

Fire Procedure – Whole School

Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

STAFF SHOULD ENSURE THAT:

1. All fire doors are kept closed at all times.
2. All exit doors are unlocked (with any keys removed) and free from obstruction at all times.
3. All corridors, exit routes and stairways are free from obstruction at all times.
4. They are familiar with the evacuation procedure and final exit routes.
5. All doors are not wedged open when not a room is unoccupied.
6. Any queries relating to fire precautions are brought to the attention of the Bursar/Site Manager AS SOON AS THEY OCCUR.

1. The Fire Alarm

Anyone discovering a fire, or finding a potentially dangerous situation, should activate the fire alarm system, at the nearest fire alarm point and call the fire brigade. (The fire brigade will not respond without being called.)

On hearing the fire alarm a member of the site team will go to the nearest fire alarm panel (if it is safe to do so) and check the zone indicated to ensure there has not been a false activation on the system and report to the Fire Marshal at the evacuation point immediately afterwards.

On hearing a fire alarm office and if safe to do so, staff will print off their relevant documentation for taking registers and bring the class/form registers with the Fire Register, the Visitors Book and the Staff and Pupil Signing Out Books to their designated assembly point for a roll call.

2. The Evacuation Procedure

On hearing the fire alarm, all pupils and staff must evacuate the buildings immediately, quickly and calmly, by the nearest available fire exit, without stopping to collect **ANY** belongings.

If safe to do so, staff should ensure that all windows and doors are closed to reduce the spread of the fire.

Junior School classes using the Senior School will return to the Junior School assembly point and be registered by their class teacher. If they are with a member of staff other than their class teacher then their class teacher will meet them at their class assembly point and take over their registration. The member of staff handing over the class can then return to their normal assembly point and, if a form tutor, complete their registration.

The class teacher/tutor will be responsible for accounting for those children present in the register on that day, no matter where they may be at the time of the alarm. Registers will be given out by the office staff at the designated assembly points. If possible the teacher should take the register to the assembly point for a roll call. If the evacuation occurs before 10.50am the receptionist will take the class registers to the first assembly point.

Children must be instructed that if they are not in their class at the time of the alarm, they must leave the building by the nearest exit **AT ONCE** and go as quickly as possible to the designated assembly point. They must not return to their classroom.

3. The Assembly Points

Pre School

The Pre-School class teacher will do a head count as they leave the building and bring with them, their signing in sheet to act as their register of pupils. All other procedures are the same as for the Junior School as detailed below.

Junior School

The **FIRST ASSEMBLY POINT** is the **Junior School Netball Court. TEACHERS TAKE A FIRST ROLL CALL.** The Head of the Junior School or in his absence, or on his instruction a delegated member of staff, will inform the Senior School that all children have been accounted for.

EARLY BIRDS: Staff should lead pupils out of the dining room through the nearest exit and onto the **Junior School Netball Court as a FIRST ASSEMBLY POINT and TAKE A FIRST ROLL CALL.**

AFTER SCHOOL CLUBS: Staff should lead pupils through the nearest exit into the **Junior School Netball Court as a FIRST ASSEMBLY POINT and TAKE A FIRST ROLL CALL.**

Senior School

All pupils must line up in silence in tutor groups in the senior school yard, in front of the Astroturf. After collecting the register from a member of the office staff tutors should assemble and stay with their tutor groups. Tutors are responsible for checking that their tutees are present against the register provided. Fire register using the present column. The tutors must report to the relevant Deputy Head if they have a tutee not present who should be. The Head of School will then liaise with the office staff as to the whereabouts, if known, of the pupil.

All members of staff who are not tutors should assemble outside the science building in single file when joining the queue they should do so from the Art block end of the line to ensure they are not missed from the register. Staff should say their name **out loud** to the member of staff taking the register. Staff should NEVER report another member of staff present. The Catering Manager is responsible for checking the catering staff.

If the alarm occurs at the end of the School day, pupils should assemble in the senior school yard with the member of staff taking the after-School activity. The member of staff on duty until 6.00pm is responsible for checking the pupils against the activity registers. The Headmaster, or a nominated member of the SMT on duty, acts as the after-School fire marshal.

Staff and Visitors

Staff who teach across both junior and senior phases of the School will register at the phase where they are usually based, this may not be where they are at when the alarm sounds.

Peripatetic staff, will sign in at the senior school, irrespective of where they are teaching. If there is a fire alarm, they will go to the assembly point in the Senior School. When they leave School they must always remember to sign out of the Senior School.

Visitors and contractors must go to the designated assembly point of where they signed in. As visitors will generally be accompanied around the School Site, they will be shown the way by the person they are visiting. Cleared contractors, will be reminded when signing in, of their assembly area.

Visits out of School, for example swimming lessons, games fixtures, school trips

All staff must pass a list of pupils they are taking out of school to the appropriate reception prior to departure. This must be done for **all** visits out of school. Verbal communication to reception staff will not suffice. If leaving any part of a class behind, Staff must note on the list where these pupils will be, for fire purposes. During a fire alarm, reception staff will bring these lists out as part of the registration process.

3. Returning to the Building

The Deputy Head and the Head of the Junior School will meet to confirm that the whole School has successfully been accounted for and that the procedure is at an end. The Deputy Head as Senior Fire Marshal, will have been informed of the source of the alarm activation by a member of the site team. If the activation is found to be a false alarm the Senior Fire Marshal can then make the final call to give the all clear for the alarm to be deactivated and the buildings to be re-entered. In the Deputy Head's absence, the Headmaster deputises as the Senior Fire Marshal.

If there is found to be a fire, the Senior Fire Marshal will liaise with the fire brigade and only if they are satisfied that the buildings are safe will anyone be allowed to re-enter.

If a building is unsafe to be re-entered, all pupils and staff from that building will be taken to a safe assembly point, to await collection by parents. **TEACHERS TO TAKE A SECOND ROLL CALL.**

4. Signing-out of School

All members of staff must sign-out if they go off-site during their normal working hours. All pupils must sign out if they go off-site between 8.35am and 4.00pm, including during break and lunchtimes. The signing-out books are located at the senior and junior school receptions. Anyone signing out must sign the book in person and not telephone reception to do so. Part-time staff only need to sign the book if they go off-site at a time when they would normally be in school.

5. Fire alarm testing

The fire bells must be tested regularly with dates of satisfactory operation recorded. As such, the fire bells will be tested every Tuesday between 7.00am and 8.00am.

Headmaster
September 2025

Appendices:

1. External Examination Emergency Evacuation Procedures.
2. Building Layouts

External Examination Emergency Evacuation Procedure

In the event of a need to evacuate the building during an external examination Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Invigilators

1. Stop the candidates from writing
2. Note the time of the evacuation.
3. Pick up the attendance register.
4. Evacuate the examination room instructing candidates to leave everything on their desks
5. When told to do so, candidates leave **in silence** row by row in an orderly fashion using the nearest fire escape. If there are 2 invigilators, one should lead and one bring up the rear ensuring the room is clear. A single invigilator should bring up the rear ensuring the room is clear.
6. Remind candidates that they must **observe examination rules throughout the evacuation** and make sure candidates are supervised as closely as possible while they are out and until they return to the examination room, (assuming it becomes safe to do so) to make sure there is no discussion about the examination.
7. Assemble candidates to the left of the entrance to the Science Block and call the register.
8. Upon receiving the all clear, return the candidates to the examination hall in silence, note the time and re-start the examination extending the finish time so that candidates receive the full working time set for the examination.
9. Make a full report of the incident, on the incident log and of the action taken so that the EO can send it to the relevant awarding body.

Pupils

1. If it becomes necessary to evacuate the building during an external examination, it is essential that you **follow examination rules throughout the evacuation** and do exactly what your invigilator tells you.
2. If you are observed **communicating with a fellow pupil** at any point during the evacuation you **both risk forfeiting the examination**. Absolute silence must be maintained throughout other than responding to the register.
3. You will be instructed to leave the examination room **in silence** row by row in an orderly fashion using the nearest fire escape.
4. You should assemble to the **left of the entrance to the Science Block in silence** where a register will be taken. **Do NOT join your tutor group**.
5. When instructed, return to your seat in the examination room still **in silence** and await instructions from the invigilator before resuming the examination.
6. You will be allowed the full time for the examination.

Headmaster



September 2025

Appendix 2

Senior School Building Layout

**Senior School
Main Building
Ground Floor**

Main Entrance & Reception	ML3	Photocopy Room	ML2	PE 1	Stairs	MFL/Staff Offices & Entrance	Heads of Lower & Middle School	School Nurse	Staff Toilets	DR2
										Stairs & Entrance
School Offices	Stairs	ML1	Learning Support			Staff Room		DR1	Drama Office	

Lower Ground Floor

	Stairs									
Study Room 5 th Form Office	Tuck Shop									
	Stairs	Art Dept Office								
(Store)	Entrance									
Art Classroom	Entrance	Art Classroom								

First Floor

PTA Room	Headmaster	Accounts Office	HR & Compliance Office	GG1	Stairs	Pupil Toilets	IT 2	Junior School Office	HI1	
										Stairs
Boardroom	Stairs	Deputy Head	Bursar	Deputy Head (Academic)	GG2	IT 1		Server Room	Library	

Second Floor

RS Office	RS 1	Maths Office	MA3	MA2	Stairs	Pupil Toilets	HI2	IT & History Office	EN1	
										Stairs
Middle School Office	Stairs	RS2	MA1		Stairs	EN2		English Office	CC1	

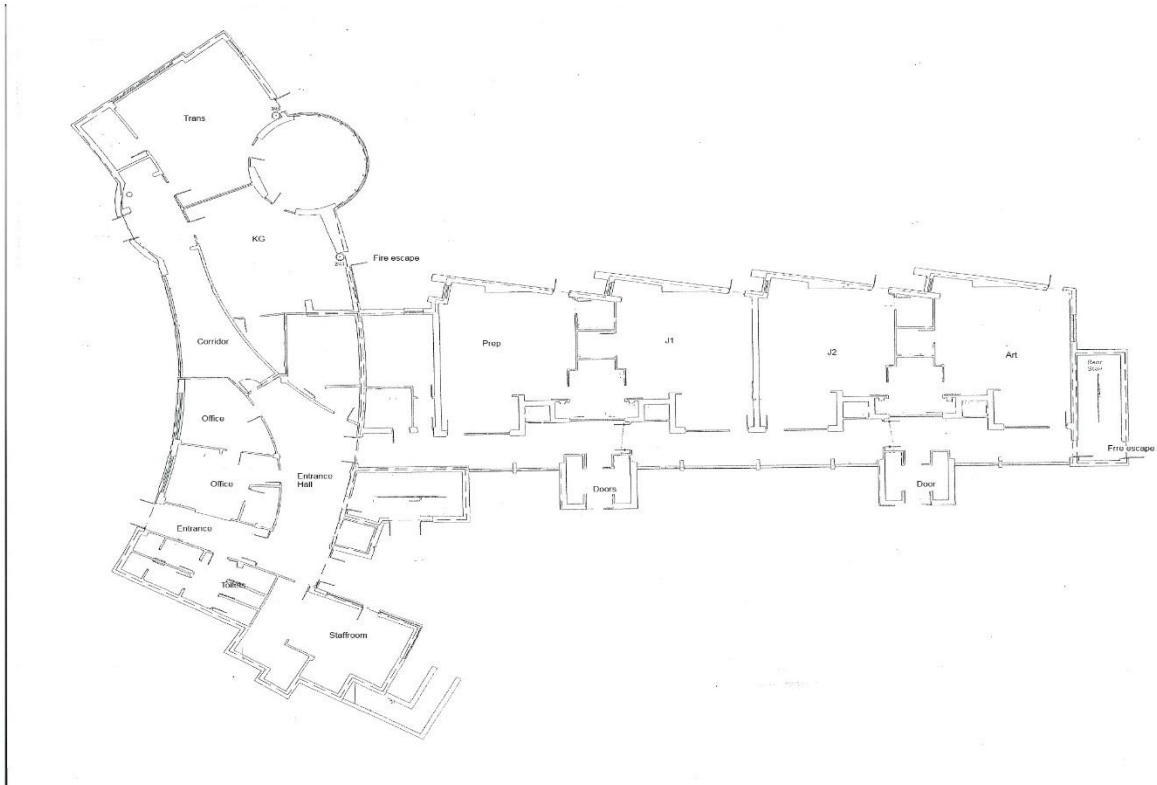
Third Floor

		LS 2	LS 4	LS 6	Toilets				EN3
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Stairs	EC	LS 3	IT Office	Stairs	Exams Officer	EH1/Sixth Form Common Room	EH2/Study room	Stairs
								Sixth Form Office

Junior School Building Layout

Ground Floor



First Floor

