

Fire Policy

This policy applies to:

Ardingly College Family of Schools' Staff
(Ardingly College, Great Walstead School, Ardingly Projects Limited and
Ardingly Activity Centre)

Person responsible for the policy:

Health, Safety, Environment & Compliance Advisor

Review dates:

Last review: Sept 2026

Next review: Sept 2027

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1 INTRODUCTION

This policy details how the Ardingly College Family of Schools' (ACFS) intends to meet the requirement of the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) 2022 and the Fire Safety Act 2021. It is the aim of ACFS to eliminate or reduce the risks of fire to a reasonably practicable level. Fire Risk Assessments for buildings can be referenced for specific fire controls and risks.

In the event of fire all staff have a duty to look after the safety of the students, visitors, themselves, and other members of staff. Attempts to extinguish fires are only to be undertaken by trained and competent staff and only where it is safe to do so. Never risk your own life in tackling a fire.

1 EVACUATION PROCEDURES

On discovering a fire or having a fire reported to you:-

- Activate the nearest call point.
- Notify the Fire and Rescue Service by dialling 999
- Tackle the fire, if you are trained and competent, and it is safe to do so.
- Follow instructions for hearing a fire alarm.

On hearing a fire alarm:-

- Close all windows and doors in your area if safe to do so.
- Leave the building and make your way to the assembly location without delay.
- Do not enter or re-enter any building where the alarm is ringing, until the all clear is given.

2 EVACUATION SCENARIOS

2.2 'H' BLOCK FIRE ALARM ACTIVATION - SENIOR SCHOOL (ARDINGLY COLLEGE)

All senior school staff and students are to evacuate the building and assemble quietly in House groups on **THE GREEN**. This is known as the phase 1 part of the fire procedure.

If a fire situation is confirmed then the Person in Charge on the Green (Senior Deputy Head) or another member of SMT) will decide if a roll call is required which, if needed, will be undertaken in House. In this scenario the SMT will be dispatched to all other teaching and activity areas and students and staff instructed to report to their House via a safe route. This is known as the Phase 2 part of the fire procedure. Note: The Bodet announcement system will always be activated in the event of a phase 2 fire situation, including phase 2 drills.

Response to the fire panel will be in accordance with Appendix 1.

2.3 'H' BLOCK FIRE ALARM ACTIVATION - PREP SCHOOL (ARDINGLY)

All Prep School staff and students are to evacuate the building and assemble on the Green.

- Students shall line up alphabetically in Form Groups.
- Form teachers will account for their students and report the status to the Prep School Deputy Heads.
- The Prep School Deputy Heads will give the status of the Prep School to the Senior Deputy Head

In a phase 2 drill or situation the Prep School can take shelter in Flecker Hall.

2.4 OTHER TEACHING CLASSROOMS AND BUILDINGS (ARDINGLY)

If the fire alarm activates then all staff and students are to evacuate the building and report to the assembly locations as given below. The teacher-in-charge is to ensure all students in their areas are evacuated and if a fire situation is confirmed the fire brigade has been called.

STEM Building	South Terrace
Burgess House (Teaching)	Outside Carpenters Workshop
Sports Hall	Toynbee/Woodard car park
Business Studies	The Green
Strength & Conditioning suite & Small sports hall	Rear of Godwin Hall
Swimming Pool	Paved Area Outside Pool
OA Pavilion	The Green
Music School	The Hard
Prep Science Block	The Green
Medical Centre	Toynbee/Aberdeen front car park
Old boat shed (Solar car building)	Outside the Outdoor Education Centre
Outdoor Education Centre	Outside the Solar Car Building
Dance Studio	The Green

2.4.1 DAY AND BOARDING AREAS (ARDINGLY)

If the fire alarm activates then all staff and students are to evacuate the building and report to the assembly locations as given below. The HoMM / teacher on duty is to ensure all students are evacuated, a roll call undertaken and if a fire situation is confirmed the fire and Rescue Service is called.

Prep School Boarding	The Green
Hilton	Outside Mertens
Mertens	Outside Hilton
Godwin Hall	On Godwin Hall rear roadway
Toynbee	Front of building
Aberdeen	Front of building
Rhodes	The Burse
Neal	South Terrace
Crosse	The Burse
Burgess House	Outside Carpenters Workshop
Pearson House	The Burse

In addition each House has a specific Fire and Emergency Plan which details the actions to take in the event of a fire. These are displayed in each House and are brought to the attention of the students by the HoMMs.

2.4.2 FARMHOUSE CAMPUS (ARDINGLY)

If the fire alarm activates then all staff and students are to evacuate the building(s) and report to the assembly location at the end of the Pigsty. Teachers are to undertake a roll call of their class and report the status to the person in charge. Farmhouse Campus: if a fire situation is confirmed then the fire and Rescue Service is to be called, and students and staff should take shelter in Flecker Hall.

2.4.3 BUILDINGS WITHOUT FIRE DETECTION (ARDINGLY)

If a fire situation is discovered in these buildings (Ardingly Activity Centre Smaller sports pavilions, sheds, outbuildings etc) then the person who discovers the fire is to shout 'FIRE FIRE' to clear the building and call the fire brigade.

2.5 GREAT WALSTEAD SCHOOL (MIDDLES, JUNIORS AND SENIORS)

All School staff and students are to evacuate the building and assemble on the Sports Hall Car Park

- Students shall line up in Form Groups.
- Form teachers will account for their students and report the status to the Deputy Head or Senior member of staff, through the red and green card system.
- The Head of Pre-Prep will give the status of the Pre-prep School to the Deputy Head via radio channel 1

2.5.1 GREAT WALSTEAD SCHOOL (PRE-PREP & NURSERY)

All School staff and students are to evacuate the building and assemble on the Pre-Prep circle playground.

- Students shall line up in Form Groups.
- Form teachers will account for their students and report the status to the Head of pre-prep or Senior member of staff, through the red and green card system.
- The Head of Pre-Prep will give the status of the Pre-prep School to the Deputy Head via radio channel 1

2.5.2 BUILDINGS WITHOUT FIRE DETECTION (GREAT WALSTEAD)

If a fire situation is discovered in these buildings (swimming pool, sheds, outbuildings etc) then the person who discovers the fire is to shout 'FIRE FIRE' to clear the building and call the fire and Rescue Service

2.5.3 OTHER BUILDINGS (GREAT WALSTEAD)

If the fire alarm activates then all staff and students are to evacuate the building and report to the assembly locations (the grassed area opposite the Coach House.) The Person-in-charge is to ensure all persons in their areas are evacuated and if a fire situation is confirmed the Fire and Rescue Service has been called.

3 FIRE CONTROLS AND PROCEDURES

3.1 FIRE RISK ASSESSMENTS

All teaching and boarding house buildings have Fire Risk Assessments undertaken. Fire Risk Assessments are undertaken and reviewed by the HSE and Compliance Advisor, in accordance with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) 2022 and the Fire Safety Act 2021. Fire Risk Assessments are held electronically and are available via the HSE and Compliance Advisor or for Great Walstead, the Premises Manager.

3.2 FIRE DETECTION SYSTEMS (ARDINGLY)

The Main School 'H' Building is fitted with an automatic fire detection system which provides cover to all areas within the 'H' Block, including sleeping accommodation. If activated this fire alarm will automatically dial the fire brigade, however if a fire situation is confirmed a follow up call must be made by dialling '999'

The main fire alarm panel is in the Dining Hall Cloisters and the response procedure is detailed in Appendix 1.

The following buildings have their own fire integral detection systems which are not linked to the Main School fire panel or to the Fire Brigade:-

- | | | | |
|----------------------|-------------------------------|--------------------|---------------------------|
| ▪ Mertens | ▪ Hilton | ▪ Rhodes | ▪ Crosse |
| ▪ Aberdeen / Toynbee | ▪ Neal | ▪ Burgess House | ▪ Headmasters House |
| ▪ Music School | ▪ Lower Prep Campus buildings | ▪ Medical Centre | ▪ Sports Hall |
| ▪ STEM building | ▪ Domestic Block | ▪ Grounds building | ▪ OA Pavilion |
| ▪ Prep Science Block | ▪ Godwin Hall | ▪ Swimming Pool | ▪ Small sports hall / Gym |
| ▪ Thomas Beard | ▪ Pearson | ▪ Pearson | ▪ Godwin Hall |
| ▪ Cafe | ▪ Maintenance Block | | |
| | ▪ Swimming Pool | | |

The following buildings are fitted with local fire alarm detection that is not linked to a fire panel or to the Fire Brigade:-

- | | | | |
|----------------------------|--------------------|-----------------------|-------------------------------|
| ▪ Outdoor Education Centre | ▪ Old DT classroom | ▪ Pavilion Classrooms | ▪ Squash court changing rooms |
| | | | ▪ |

3.2.1 FIRE DETECTION SYSTEMS (GREAT WALSTEAD)

The Main School buildings are covered by an automatic fire detection system which covers all areas including, the PAC, Sports Hall, Art Block and Chapel. If activated this fire alarm will **NOT** automatically dial the fire brigade, however IT WILL CALL the Premises Manager or other members of staff and ask if we would like the fire and rescue service to attend the site.

The main fire alarm panel is in the Basement, with repeater panels in the Sports Hall, outside the Chapel and in the main entrance lobby.

The following buildings are fitted with local fire alarm detection that is not linked to a fire panel or to the Fire Brigade:-

- | | | | |
|-------------------|---------------|--------------|-------------------|
| ▪ The Coach House | ▪ School Shop | ▪ Tythe Barn | ▪ Court Yard Area |
|-------------------|---------------|--------------|-------------------|

3.3 TRAINING FOR ACADEMIC AND SUPPORT STAFF

Regular training on fire evacuation, fire controls, equipment inspection and fire extinguisher use will be arranged by the HSE and Compliance Advisor. Training in how to operate and monitor the fire panel will be arranged by the Premises Manager at Great Walstead or the Maintenance Manager at Ardingly.

3.4 TRAINING FOR STUDENTS (ARDINGLY)

At the beginning of each term an explanation of the Boarding or Day House Fire and Emergency Plan and the Main School Fire and Emergency Plan will be given to the students by the HoMM. This explanation will include showing the students the location of fire exits and the fire assembly point. In addition copies of the House Fire and Emergency Plan will be displayed in common locations throughout Boarding or Day Houses.

3.5 FIRE ALARM TESTING

All fire alarms will be tested weekly by the maintenance department who will record any findings. Every effort will be made to undertake the test at a convenient time; however the fire detection system is an essential fire control that must receive a weekly test.

3.6 PRACTICE EVACUATIONS (ARDINGLY)

3.6.1 BOARDING HOUSES

The National Minimum Standard for Boarding Houses requires a minimum of one practice evacuation each term during 'Boarding Time'. 'Boarding time' refers to any time outside the normal school day, after lessons and formal activity periods cease when most boarders are in house.

It is the policy of the College that all boarding practice fire evacuations will be undertaken within the first two weeks of term. The Michaelmas term fire drill will be undertaken during a sleeping period, the Lent fire drill will involve blocking the normal fire escape exit to mimic a fire situation thus forcing boarders to use another less familiar escape route and the Trinity fire drill need only be undertaken during boarding time. Practice evacuations and any findings are recorded on the 'Fire and Emergency Evacuation Record' form and forwarded to the HSE and Compliance Advisor.

3.6.2 DAY HOUSES AND MAIN SCHOOL

At least one full School practice evacuation will be undertaken per academic year.

3.6.3 OTHER BUILDINGS

Other higher risk buildings are also subject to annual fire drills, including the Health Centre and STEM building.

3.6.4 FIRE EVACUATION DRILLS (GREAT WALSTEAD)

Practice fire evacuation drills are undertaken termly for the whole school.

3.7 FIRE EXTINGUISHER INSPECTION AND MAINTENANCE

All Staff are responsible for ensuring fire extinguishers are in position. Monthly inspections of fire extinguishers will be undertaken by the Maintenance Department as part of the monthly building checks. Records of monthly building checks are held electronically through Ultimo at Ardingly and in the Estates office at Great Walstead. Annual fire extinguisher inspection and maintenance will be undertaken by an external contractor and scheduled by the Maintenance or Premises Manager.

3.8 INSPECTION OF ESCAPE ROUTES, EXITS, FIRE DOORS, SIGNAGE AND EMERGENCY LIGHTING

All Staff are responsible for ensuring that fire escape routes, fire exits, and fire doors are kept clear of obstructions and allow safe passage. Door wedges pose a serious fire safety threat as they compromise the compartmentation of a building. Wedges may only be used to hold doors open on temporary basis. All door wedges must be removed from fire doors after use, so that doors can return to their closed position. Any fire doors that regularly require holding back can be fitted with a magnetic hold back via the maintenance team. Any obstructions blocking escape routes should be removed immediately or reported to the Maintenance or Premises Manager or Head Steward (Ardingly only) for removal. These daily checks do not require recording and should be undertaken when walking around the ACFS buildings.

Monthly inspections of escape routes, exits, fire doors and emergency lighting will be undertaken by the Maintenance Department as part of the monthly building checks. Records of monthly building checks are held electronically through Ultimo or in the Estates Office at Great Walstead.

3.9 FIRE PREVENTION AND MITIGATION

Fire prevention and mitigation is principally achieved by controlling sources of ignition, managing combustible materials, and closing fire doors. All members of Staff are responsible for ensuring the following points are complied with:-

- Flammable substances are to be stored in flame proof cabinets. This does not apply to aerosol products for personal use.
- Familiarising yourself with the call points, escape routes and fire exits in the various buildings
- Do not block fire exits or escape routes
- Escape routes and stair wells are kept clear of flammable or highly combustible materials
- Fire doors are not left wedged open. Fire doors can be temporarily held open, but wedges must be removed immediately after use and doors returned to their closed position.
- Fire extinguishers must not be removed from their wall mounts unless to tackle a fire

- Smoking or vaping is not permitted in any building or on either **ACFS** Campus, except for staff, visitors and contractors in the designated smoking area (rear of maintenance dept at Ardingly and at the back of the Catering Department at Great Walstead) or in temporary smoking areas set up for specific events
- Candles are not to be used except when risk assessed for specific reasons i.e., religious celebration.
- Clothing, shawls etc are not to be draped over lamps
- All College issued electrical equipment is subject to annual portable appliance testing (PAT). This does not replace the need for regular visual inspection by the user. Any defective electrical equipment found through visual inspection should be taken out of use and reported to the Maintenance Department via Ultimo for repair or at Great Walstead through the Maintenance Request Form.
- Students own electrical equipment is not PAT tested by the College but should be in good condition and may be subject to visual inspection by house or teaching staff.
- Hot appliances such as hair dryers and hair straighteners are to be switched off after use and placed on a non-combustible surface
- Mirrors and other reflective objects are not to be positioned on windowsills as there is a risk of fire caused by direct sunlight refracting through glass.
- Cube shaped 3 or 2-way multi electrical socket adaptors are not to be used
- Electrical sockets must not be overloaded - A single socket provides 3120 Watts of power. Plugging electrical equipment into a socket, or several items via an adaptor into a socket, that uses a combined Wattage of more than 3120 Watts can overload the socket and provide an ignition source. Typical electrical equipment wattage is given in the below tables, however specific equipment Wattage will be displayed on the equipment or plug. If in any doubt seek advice from the HSE and Compliance Advisor.

Appliance	Watts
Typical laptop	150
TV Flat Screen	120
TV Plasma	300
DVD	28
Satellite / Digital Box	35
PS2 or X Box	45
HI-FI	55
Telephone	25
Refrigerator-Freezer	300-750
Microwave (600W-900W)	1500-2000
Toaster	1500-2500
Kettle	2500-3000

Appliance	Watts
Clock Radio	5
Electric Blanket	500
Computer hard drive & monitor	100
Laser printer	1200
Toothbrush charger	6
Electric Fire (2 Bar)	2000
Fan (Portable)	100
Iron	2000-2500
Mobile Phone Charger	20
Lamps (As per Bulb Fitted)	40-100
Hair Dryer	1500
Hair Curlers	1000

3.9.1 BARBECUES

Gas barbecues can only be used by the Catering Department. All barbecues used by other staff must be charcoal fuelled.

Charcoal BBQ safety

- Disposable/ portable barbecues should be firmly placed on a suitable stand; they must not be placed directly onto grass or decking or near other potentially combustible items such as trees, guttering, or fencing
- A water fire extinguisher or sand bucket must be available from the start of the barbecue and not disposed of until the barbecue has been safely cleared away
- Only use enough charcoal to cover the bottom of the barbecue to a depth of about 50mm
- Use only suitable fire lighters or fluids to ignite the barbecue and follow the instructions – liquids such as methylated spirit or petrol must NEVER be used to light a barbecue
- Make sure that there is nothing which could fall into the barbecue e.g. loose clothes, wrist bands or hair
- Never leave the barbecue unattended
- Oil in pans must not be heated on the barbecue
- Once cooking has finished, make sure that the barbecue coals have cooled before moving the barbecue and never move a barbecue once it has been lit
- Care should be taken to prevent people or animals getting too close to the barbecue and burning themselves or knocking the barbecue over
- Never take a BBQ inside even when it is extinguished
- Dispose of used charcoal as general waste, but ensure it has completely cooled before placing it into any bins
- All those who cook on barbecues for students or visitors must have undertaken a Level 1 Food Hygiene Safety Certificate

3.9.2 PERSONAL EMERGENCY EVACUATION PLANS

The College is committed to ensuring that all staff, students and regular visitors can be safely evacuated in the event of a fire or other emergency.

A Personal Emergency Evacuation Plan (PEEP) will be developed for any individual whose mobility, sensory impairment, medical condition, neurodiversity, temporary injury or other circumstance may affect their ability to evacuate safely and independently.

PEEPs will be completed in consultation with the individual and, where appropriate, their parents/carers, line manager, Human Resources, Learning Support staff, or other relevant professionals. Plans will be regularly reviewed and updated whenever circumstances change to ensure they remain effective.

Appropriate staff will be informed of their responsibilities within the PEEP, and suitable arrangements, equipment and training will be provided where necessary to support safe evacuation.

APPENDIX 1 – H BLOCK FIRE PANEL PROCEDURE

The first person to arrive at the panel must:

- **Not silence the alarm**
- Open the fire panel and write their name on the chalk board
- Investigate which Fire Zone is indicating an activated call point - building keys and a code list are available inside the fire panel
- Take the CO² fire extinguisher to the required Fire Zone
- Search for the activated call point, checking and clearing the Fire Zone of persons as they proceed and instructing them to assemble on The Green



Fire situation	No Fire Situation
If a fire situation is found, only attempt to extinguish it if: ▪ You are trained and competent in the use of fire extinguishers ▪ There is an escape route available to you ▪ The fire is relatively small, and it is safe to do so. If the answer is 'NO' to any of the above or you have used one fire extinguisher and failed to extinguish the fire LEAVE THE AREA IMMEDIATELY. On leaving the building : ▪ Check and clear all unlocked rooms of persons in the building wing ▪ Close all windows and doors behind you as you leave ▪ Once safe call the Fire Brigade by dialling '999' ▪ Notify the person in charge of the Green that it is a fire situation ▪ Activate the phase 2 Bodet announcement system (press button 3) ▪ Commence full sweep of the building ▪	If an activated fire detector or call point is located, but no fire can be found in the Fire Zone it is reasonable to assume it is a false alarm. Call the fire brigade and stand them down, using 999. ▪ Silence and reset the fire alarm ▪ Replace the CO² fire extinguisher ▪ Make an entry in the fire alarm logbook and wipe your name from the chalk board ▪ Close and lock the fire panel doors ▪ Notify the person in charge of the Green that it is NOT a fire situation and allow persons back in the building

Second person to arrive at the fire panel must:

- Take the red folder and go to the Green
- Take charge of any students, visitors, contractors etc that have assembled there
- Await further instruction from the first person to respond to the fire panel

Term Time	
Fire Situation	No Fire Situation
Initiate phase two and activate the Bodet phase 2 announcement (button 3)– Send Senior School Students from the Green to their Houses and instruct that a role call is undertaken in House. Lower School can use the OA Pavilion or Small Sports Hall to conduct their role call. The maintenance team will sweep the main H Block and the Senior Team sweep the rest of the campus, using route maps in red folder and instruct all students back to house. List obtained from Health Centre of any students not able to return to house. Report back to person in charge on the Green when complete. Prep School Students move to sports hall if required.	Wait for instruction from those responding to the fire alarm. Return to the building only when all clear is given.

Outside term time	
Fire Situation	No Fire Situation
All persons remain on the Green.	Wait for instruction from those responding to the fire alarm. Return to the building only when all clear is given.

TERM TIME RESPONSE TO ‘H’ BLOCK FIRE ALARM (Ardingly)

Scenario A – During ‘School Day’		Scenario B – Outside ‘School Day’	
<u>The Fire Panel</u>	<u>The Green</u>	<u>The Fire Panel</u>	<u>The Green</u>
<u>06:30 – 19:30</u> <u>weekdays only</u>	<u>08:30am – 17:30pm</u> <u>weekdays only</u>	<u>19:30 – 06:30</u> <u>weekdays and all</u> <u>weekend hours</u>	<u>17:30 – 08:30</u> <u>weekdays and all</u> <u>weekend hours</u>
Support Services to respond to fire panel	▪ Senior Deputy Head ▪ Deputy Head (Academic) ▪ Another member of SMT	2 persons are automatically called from the below telephone list:	Person-in-charge of The Green to be either a teacher, if available, or a person from the telephone list.
&			
2 persons are also called from telephone list		▪ Dan Matthews ▪ Dale West ▪ Emile Ellis ▪ Mike Sinfield ▪ Lance Brown	2 persons are automatically called from the below telephone list:
			▪ Dan Matthews ▪ Dale West ▪ Emile Ellis ▪ Mike Sinfield ▪ Lance Brown

OUT OF TERM TIME RESPONSE TO ‘H’ BLOCK FIRE ALARM (ARDINGLY)

Days	Time	Response to Fire Panel
Monday - Friday	08:00 – 17:00	Support Services
Monday - Friday	17:00 – 08:00	2 people are automatically called from the telephone list below: ▪ Dan Matthews ▪ Dale West ▪ Emile Ellis ▪ Mike Sinfield ▪ Lance Brown
Saturday and Sunday	All Hours	
Christmas shut down	All Hours	

APPENDIX 2 – GREAT WALSTEAD FIRE PANEL PROCEDURE (TERM TIME AND OUT OF TERM TIME)

The first person to arrive at the panel must:

- Not silence the alarm
- Investigate which Fire Zone is indicating an activated call point
- Take the CO² fire extinguisher to the required Fire Zone
- Search for the activated call point, checking and clearing the Fire Zone of persons as they proceed and instructing them to assemble on the Sports Hall car park



Fire situation	No Fire Situation
If a fire situation is found, only attempt to extinguish it if: ▪ You are trained and competent in the use of fire extinguishers ▪ There is an escape route available to you ▪ The fire is relatively small, and it is safe to do so. If the answer is 'NO' to any of the above or you have used one fire extinguisher and failed to extinguish the fire LEAVE THE AREA IMMEDIATELY. On leaving the building: ▪ Check and clear all unlocked rooms of persons in the building wing ▪ Close all windows and doors behind you as you leave ▪ Once safe call the Fire Brigade by dialling '999' ▪ Notify the person in charge of the assembly points that it is a fire situation ▪ Commence sweeping the building ▪ No staff or pupils to re enter the building until the all clear has been given by the person attending the fire panel	If an activated fire detector or call point is located, but no fire can be found in the Fire Zone it is reasonable to assume it is a false alarm. Notify Red Care when they call that they can stand the fire brigade down. ▪ Silence and reset the fire alarm ▪ Replace the CO² fire extinguisher ▪ Make an entry in the fire alarm logbook ▪ Notify the person in charge of the assembly points that it is NOT a fire situation and allow persons back in the building ▪ No staff or pupils to re enter the building until the all clear has been given by the person attending the fire panel

Term Time

Fire Situation	No Fire Situation
Initiate phase two – The designated team will sweep the campus, using route maps contained in the Monk's Seat in the porch. All students to remain on the assembly points until the all clear has been given by the person in charge at the assembly point, or if in attendance, the fire officer in charge. Pre-prep School Students to move to sports hall car park if given the instruction to move.	Wait for instruction from those responding to the fire alarm. Return to the building only when all clear is given.

TERM TIME RESPONSE TO GW FIRE ALARM

Scenario A – During 'School Day'		Scenario B – Outside 'School Day'	
<u>The Fire Panel</u>	<u>The Assembly Points</u>	<u>The Fire Panel</u>	<u>The Assembly Points</u>
<u>06:30 – 19:30 weekdays only</u> Support Services to respond to fire panel & 1 person are also called from telephone list - Gregg Lindfield - Chris Calvey - Lance Brown - Bruce McCrea	08:30am – 17:30pm weekdays only - Senior Deputy Head - Deputy Head (Academic) - Another member of SMT	19:30 – 06:30 weekdays and all weekend hours – Red Care contacts Gregg Lindfield. If fire confirmed Gregg will call 1 person automatically called from the below telephone list and if applicable will call 999: - Gregg Lindfield - Chris Calvey - Lance Brown - Bruce McCrea	17:30 – 08:30 weekdays and all weekend hours All staff on site at the weekend will sign in and out in the signing in and out book in the front office. One person will ensure that the signing in and out book is picked up and taken to the assembly point. 1 person are automatically called from the below telephone list: - Gregg Lindfield - Chris Calvey - Lance Brown - Bruce McCrea

OUT OF TERM TIME RESPONSE TO FIRE ALARM (GREAT WALSTEAD)

Days	Time	Response to Fire Panel
Monday - Friday	08:00 – 17:00	Support Services
Monday - Friday	17:00 – 08:00	2 people are automatically called from the telephone list below: ▪ Gregg Lindfield ▪ Chris Calvey ▪ Lance Brown ▪ Bruce McCrea
Saturday and Sunday	All Hours	
Christmas shut down	All Hours	

APPENDIX 3

Resetting the fire alarm

- Go to the fire panel.
- Push the '**Alarm Silence**' button
- Press the '**Reset Alarm**' button on the main fire panel
- Clear your name from the chalk board and lock the fire panel (Ardingly)

The fire detection system is now reset
If the alarm reactivates...

If the alarm activates again, go back to the same smoke / heat detector location and wave air into the detector to clear it of any substances and try to reset again.

If a call point has activated a yellow and black bar appears in the white section as shown below.

The call point must be reset in order to reset the fire alarm, otherwise it will continue to sound. This is done by inserting a white or black pronged key and turning clockwise or pushing up as below. White keys are available on each bunch of keys kept in the fire panel box, or at Great Walstead, in the Monks Seat.



APPENDIX 4: DIAGRAM 1- FIRE ASSEMBLY PLAN FOR H BLOCK EVACUATION



APPENDIX 5: DIAGRAM 2- FIRE ASSEMBLY PLAN FOR GREAT WALSTEAD EVACUATION



