Fire Orders

(Review annually from 2025)

OPENING STATEMENT

Fire Orders are an important part of the School's Health and Safety Policy and are designed to assist in a smooth and efficient evacuation of all the school's buildings in case of fire. It is essential that ALL personnel read Fire Orders and understand them.

STAFF

- The School's Fire Officer is Mr Trevor Craggs
- The School's Fire Safety Supervisor is Mr Dale Moroney
- The Duty Fire Officer is Mrs Kim Hall. In her absence, an SMT member or the duty maintenance person will assume the role of Duty Fire Officer. Duties are shown in Annex E
- Duties of the 'SMT member-in-charge' (First SMT member to arrive at the Assembly Point) are shown in Annex F
- Duties of Maintenance Team are shown in Annex G

FIRE ZONES

- Great Roke
- Art/DT
- Albertus Magnus
- Thomas More

ACTION ON DISCOVERING A FIRE

Staff

1. Operate the nearest Fire Alarm call point.

2. Extinguish the fire if safe to do so, using the appliances provided.

3. Leave the building by the nearest fire exit and report to the Assembly Point (see Annex B).

4. Call the Fire Brigade if necessary (call 999 on the internal telephone).

5. Notify the Duty Fire Officer/ SMT member-in-charge of your actions at the Assembly Point (see Annex B).

Pupils

On hearing the alarm pupils must leave the buildings by the nearest fire exit, report to the Assembly Point and go to the designated area on the slope for their form. They must not attempt to fight a fire.

Fire Marshals

Primary and secondary areas of responsibility are allocated in order to mitigate against the risk of a Fire Marshal being off-site during a fire-related event. Fire Marshals are issued with high-visibility jackets to which the checklist "Areas of Responsibility for Fire Marshals" is in Annex A. Hazard spotting in their primary area of responsibility is an on-going responsibility and any fire risks must be emailed to the Operations Manager as a matter of urgency.

Evacuation Instructions

Evacuation Assembly Points - see Annex B (This is displayed in reception)

Evacuation Procedure - see Annex C (This is displayed around the school)

Registers

Pupil registers are kept up to date by the School Secretary and the Staff/Visitor register is taken using the Signin app on a tablet which is kept fully charged in the school office. Designated staff members who are responsible for taking pupil and staff registers also have a backup person in case of absence. Please see Annex D.

Visitors

Visitors are required to be accompanied at all times whilst on site and will be directed by the person(s) accompanying them to the appropriate Assembly point. The Operations Manager is responsible for the induction and briefing of all contractors who are working unaccompanied on site.

During school performances a member of SMT should show where the fire exits are and explain where the evacuation points are located.

Sleepers

During sleeping time in EYFS, 12.30-1.30pm all pre prep staff who are not on duty outside must exit via the nursery to check if assistance is needed to escort sleeping children, and carry only if absolutely necessary. Staff on sleeper duty should always have a walkie talkie to be on the same channel as playground duty staff.

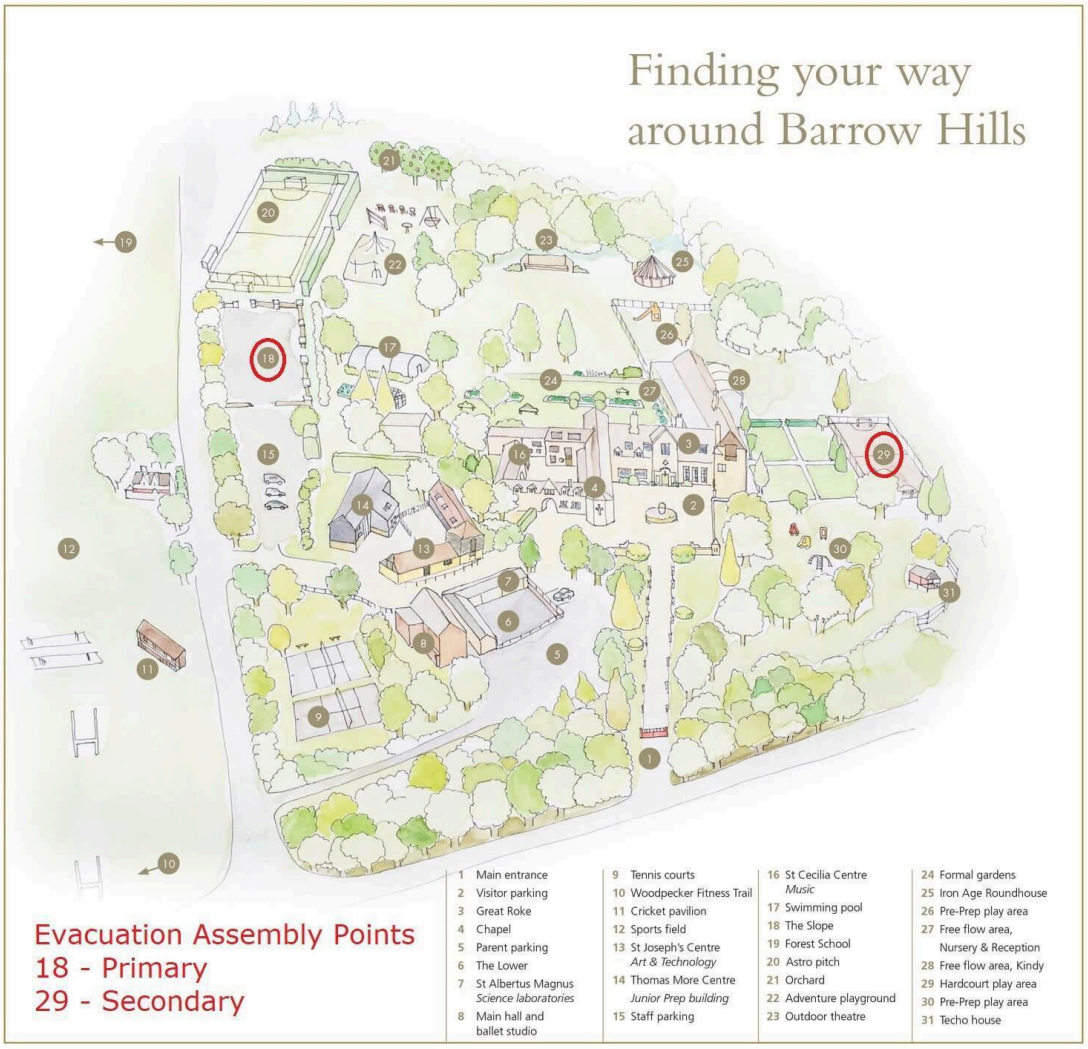
Annex A – Areas of Responsibility for Fire Marshals

Nominated Fire Marshals are as follows: (as at 1 September 2026)

Great Roke *(secondary Fire Marshals are shown in brackets)*			
Ground Floor	**First Floor**	**Second Floor**	**Music Department**
Lesley Barnett (EYFS Teachers & Teaching Assistants)	Jon Hinds	Luisa Mason/Pippa Goedkoop	Music Teacher (Kim Hall)
Jenn Sewell/Jane Hubble	Karine Early/India McMillan	Anita Wood/Rebecca Culleton	
Kim Hall	Tony King		
Kitchen Manager /Other kitchen staff			

Outbuildings *(secondary Fire Marshals are shown in brackets)*		
St. Albertus Magnus (Science and Hall)	**St Joseph's (Art and DT)**	**Thomas More Centre (Years 3 and 4)**
Madelon Burnett (Aidan Mullins)	Ruth Waller (Amber Tyrrell)	Blanche Wallace (Sara Pickard)
Tom Behan (Joe Unwin)		

Annex B - Evacuation assembly points



Annex C - Evacuation Procedure

In the event of a need to evacuate a building for any reason the following procedures are to be followed:

1. **Fire Alarm Sounded:** The teacher should immediately lead the class out of the school by the nearest fire exit, taking the safest route to the assembly point. All windows and doors should be closed where possible without the teacher placing themselves in danger.

Assembly Point:

- Primary Point - Prep School Playground ("the Slope")
- Secondary Site - Pre-Prep Playground (if smoke is blowing in the direction of the Prep School playground or it is being used for car parking)

The first member of the SMT to arrive at the Assembly Point will take the role of the SMT member-in-charge

2. **Registers/Team Lists:** The School Secretary or an Administration Assistant will ensure that the registers/team lists/absentee list/visitors' register for the day and the checklist "Areas of Responsibility for Fire Marshalls" is brought to the assembly point.

3. **Pupils:** On arrival children should line up in their class/forms and the form teacher should take a roll call immediately on arrival at the assembly point and immediately alert the SMT member-in-charge if a pupil is unaccounted for.

4. **Staff & Visitors:** The designated staff member will take a roll call of staff and visitors and immediately alert the SMT member-in-charge if a person is unaccounted for.

5. **Evacuation of Buildings:** Fire Marshalls must immediately report to the SMT member-in-charge to confirm that the areas they are responsible for have been evacuated. The SMT member-in-charge uses the checklist "Areas of Responsibility for Fire Marshalls" to make sure that all areas have been accounted for as being evacuated.

6. **Fire Service:** If there is a fire/possible fire the Duty Fire Officer and the Duty Maintenance team are responsible for calling the Fire brigade and in the absence of both the SMT member-in-charge will be responsible. They should:

- phone the Fire Service on 999, providing details of where the fire/possible fire is and whether it is known or reasonable to assume that people are still in the building
- send a responsible person, with the information above, to the end of the drive to guide in the fire appliance

7. **Return to Buildings:**
   No person is to re-enter the buildings until it has been pronounced safe by the necessary authority.

Annex D - Designated staff members to take registers are as follows: (as at 1 September 2026)

Register	Person/s responsible	Backup
Class/Form Registers	Anita Wood	Jenn Sewell
Staff/Visitors (Signin App - at least 2 staff)	Jane Hubble/Jenn Sewell	Joe Unwin, Madelon Burentt, Aidan Mullins

Annex E

DUTIES OF THE DUTY FIRE OFFICER. In their absence, the duty maintenance person or SMT member will assume the role of Duty Fire Officer.

1. In liaison with the SMT, they will ensure that ALL personnel are evacuated from buildings and classrooms.

2. They will nominate tasks for the Maintenance Team.

3. They will liaise with the Maintenance Team to understand the cause of all Fire Alarms.

4. They will check whether the Fire Brigade has been summoned. If not, they are to summon them if needed.

5. If the Fire Brigade have been summoned, they are to send a responsible person to the end of the drive to guide in the fire appliance.

6. They will liaise with the Fire Brigade (SMT to assist as required).

7. They will liaise with the SMT on action to be taken by Staff and Pupils, i.e., return to classes, houses or new Assembly Point.

8. They will liaise with Fire Marshals and other staff on action to be taken by staff under their control.

9. They will keep a record of all Fire Alarms and their actions.

10. They will inform the Head, Chief Finance and Operations Officer and Estates Bursar at the earliest opportunity if a fire has occurred. If it is a false alarm, then they will inform the above as soon as is practicable.

NOTE: The Duty Fire Officer must ensure that, if for any reason they have to leave the site, a deputy is nominated to carry out his responsibilities. This would normally be one of the emergency duty Maintenance personnel.

Annex F

DUTIES OF THE SMT MEMBER-IN-CHARGE AT THE ASSEMBLY POINT (The first member of SMT to arrive at the Assembly Point)

1. In the event of a Fire Alarm sounding, you will make your way to the Assembly Point.

2. You will collate all reports (verbal or written) from the staff.

3. On completion of all reports you will report your findings to the Duty Fire Officer.

4. You will carry out actions as requested by the Duty Fire Officer.

5. If the fire brigade has been called, you will initiate the crisis management plan.

Annex G

DUTIES OF THE EMERGENCY MAINTENANCE TEAM

1. Go directly to the building where the alarm was initiated and investigate the reason and then check areas have been evacuated, IF SAFE TO DO SO.

2. Telephone the Fire Brigade if necessary. Call for assistance if required when investigating the cause of a fire alarm, i.e. ladder use into loft space

3. After investigating the cause of the alarm and sweeping the building (as necessary), if a fire is found, inform the Duty Fire Officer.

4. If no fire is found, silence the alarm at the main control panel and the local board.

5. Inform the Duty Fire Officer of actions to be taken and go to the Assembly Point as determined by the Duty Fire Officer.