



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

Fire Regulations Policy

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Last Amended: July 2014

Review: July 2015

FIRE / REGULATIONS AND DRILL –

SIGNAL: FIRE ALARM – SIREN

ASSEMBLY POINT: SCHOOL FIELD

Boys should stand, grouped in Forms, in columns parallel to Liverpool Road and facing the Main School building. Year 7 is to line up nearest Liverpool Road, Sixth Forms nearest the Tennis Courts. The Junior School assembles in the Tennis Courts or in the case of classes in John Bebb House, in front of the building (College Avenue). Pupils using the Ian Robinson Sports Centre should assemble on the field outside the Fitness Suite.

1. Verbal instructions are "cascaded" from the Fire Safety Officer (DWi) via Group Tutors down to Form Tutors, concerning procedure and action following the evacuation of the buildings after the sounding, for whatever reason, of the Fire Alarm System. "Fire Practices" are held at least once per term, and in the first term, usually in the first week, to familiarise new staff and pupils.
2. Anyone suspecting a fire must report it to the nearest member of staff who will sound the fire alarm by breaking the glass.
3. Boys will leave their rooms in single file, the boys nearest the door leading, and go at walking pace by the route appointed to Assembly Points. If a Teacher is present, no boy must move from his place until told to do so. Boys should take bags which they have with them to the Assembly Point but should not retrieve bags left elsewhere.
4. **Teaching staff:** Teachers are responsible for taking the forms which they are teaching to the Assembly Points. If any route is blocked as the result of the fire, the teacher in charge of the leading Form must decide on an alternative route and give the necessary instructions.

The first teacher to reach a door into the open must see that, if it is a double door, both parts of the door are opened and that if it is a spring door, it is held open until all boys have passed.

As soon as they have led the Form they are teaching to their Assembly Point, all Form Tutors should join their own Form and ensure that all boys are present, then stay with them until their relevant Group Tutor has checked all Forms. The Receptionists will have lists available on Assembly Point for checking.

Group Tutors report to the Fire Safety Officer when checks are complete.

Teachers who are not Form Tutors should report to the Fire Safety Officer (DWi).

5. **Non-Teaching Staff**

The Head Caretaker will, at his discretion and with such of his staff as he needs, take any measure he thinks necessary to deal with the fire.

The remainder of the Caretaking and Kitchen Staff must assemble on the School Field; the Head Caretaker and Kitchen Supervisor must report the safe evacuation of their staff to the Safety Officer.

The Laboratory Technicians will act in accordance with instructions given separately and report to the Safety Officer.

It is the responsibility of teachers using laboratories to switch off the gas isolation valve in that lab before leaving.

The Head of the Junior School must report the safe evacuation of the Junior School to the Fire Safety Officer.

Verbal instructions will be given as to action which is to be taken if an alarm is given when boys are assembled in Hall.

It is desirable that in a Building where fire has occurred every effort should be made to reduce the risk of fire spreading by closing as many inlets for air as possible. It is not practicable to lay down regulations about the closing of windows without risking unnecessary delay. Doors to classrooms should be left closed.

Fire doors should be closed as the buildings are vacated.