

FIRE PROCEDURE: DAYTIME

Procedure on Sounding of Fire Alarm from 08.15 – 17.00

The fire assembly point is the Tennis Court next to the Sportshall

- Evacuate the building, closing doors. Be aware that some exits may be cut off.
- No one re-enter a building.
- Pupils line up in year order, by tutor groups, in line with the numbered fire point posts.
- Tutors collect registers from Box holder or member of staff distributing them.
- Tutors register and stand with their tutees and report to the Head of Year.
- Heads of Year check with Tutors for result of Registration and inform DHM or HM (as present).
- Remain on the tennis courts until told to leave, even if the alarm is silenced.
- Separate procedures apply to students in external examinations in the exam hall: remain in exams unless notified that evacuation is needed, then evacuate to Barnfield area. JB to check invigilators and exam candidates and to follow discrete policy for such an occurrence.
- Different procedures apply for evening/night-time, for each house.

Year Group	7	8	9	10	11	L6 U6	Prep	Nursery
Fire Point	1	2	3	4	5	6	7 Top right	7 Middle
Head of Year	BC	BC	SR	SR	SR	JFS	KH	RK
Tutors	SB RL ZR ACP KT LE	KN VF/AS EL	JM NAS JOT RK	JH DGA GVP TM	LA AA RJS MCO	PJ SH GLP BBR	AP JP RBR GC MM	Nursery section staff

NB: Absent staff will be covered by Heads of Year or an SMT member

- Staff other than tutors and Heads of Year stand by the Sportshall exit:
 - Support staff: report to Heads of Department/Section (see in brackets below), who will check attendance and report to **JN OR IN ABSENCE JOS**
 - Teaching & boarding staff not linked to a tutor group: report to: **JN OR IN ABSENCE JOS**

SUPPORT	TEACHING & BOARDING
Kitchen/Domestic (RML) Maintenance/Farm (ML) Equestrian (SHA, ML) Admin/Finance (RM, RB) Marketing (JN) Health Centre (HH, JN) ICT Support (JN) Visitors and supply teachers (JN) Library (JN)	House Parents (JSS, JPS) Learning Skills (RC) Outdoor Education (MDO) Other academic staff not tutors, including part-time & teaching assistants & Music instrumental

NB: Second initials indicates first substitute, in the event of absence of the head of a section