

## **FIRE EMERGENCY PLAN FOR PARAYHOUSE SCHOOL**

The purpose of this plan is to make sure that, in the event of fire, every possible measure is taken to help ensure the safe evacuation of the occupants of the site.

This plan should be read in conjunction with the Fire Evacuation Procedure of Hammersmith and Fulham College Campus.

### **Accounting for those on site**

- 1 .Registers for every PHS class are kept in a wall mounted rack in the corridor outside the school office/staff room.
2. All visitors to PHS must sign in the visitor's book and wear a PHS visitor's pass.
- 3 .A register of members of staff on site is kept in the office. Staff must sign in and out every day using the in/ out board outside the Head Teachers office. If staff leave the site at lunchtime or any other time of the day they should sign out using the board.

### **In the event of fire**

Exit through either of the closest fire exits -

1. The School entrance.
2. The exit doors by the Head's office leading to the college doors and outside area.

Once you have left the building staff/students should make their way to the Playground and gather at the assembly point at the far end of the playground.

3. If staff/students are in any other part of the College Campus they should use the nearest fire exit and try to proceed to the outside area and nearest assembly point.

### **When the alarm goes off: Evacuating the building**

1. The School Business Manager [SBM] or in her absence either of the Assistant Head's will take the registers and the visitor's book into the playground.
2. Teachers will lead their groups out of their classroom, or hall and out of the main entrance into the playground assembly point.
3. The fire warden [see attached] will sweep all rooms
4. The SBM or in her absence the Assistant Heads will distribute the registers to teachers.
5. Teachers will call their registers and hold up the registers to indicate that registration is complete.
6. The SBM or Assistant Heads will take the staff register and check that all visitors entered in the Visitors book are accounted for.
7. Teachers/SBM/Assistant Heads will make a note of all students/adults unaccounted for.
8. The SBM or Deputy Head will then find the College Fire supervisor and inform him/her of any unaccounted for adults/students.
9. We will then wait for the Hammersmith and Fulham College fire supervisor to inform us when it is safe to return to our groups.

### **Procedure for Parents' Evening**

1. Parents will sign in the visitor's book on arrival.
  2. All teachers/Head/SBM will have a timetable for parents/visitors
  3. Teachers will lead parents/visitors to the assembly point
  4. The SBM/Head/Assistant Heads will take the staff register and visitors book to the assembly point check that everyone is accounted for.
- They will then follow procedure 7-8 of evacuation plan.

### **Procedure for evening performances and events**

If the fire alarm goes off during a performance the staff will calmly show the audience and students out of the hall/performing arts theatre via the nearest fire exit to the nearest assembly point.

Hall – use the evacuation procedure as stated above.

Performing Arts studio – staff should acquaint themselves of the nearest fire exit assembly point before any performance.

### Procedure during Examinations

The invigilator must take the following action in an emergency such as a fire alarm or bomb alert.

Stop the candidates from writing.

Collect the attendance register [in order to ensure all candidates are present].

Evacuate the examination room in line with the instructions given by the appropriate authority.

Advise candidates to leave all question papers and scripts in the examination room.

Candidates should leave the room in silence.

Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

Make a note of the time of the interruption and how long it lasted.

Allow the candidates the full working time set for the examination.

If there are only a few candidates, consider the possibility of taking the candidates [with question papers and scripts] to another place to finish the examination.

Invigilators should then follow the section 'Evacuation the building'

Make a full report of the incident and of the action taken, and send to the relevant awarding body.

### Notes

A fire can occur at any time of day – If staff are visiting any other part of the campus with students they should make themselves aware of the fire exits and assembly points.

Parayhouse will hold regular fire drills in conjunction with the College Campus.

Updated by Ann Sullivan

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