

Paulet High School	School Policy Document		
Document Title	Fire Procedure Policy		
Document Status	Approved	Approved Date	25th January 2011
Document Owner	Deputy Headteacher	Review Date	Annually
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

1. A copy of Fire Instructions should be prominently displayed in all classrooms, offices and workplaces and the instructions should be strictly followed.

2. On discovering the Fire

- (a) Any person who discovers a fire, or has reason to suspect that a fire has started, should immediately raise the alarm by operating the nearest fire alarm point.
- (b) The person should then notify the school office of brief details of the incident.

3. Attacking the Fire

Provided the operator will not be endangered by so doing, the fire should be tackled with the nearest suitable type of fire extinguisher by staff trained in the use of the equipment.

4. Calling the Fire Brigade

Irrespective of the size of the fire, or even if a fire has only been suspected, the Headteacher, Deputy Head or Senior Member of Staff in charge of the building should ensure that the Fire Service is called immediately by dialling 999 and asking for the Fire Service.

5. When the alarm is sounded - (continuous ringing of the bell)

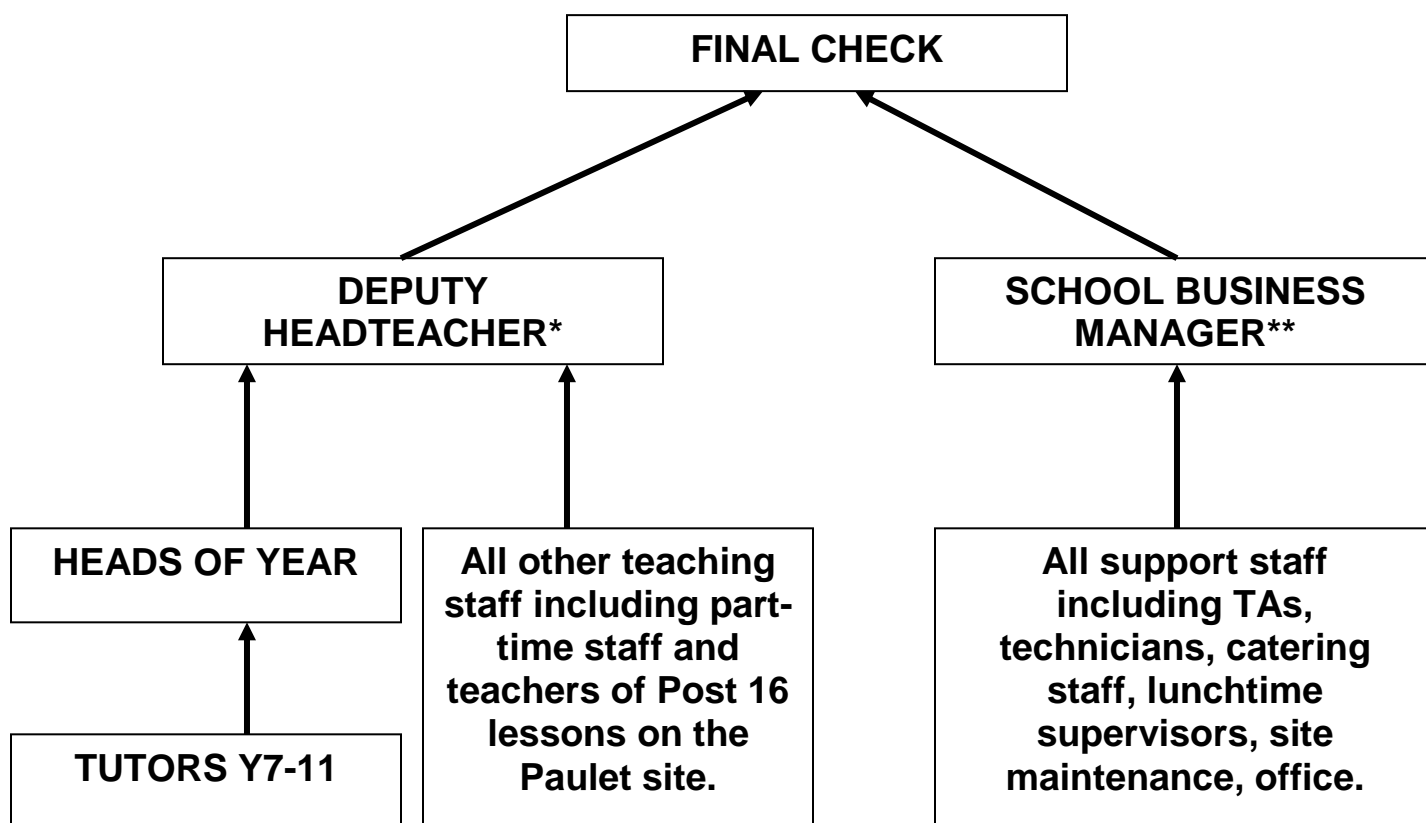
- (a) On hearing the alarm, all occupants should leave the premises and assemble at the pre-arranged assembly point.
- (b) When evacuating the premises, persons should move in an orderly manner, by means of the nearest available route, **switching** off lights and **closing** doors and windows behind them **when it is clearly safe** to do so, and keeping well away from the buildings, leaving a clear access for the emergency services from the school drive.

6. Roll Call

- (a) In both the morning and afternoon sessions pupils should assemble in year groups and in register order.
- (b) Form Tutors should collect registers, and check the list of students with known 'in-day' absence, from the office staff, who will bring them to the Assembly Point. After checking their lists, Tutors should report the names of absentees to their Head of Year who will then report to the senior member of staff in charge, usually the Deputy Headteacher.
- (c) Tutors, and staff attached to Tutor Groups, must ensure their tutees remain lined up in silence for the duration.

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- (d) **All other teaching staff (who are not tutors or not attached to tutor groups) including part-time staff** should report directly to the Deputy Headteacher, to ensure that all persons are accounted for. All support staff including catering staff and lunchtime supervisors report directly to the School Business Manager (in the absence of the School Business manager report to the Finance Officer) No person is permitted to re-enter the building until authority to do so has been given by the senior member of staff in charge.
- (e) Members of staff not attached to forms should also seek an instruction from the Deputy Headteacher about the form whose roll they should check in the absence of the form tutor. This is particularly important as staff may be teaching at the Post 16 Centre.
- (f) Staff teaching Post-16 groups on the Paulet site must report to the Deputy Headteacher when their group has safely arrived at the assembly point.



***IN THE ABSENCE OF THE DEPUTY HEADTEACHER – AN ASSISTANT HEADTEACHER**

**** IN THE ABSENCE OF THE SCHOOL BUSINESS MANAGER – THE FINANCE OFFICER**

Students who have been in the Inclusion Centre should join their Tutor Groups.