will meet the Fire Brigade at the front door of no. 51 if they are called. Person **C** will check the area where the panel shows the alarm has been activated in and ring the Fire Brigade if a fire is discovered. Person **G** should communicate by *walkie talkie* with Person **B** whose name will be on the rota posted at reception as soon as the alarm is activated to confirm that Person **B** is responding to the panel.

On hearing the alarm:

1. Evacuate the building, collecting megaphone and tabard on the way out

2. At the assembly point establish with the registration persons that everyone is accounted for

3. If the alarm is discovered to be not due to a genuine fire, do not try to abort the evacuation and only permit re-entry into the building after confirming with the nominated person **C** responding to the panel and checking the area where the alarm has been activated that there is no fire

4. If the nominated person **C** has established that there is a fire and the location confirm with person **C** that the fire brigade have been called

5. Confirm that person **B** is stationed at the entrance of No. 51 to direct any fire appliances arriving in Bootham towards the suspected source of the fire

6. Nominate a **Person D** to ensure the Portland Street Gates are open to admit Fire Appliances

7. **On arrival of the Fire Officer Person G should**
   - Report any persons not accounted for
   - Direct the Officer to the suspected source of the fire

Last reviewed by the Bursar November 2024

- Hand over responsibility to the Fire and Rescue Service

8. On satisfactory resolution of the emergency

- Obtain the Fire Officers approval to re-enter the building,
- Instruct the nominated person **B** to silence and reset the alarm
- Give appropriate instructions to those who have been evacuated to re- enter the building
- Hand the completed checklists together with any feedback on opportunities for improvement, to the Estates Manager and the Bursar.

FIRE EMERGENCIES

Persons B and C Responding to Fire Panel Activation (according to the rota)

	Task/Function	Relevant instructions
A	Person in overall charge of evacuation and assembly Normal School Hours	CO2/02
B	**Staff member responding and remaining at panel**	**CO2/03**
C	**Staff member responding to panel and searching zone/location**	**CO2/03**
D	Person directed to Portland Street Gates by Person B	C02/02
E	Person in overall charge of evacuation and assembly Out of School Hours (other than School Holidays)	C02/02A
F	Person in overall charge of evacuation and assembly during Boarding Hours	C02/02B
G	Person in overall charge of evacuation and assembly School Holiday Periods	CO2/02C
H	Person directed to Photographic Lane Gates by Person B	C02/02A/02B

Note: If the fire brigade are called it is normal practice for the North Yorkshire Fire and Rescue Service to send two fire appliances – one to the front door of No. 51 and one to the rear of the school via Portland Street. Persons **B** and **C** will attend the panel in the hall of no.51 when the alarm is activated and person **B** will meet the Fire Brigade at the front door of no. 51 if they are called. Person **C** will check the area where the panel shows the alarm has been activated in and will notify **B** by radio to call the Fire Brigade if a fire is discovered. Person **C** will then advise the person in overall charge of evacuation **A**,**E, F, G**.

On hearing the alarm the two nominated persons B and C according to the rota should attend the fire panel situated in the hall of no. 51

1. Read the display, identifying the zone/location where the alarm has been activated

2. **Person B** should remain at the panel while **person C** using the Emergency fire panel information book near the panel should ascertain the location of the suspected fire by walking the zone using the keys located in the cleaner's cupboard under the stairs. A pass key is required to open the mortise lock to the cupboard

3. If the alarm is not due to a genuine fire, (i.e. is due to a fault or accident) **do not try to abort the evacuation**. After ascertaining the cause of the alarm and **only if it is established that there is no fire by Person C**, the alarm should be silenced (not reset) by **Person B** and the school maintenance electrician (or in his absence the appointed contractor Protec)* contacted immediately to replace the faulty equipment or de-energise the faulty detector. A report should be completed as in 10 below.

4. If there is a fire, **Person C** will call the emergency services, if necessary using the telephone situated adjacent to the fire panel

5. **Person C** should ensure that the person answering the emergency call has the correct name and address of the school by asking them to repeat the information back to you

6. **Person C** should inform the **Person A, E, F or G** according to the time of day and whether in term time or holidays who **is in charge of evacuation** at the assembly point as soon as it is established if there is a fire or not

7. Person **A, E, F or G** will nominate a **Person D** to ensure that the gates at the Portland Street entrance (pass key) are open and meet the fire brigade and also **a Person H** to open the gate in Photographic Lane (pass key) if appropriate i.e. to allow Fox House boarders to access the Assembly Point

8. **On the arrival of the Fire Officer at the entrance to No. 51**
    - **Person B** who will have remained at the panel throughout should direct the Officer to the suspected source of the fire
    - Provide the essential information on hazards to the Officer (see attached)
    - Handover duplicate keys for the zone affected from the key cabinet in the cleaner's cupboard under the stairs (opened with master key) to the Officer
    - Hand over responsibility for the incident to the Officer

9. On satisfactory resolution of the emergency
    - Person **A,E,F or G** as appropriate should obtain the Fire Officers approval to re-enter the building, give appropriate instructions to those who have been evacuated and notify the Head and Bursar.
    - Person **B** should silence and re-set the alarm including resetting any call points and detectors

10. Person **A,E,F or G** as appropriate should complete a summary report of the emergency and its outcome and pass a copy to the Estates Manager and the Bursar together with the completed checklists and any feedback on opportunities for improvement.

* To contact Protec (re the fire panel) during normal hours tel. 01282-717171 out of hours 0870-9071710

Information on hazards for the Fire and Rescue Services

Hazard	**Location**
Gas	Incoming mains shut off valves • Basement of No. 51 Bootham • Adjacent Kitchen (Kitchen Yard) • Boiler house - Art Block • Boiler House - Chemistry Block • Boiler house outside No. 43 • Basements or ground floor 45-59
Oil	None
Gas cylinders	Maintenance department and chemical store - Propane (spare cylinders) Chemistry Department - Oxygen and Hydrogen Design and Technology - Argon
Radio Active substances	Physics laboratory – very low emission values – low risk
Chemicals	Chemistry laboratories – extensive range – small quantities Bulk chemical store – to the south east of the Chemistry Laboratories – extensive range-small quantities Swimming pool plant room – chlorine compounds
Electrical switch-room	Basement – below School Secretary's room

Last reviewed by the Bursar November 2024

FIRE EMERGENCIES

Receptionist

Function		Relevant Instructions
A	Person in overall charge of evacuation and assembly Normal School Hours	CO2/02
B	Person responding and remaining at panel	CO2/03
C	Person responding to panel and searching zone/location	CO2/03
D	Person directed to Portland Street Gates by Person A or G	C02/02
G	Person in overall charge of evacuation and assembly School Holiday Periods	CO2/02C

Note: It is normal practice for the North Yorkshire Fire and Rescue Service to send two fire appliances – one to the front door of No. 51 and one to the rear of the school via Portland Street. Persons **B** and **C** will attend the panel in the hall of no.51 when the alarm is activated and person **B** will meet the Fire Brigade at the front door of no. 51 if they are called. Person **C** will check the area where the panel shows the alarm has been activated in and call the Fire Brigade if necessary. The person in charge of overall evacuation (Person **A** in normal school hours, **G** in school holiday periods) will communicate with Person **B** whose name will be on the rota posted at reception as soon as the alarm is activated to confirm that Person **B** is responding to the panel.

On hearing the alarm

1. Collect the pupil lists and visitors signing in and out book and proceed to the Assembly Point
2. Distribute the pupil lists to the nominated senior member of Staff
3. Pass the pupils signing in and out book to the Assembly Point registration person at the Assembly Point
4. Other visitors will assemble with their host
5. Do not re-enter the building until the Person **A** in charge gives specific permission to do so (in normal school hours this will be the Deputy Head or in his absence the next senior member of staff)

FIRE EMERGENCIES

Induction Tick List

Line Manager to undertake

1. Draw the person's attention to the evacuation notice C02/06 posted in all classrooms and strategic locations in the school buildings, making sure the person understands where the assembly point is.

2. Advise the person that the fire alarm is tested on a weekly basis and get them to recognise the alarm signal and call points.

3. Make them aware of exit routes and how they are signed.

4. Explain that fire doors which are marked as such should be kept closed and not propped open.

5. Advise people to report any apparent tampering of or missing fire extinguishers immediately to Estates.

FIRE EVACUATION

- Whenever the alarm sounds, even if it is a drill, please exit the building immediately by the nearest door (see below) **IN SILENCE**
- Don't take any possessions
- Line up **IN SILENCE** in alphabetical order:

  College students to gather on the tennis courts in 8 lines:

  - College One: A - F; G– L; M – S; T– Z
  - College Two: A – C D– K; L – Q; R – Z

  Schoolrooms and Seniors

  - **Line up** on the playground in front of the tennis courts, in the allocated assembly number point for your tutor group

- Listen to and follow instructions. Remain silent until the all clear has been given.

When in the following locations, please use these exits and go to your assembly point

Main School corridor classrooms (mostly English classrooms)

a) Classes in Rooms D and E should turn RIGHT and exit the building via the double doors into the school playground.

b) Classes in Rooms B and C should turn LEFT and exit via Reception.

Library Mezzanine and College IT Suite

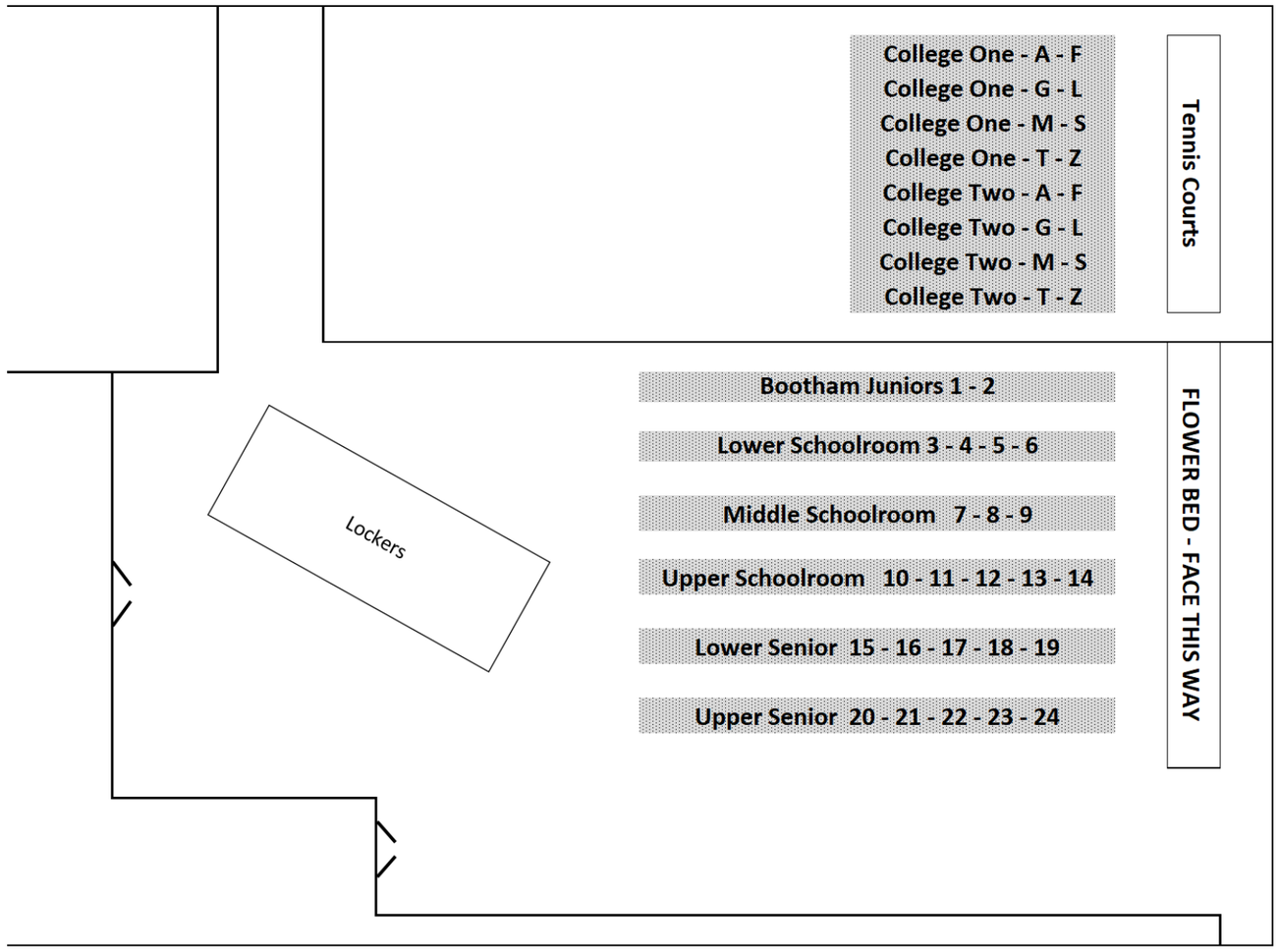
Students leaving from the Library Mezzanine and College IT suite should exit via the main stone stairwell, past the Library and exit via main Reception

Classrooms S, T, U,

Students leaving these areas should leave the building via the main staircase, out through the front door onto Bootham and re-enter using Photographic Lane to their relevant assembly point on the playground (Schoolrooms and Seniors) or tennis courts (College). Students should exit calmly, but quickly, and in silence,

MFL, College Common Room and College study/social areas

Students leaving these areas should leave the building via the main stone staircase, and exit through the Dining Room via the doors at the far end (press green bar to release)



Fox House

Students leaving Fox House **must not enter the main building** but must exit via the black Wicket Gate, re-entering through Photographic Lane to their relevant assembly point on the playground (Schoolrooms and Seniors) or tennis courts (College)

Learning Support area and Classroom P

Students coming from Learning Support or Room P should use the back, concrete staircase near the Staff Room.

Evacuations during Activity Hour

For evacuations during Activity Hour, students should line up on the tennis court in their Activity Group. Music practice, language oral students and those who have extra curriculum sessions during that time, should go to their normal Activity group to register. College and Seniors not in an activity, should line up together in Year groups on the tennis court. The Activity register will be checked by the Activity Leader and the rest of the evacuation follows the standard procedure as above.

Any student who leaves school before 5:15pm on a weekday, including all College, **must** sign out at Reception.

FIRE EMERGENCIES

ASSEMBLY HALL EVENTS

A Fire Warden should be appointed for each event and must be identifiable – they should wear an armband or tabard.

A) Preliminary Actions

- Check that all emergency exits are unlocked and easily operated (both leaves of double doors)

- Check that escape routes are clear (not blocked by chairs or equipment)

b) In an emergency

1. In the event of a fire the nearest call point should be activated if the sounders are not already going

2. An automated audio voice will give clear instructions to ask the audience and performers to calmly leave the building and assemble in the playground

3. Call the Fire brigade by dialling 999 (wall mounted phone near fire panel)

4. Ensure that someone is stationed at the entrance of No. 51 to direct any fire appliances arriving in Bootham towards the suspected source of the fire

5. Ensure that the gates at Portland Street are open for fire appliances to access the school

6. Do not use, or allow to be used, any fire-fighting equipment unless the persons using it have been trained and its use does not increase risk to the persons concerned.

7. On the arrival of the Fire Officer, report any persons not accounted for, direct the Officer to the suspected source of the fire and hand over responsibility to the Fire and Rescue Service.

On satisfactory resolution of the emergency

- Obtain the Fire Officers approval to re-enter the building,
- Switch off the alarm
- Give appropriate instructions to those who have evacuated the building
- Notify Estates out of hours emergencies/security on 01904 686624

If, during the evacuation, the alarm is discovered not to be the result of a fire do not try to abort the evacuation but complete the process before silencing the alarm and readmitting people to the building.

Complete a summary report of the emergency and its outcome and pass a copy to the Estates Manager and the Bursar

Last reviewed by the Bursar November 2024

FIRE EMERGENCIES Junior School – normal school hours

Person A: In charge of evacuation and responsible for accounting for everyone

(usually the Headteacher or next senior member of staff in her absence)

	Task/Function	Relevant instructions
A	Person in overall charge of evacuation and assembly Normal School Hours	CO2/08
B	Person responding and remaining at panel and calling the fire brigade if necessary	
C	Person responsible for directing Fire and Rescue Service	

At the sound of the alarm Person A should

1. On evacuating the building collect the megaphone on the way out.

2. At the designated assembly point (the junior school playground) establish with the registration persons that everyone is accounted for

3. Person **B** checks the fire panel and investigates the identified zone to check whether fire is genuine.

4. If the alarm is discovered to be not due to a genuine fire, do not try to abort the evacuation and only permit re-entry into the building after confirming with the nominated person **B** responding to the panel and checking the area where the alarm has been activated that there is no fire.

5. If the nominated person **B** has established that there is a fire confirm the fire brigade have been called.

6. Confirm that person **C** is stationed on Rawcliffe Lane junior school entrance to direct any arriving fire appliances towards the suspected source of the fire.

7. If the alarm sounds outside the times when person **B** is in school, then person **A** should use the walkie-talkie system to alert senior school responsible officer to attend immediately to address fire panel. If obvious signs of fire then fire brigade to be called immediately.

8. **On arrival of the Fire Officer**
   - Report any persons not accounted for
   - Hand over responsibility to the Fire and Rescue Service.

9. **On satisfactory resolution of the emergency**
   - Obtain the Fire Officers approval to re-enter the building,
   - Instruct the nominated person **B** to silence and reset the alarm
   - Give instructions to those who have been evacuated to re- enter the building
   - Hand the completed checklists together with any feedback to the Estates Manager and the Bursar

Fire Evacuation Procedures

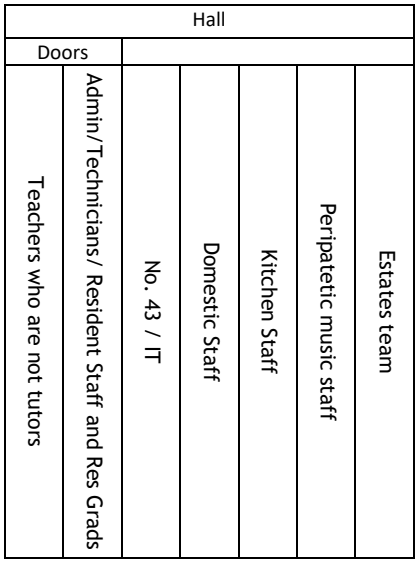
1. As soon as the alarm sounds, evacuation occurs efficiently as if it were a genuine incident
2. Students and staff evacuate the building calmly but quickly and **IN SILENCE**
3. **Staff checkers** patrol the "student lines" and mark off **Tutors** who are present
4. Remain silent until the "all clear" has been given

5. **EXITS:**
   - **Rooms S, T, U,** leave via the main staircase, out through the front door onto Bootham and re-enter using Photographic Lane. **Tutors** go straight to tutees and start registering.
   - **MFL and College study/social** leave via the stone staircase and exit through the dining room, via the doors at the far end (press green bar to release)
   - **Library Mezzanine and College IT** suite should exit via the main stone stairwell, past the Library and exit via Reception
   - **Fox House** leave via the wicket gate **(do not re-enter main school)**

REGISTERING

6. Staff Checkers please collect **Staff lists and "high vis" jackets from Christine May**

   - **Tutors** go straight to tutor groups – you will be registered there.
   - **HoY** will cover for absent tutors (in any year group)
   - Receptionist on duty, Attendance Office and Heads' PA will gather student and staff registration lists, high-vis jackets and the loud hailer from the school office
   - **Non-Tutor Teaching Staff and Support Staff** to line up in alphabetical order by surname on the locations shown.



7. **STUDENT REGISTERS**
   - **Tutors (Seniors and Schoolrooms)** collect the register that responds to the number of your Tutor groups' assembly point and go to your designated tutor group **as quickly as possible please.**
   - Once complete, please return the register IMMEDIATELY to **Box No 2 for Will Lewis (Seniors and Schoolrooms)** and to **Helen Sharp (College)** for checking.
   - If the evacuation is at Bars or lunchtime, the Seniors' Duty person and JCR Supervisor must collect the signing in/out sheets and give to Will Lewis to check

   For College
   - EIGHT College Tutors to register the students. Collect registers from Helen Sharp
     - **(College One: A - F; G - L; M - S; T - Z)**
     - **(College Two: A - C; D - K; L - Q; R - Z)**
   - **Return registers to Helen Sharp ASAP for checking.**

   Unwell Boarders
   - Staff supervising any unwell Boarders in the Boarding house should bring themselves and the boarder out and follow the procedure for registering and remain until the "all clear" is given
   - Health Centre staff will bring any unwell students (boarders or non-boarders) out from HC, inform the Tutor for the register and will wait at a safe distance with the student until the "all clear" is given

8. **VISITORS**
   - Visitors to school must be taken to report to the Receptionist/Rob Webster, as appropriate
9. **SWIMMING POOL**

GAVIN BLACKSTONE (JAMES WEBSTER/TOM WAILES IN HIS ABSENCE) to go to the swimming pool to check if any swim session is taking place and to advise the swim teacher on the next course of action to take. Message with instructions for the swim teacher will be passed to the checker via radio.

10. **If the fire alarm sounds during the Activity hour from 16:15 to 17:15:**

- Students should line up on the tennis courts in their Activity group
- All Staff on site (except for Activity Leaders) should line up on the tennis court at the top end nearest to the library and register with or a member of LM in their absence
- The Activities Coordinator will distribute, and collect in, the Activity registers
- Each Activity Leader will register their Activity group
- Music practice, language oral students and those who have extra curriculum sessions during that time, should go to their normal Activity group to register
- College and Seniors not in an activity should line up together in Year groups on the tennis courts
- Completed registers are returned to the Activities Coordinator
- The Duty Member of LM will dismiss staff and students
- On Friday afternoons BJS will register in their Activity group on the tennis courts with their Activity leader

11. **17:15 – 18:15**
    - Day students on site and not in a supervised activity during this time, must be signed in and working in the library
    - In the event of an evacuation ALL students on site (including Boarders) should line up on the tennis courts and follow instructions
    - The late afternoon MOD who is on duty until approximately 18:15 (ie until supper queue has gone through service) will register those on site on the tennis courts
    - After 18:15, Boarding staff will be responsible for registering students who are on site using the Fire and Emergency List held at Reception, and usual Boarding Evacuation Lists
12. **Non-Teaching Saturdays**
    - The LM Duty staff take charge
    - Boarders register as during boarding hours
    - Day students taking part in a planned activity register with the activity leader on the courts.

Staff type	**Report to**	**Substitute**
Overview	JAMES RATCLIFFE	MADELEINE BOWLEY
Overview (College)	HELEN SHARP	DENEAL SMITH (floater as needed)
TUTORS for Schoolrooms and Seniors	CAROLYN BLOXWICH	ANDY QUARRELL
TUTORS for College	EAMONN MOLLOY	LINDSEY ROBERTSON
Teachers who are not tutors	TRUMAN DURHAM	RITA HAMPEL
Admin/Technicians/ Resident Staff and Res Grads	CLAIRE HALSTED	SARA SMITHURST
No. 43 / IT	SUE HARRISON	GARY NEARY
Domestic Staff	KAYLEIGH HALL	SUE DEARLOVE
Kitchen Staff	MIKE ROOM	BRYAN WEBB
Peripatetic music staff	EMILY HARRISON	If Emily is absent please can one of the other Peripatetic teachers check the register
Estates team	PAUL MUSSELL	SOPHIE MORRISON
Evelyn House	Evelyn House residents must sign in and out at school. After checking this list and the Register, if any students are unaccounted for, Catherine Morin (ROB GARDINER in her absence) will check Evelyn	
Schoolroom & Seniors' Registration Folders: **collect from**	WILL LEWIS	ADELE KEEPFER
College register on the tennis courts with eight of the selected tutors	All College Tutors not allocated elsewhere	

FIRE ASSEMBLY POINT

SCHOOLROOMS AND SENIORS LINE UP ON THE PLAYGROUND		
YEAR GROUP	**TUTOR**	**ASSEMBLY POINT NO.**
BOOTHAM JUNIOR		
(Friday pm)	Year 5	**1**
	Year 6	**2**
LOWER SCHOOLROOM		
	ALN	**3**
	CO	**4**
	CXH	**5**
	TJL	**6**
MIDDLE SCHOOLROOM		
	BC	**7**
	EHG	**8**
	MDA	**9**
UPPER SCHOOLROOM		
	BAS	**10**
	EFO	**11**
	GT	**12**
	RCG	**13**
	KXN	**14**
LOWER SENIOR		
	AEP	**15**
	HLM	**16**
	MEP	**17**
	VMM	**18**
	WEG	**19**
UPPER SENIOR		
	ARB	**20**
	AV	**21**
	AW	**22**
	JB	**23**
	MP	**24**
COLLEGE ONE		
	12	**(A to F)**
	12	**(G to L)**
	12	**(M to S)**
	12	**(T to Z)**
COLLEGE TWO		
	13	**(A to F)**
	13	**(G to L)**
	13	**(M to S)**
	13	**(T to Z)**

SEPTEMBER 2024