



## HOE VALLEY SCHOOL FIRE PROCEDURES

### 1 FIRE ALARM ACTIVATION

The Fire Alarm works on a 'double-knock' system.

If a single point of activation is activated, then the panel will beep and the led flash red. The Receptionist will immediately go to the panel and inform the Premises team that an activation has taken place and which zone and activation point has been activated.

The Premises team will investigate and confirm whether there is a need for an evacuation or whether it is a false alarm and report to the School Business Manager.

If the alarm is false, then the Premises team will reset the alarm.

If the alarm is not reset within 180 seconds, then the system will go into full fire mode. If a second point of activation is made within the 180 seconds, the system will also go into full fire mode.

The School Business Manager will summon the emergency services (**DIAL 999**) as necessary.

If the input is from the Woking Sportsbox, the Premises team will go to the duty manager at Woking Sportsbox to ascertain the cause.

The School Business Manager and Premises team will be based at the front of the School throughout.

### 2 FIRE DETECTION

#### IF YOU FIND A FIRE:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point.

Students discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point. They should then notify the nearest member of staff.

Call Points are situated in corridors and in each stairwell lobby.

#### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Under no circumstances should students attempt to tackle a fire unless they are in immediate danger
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.



### 3 ON HEARING THE FIRE ALARM:

- The fire alarm is a dual tone siren.
- All staff, students and visitors must respond to alarm activations. A calm, orderly exit is essential.
- All internal and external doors and gates with access control will open automatically.
- Staff will supervise / affect the evacuation of students and visitors to the designated assembly point(s)
- All occupants should leave by the nearest available escape route in silence and taking nothing with them. Students should walk in their subject / form groups and meet with their form tutor at the assembly point.
- Students, staff, and visitors must leave the premises in an orderly fashion and line up in silence at the assembly point. The Assembly Point is on the Athletics track for all students and staff unless they have a Personal Evacuation Plan (see section 8). If there is an event taking place on the Athletics track the assembly point will be the Field to the side of the side of the athletics track.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- All staff must 'tap' their identification pass at Gate 4 or Gate 8 as they make their way to the assembly point. It is essential that all staff have their staff passes on them at all times for this purpose. If a member of staff does not have his or her pass with them, they must advise the designated person at the registration point for a manual registration to take place.
- The exit route is the nearest stairwell leading to the nearest fire escape. The priority is to exit the building.
- Fire Wardens should check their designated area (see section 4) is clear of all occupants (including toilets) and that all doors and windows are closed. They should then exit the building to the assembly point. Fire Wardens should report to the Head Teacher that corridors/rooms within their block are cleared
- Registration will take place for all staff, students, and visitors by ipad or by paper register. Paper copies of school registers, students signing in and out, the visitors' register, non-tutor staff registers, and essential personal medical kits will be taken out to the assembly point by the School Receptionist, together with a school mobile.
- Full first aid kit will be taken by the lead School First Aider
- On arrival at the assembly area:
  - students must stand in alphabetical order in their **tutor groups** while their **form tutor** takes the register as quickly as possible.



Tutors must return their completed registers to the Head of Year and verbally inform him/her of any missing students. The Head of Year will inform the Deputy Headteacher.

- Staff and visitors who are not a form tutor must report to the designated staff member - Assistant Headteacher for teaching staff, PA for admin staff and SENCO for teaching support staff, Receptionist for visitors.

Senco, PA and Receptionist will inform the Assistant Headteacher of any missing adults.

- The Deputy Head Teacher and Assistant Headteacher will verbally inform the Head Teacher of any missing persons.
- The Head Teacher, Deputy Head Teacher and SBM will compare reports and determine whether all staff, students and visitors are accounted for.
- If the Fire Brigade have been called, the School Business Manager will liaise with the Fire Brigade on their arrival.
- If the Fire Brigade have not been called, the Head Teacher, Deputy Headteacher and School Business Manager will decide on when it is appropriate to re-enter the building.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Head Teacher.
- If the building cannot be reoccupied following an evacuation, the School's Emergency Plan should be implemented.
- Radio channels will be used by the senior leadership team and premises team to communicate.

#### 4.0 NAMED RESPONSIBILITIES AND THEIR DESIGNATED DEPUTIES:

Responsibility	Staff Member responsible	Deputy in event of absence
Head Teacher	Jane Davies	Kevin Kelly
School Business Manager	Sarah Newman	Julie Birch
Check Fire Alarm & investigate	John Roussouw/ Asier Elgoro	John Roussouw/ Asier Elgoro
Call 999 as necessary	Sarah Newman	Julie Birch
Registers & Visitors Book	Duty Receptionist	Duty Receptionist
First Aid Kit	Tracy Wright	2 <sup>nd</sup> Receptionist



Fire Warden - GF South (001-014)	Sasha Capon	Rebecca Knight Sasha Capon
Fire Warden - GF Central (015 – 028)	Rebecca Knight Paul Siggers	Caroline Bassett Sasha Capon
Fire Warden - Kitchen	Julie Birch	Julie Birch
Fire Warden – GF East (030 – 039)	Sarah Newman Sarah Newman	Julie Birch Julie Birch
Fire Warden - FF South (101 – 115)	Sarah Newman	Sarah Newman
Fire Warden - FF Central (116 – 128)	Olly Wooley	Sarah Newman
Fire Warden – FF East (130 – 141)	Olly Woolley	Sarah Newman
Fire Warden - SF South (201-214)	Olly Woolley	Sarah Newman
Fire Warden - SF Central (1) (215-223)	Olly Woolley	Sarah Newman
Fire Warden – SF Central (2) (224-234)	Form Tutors Claire Signe / Suzanne Austen/ Janette Wood	Head of Year Suzanne Austen / Claire Signe/ Janette Wood
Fire Warden - SF South (235-239)	Duty Receptionist Tracy Wright	Duty Receptionist
Registers of Tutor Groups	Rob Kenny	Designated Teaching Assistant
Register of Non-Tutor Staff		Ryan Matthew



Register of Visitors		
Evacuation of persons with PEEP		
Ipad for registration to be collected from IT Room		

Person	Role
Olly Woolley	Sweep building on second floor and remain on site to support premises and SBM
Sarah Newman	Sweep building on first floor and remain on site to support premises staff, emergency services and headteacher
Fire Marshalls	Sweep designated areas and report that their area is clear to Jane Davies
Premises Team	Remain on site to check fire alarm panel, cause of alarm and support Headteacher
Tutors	Complete paper register and pass to HOY
HOYs	Collect tutor group registers and confirm to Kevin Kelly that all students and tutors are present
<b>Kevin Kelly</b>	<b>Confirm all tutors and students are present and advise Jane Davies</b>
Janette Wood	Register teaching support staff. Confirm all staff present to Suzi Austen
Claire Signe	Register admin and business support staff. Confirm all staff present to Suzi Austen
Duty Receptionist	Register all visitors and non-staff. Confirm all are present to Suzi Austen
<b>Suzi Austen</b>	<b>Register all non-tutor teaching staff. Confirm all non-tutor staff and all other staff are present and advise Jane Davies</b>
<b>Jane Davies</b>	<b>Liaise with SLT and Premises team re confirmation of registers and safety of building</b>
Non-Tutor Teachers	Gather by long jump pit and register with Suzi Austen
Teaching Support Staff	Gather by long jump pit and register with Janette Wood
Admin and Business Support Staff including invigilators	Gather by long jump pit and register with Claire Signe
Tutors	Gather with tutor group by designated class sign, register class and confirm to HOY



## 5 BOMB THREATS

- If a bomb threat is received notify the Head Teacher, or in their absence, the Deputy Head Teacher
- The Head Teacher will contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility the school.
- The signal for evacuation of the building, should this be necessary, will be the activation of the fire alarm.
- The School Business Manager must contact the duty officer at Woking Sportsbox.
- The normal evacuation procedure should be followed.

## 6 GAS LEAKS

There is direct supplied gas to the following:

Ground Floor:

Kitchen

DT rooms (036 &038)

Food Tech room (039)

Second Floor

7 Science labs

2 prep rooms

If a staff member smells gas, or suspects there is a gas escape, they should immediately:

- Open all doors and windows,
- Notify the Head Teacher of the incident,

The Head Teacher will decide whether to evacuate the premises.

In the event of a decision to evacuate, the fire alarm will be raised, and the fire evacuation procedures followed.

## 7 WOKING SPORTSBOX

HVS uses the adjacent Woking Sportsbox for the delivery of curricular and extra-curricular activities. In the event of an evacuation whilst on site the following procedure should be followed.

### 7.1 If You Find A Fire:

Staff or students discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify a member of Sportsbox staff and evacuate.



## **7.2 On Hearing the Alarm**

- Evacuation should be made by the nearest fire exit, following any instructions of the Sportsbox fire wardens.
- The Head Teacher (or Senior Member of Staff) will meet the lead teacher at the evacuation point.
- Registers should be taken by the lead teacher(s) and confirmed to the Head Teacher.
- The Head Teacher or Senior Member of staff will liaise with the designated Fire Evacuation Controller of Sportsbox to verify the safety of all HVS students.

## **7.3 Fire Assembly Point**

**For all evacuations, the Assembly point is at the front of the School/Sportsbox premises opposite the student entrance gate.**

## **7.4 Bomb Threat**

- Evacuation should be made by the nearest fire exit, following any instructions of the Woking Sportsbox evacuation wardens.
- The School Office must be informed who will inform the Head Teacher or the Senior Member of staff on duty at School.
- The School will follow the same procedure as in Section 2 above.

## **8 GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **8.1 Personal Evacuation Plans (PEEPs)**

A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons or students who frequently use the School. This should be developed in discussion with the person concerned (and/or parents/carers in the case of students).

The decision as to whether a PEEP is necessary will be determined by completion of the Personal Questionnaire (Appendix 1).

Should the recommendations from the completed questionnaire, a PEEP will be completed using the HVS PEEP template (Appendix 2).

Where an offer of appointment has been made to a disabled person, the appropriate person responsible is informed so that a PEEP can be prepared prior to the commencement of employment.

HVS will make all reasonable organisational adjustments to accommodate the emergency evacuation requirements of each individual disabled person.



The Assembly Point for anyone with a PEEP or otherwise restricted mobility and their accompanying staff is at the front of the School/Sportsbox premises opposite the student entrance gate. The SBM will radio to the Head Teacher to confirm those present. Tracy Wright will accompany all PEEPs to the front of the building and administer any first aid needs as required.

## **8.2 Responsibilities for PEEPs**

The First Aid Coordinator will co-ordinate any PEEPS and The Head Teacher will ensure that PEEPs are periodically reviewed to ensure that they remain up to date.

The First Aid Coordinator will co-ordinate any PEEPS with the relevant managers and safety officers at Woking Sportsbox.

## **8.3 Visitors**

In areas where disabled visitors are likely to arrive at short notice or where information may not always be obtainable in advance, then the Generic Emergency Evacuation Plan will be followed, with final minor adjustments made when the individual arrives.

## **9 EVACUATION PROCEDURES FOR CATERING CONTRACTORS**

The appointed catering contractors shall respond to the sounding of all fire alarms. The gas will automatically shut off and the shutter lower.

Catering staff should muster at their assembly point and the catering manager verify that all employees are accounted for. He/she should report to the PA to confirm all catering staff are accounted for.

The Assembly Point for the catering staff is at the front of the School/Sportsbox premises opposite the student entrance gate. The SBM will radio to the Head Teacher to confirm those present.

## **10 EVACUATION PROCEDURES FOR AUTHORISED USERS (LETTINGS)**

The School may let some or all its premises to community or other groups. These will normally be during evenings or weekends.

The procedures for authorised users are as set out in **Appendix 3** and will be given the authorised representative of the relevant user/group.





## APPENDIX 1

### Emergency evacuation procedure for public examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

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

- Stop the candidates from writing.
- Make a note of the time of the interruption.
- The invigilator must collect the attending register (**in order to ensure all candidates are present**).
- Advise candidates to leave all question papers and scripts in the examination room and evacuate the examination room in a silent orderly line.
- Exit through the nearest doors and make your way to the muster point outside the front of the School.
- Candidates must be supervised while they are out of the examination room to ensure they continue to follow the JCQ regulations.
- The invigilators and Exams Officer will be supported by the **Deputy Head Teacher** and/or **Assistant Head Teacher**.
- Once the all clear is given, walk the students back into the exam room and allow them to settle. The Exams Officer will then restart the exam ensuring the students have the correct time available.



**APPENDIX 2**  
**Personal Emergency Evacuation Plan – Questionnaire**

<b>*Strikethrough any sections that do not apply.</b>		
<b>Name:</b>	<b>Date:</b>	
<b><i>Mobility Impairment</i></b>		
Can you leave the building unassisted?	Yes	No
Can you move quickly in the event of an emergency?	Yes	No
How far can you walk unaided?	Distance:	
Do you find stairs difficult to use?	Yes	No
Are you a wheelchair user?	Yes	No
Is the wheelchair required for all circumstances?	Yes	No
Can your wheelchair be dispensed with for short periods?	Yes	No
Is the wheelchair a standard size or an electronically powered type with wider dimensions?	Normal	Electrical Width:
If yes to any of the above, we have a high ratio of staff that are physically fit, suitably trained, and strong enough to carry all but the heaviest people with ease. These staff will be constantly aware of your location in the premises, as they are with other persons. In the event of an emergency, we want to ensure that we provide you with assistance in the most appropriate way for you.		
What kind of assistance do you require?	Yes	No
‘Wheelie’ down the stairs with the wheelchair tilted onto its rear wheels		
Carried down the stairs in your wheelchair	Yes	No
Assisted from your wheelchair and a suitable number of helpers to carry you down the stairs	Yes	No
Assisted to walk down the stairs with one assistant holding each arm	Yes	No
Assisted to walk down the stairs with one assistant and the use of the handrail	Yes	No
Provided with supervision as you move down stairs on your bottom, unaided	Yes	No
Self-transfer to an evacuation chair/stair climber	Yes	No
Could the medical nature of your condition be aggravated by using such a device?	Yes	No
Has a member of staff and a deputy been assigned to assist you in an emergency?	Yes	No
How might your mobility be worsened e.g. by smoke etc.?		
Any other problems / observations / or solutions?		
<b><i>Hearing Impairment</i></b>		
Would you hear the fire alarm/an announcement informing you that there was an emergency?	Yes	No
Would a visual indicator assist?	Yes	No
Is there to your knowledge any special or purposely designed hearing system or device available which might assist you in hearing the fire alarm more clearly? If yes, details:	Yes	No
Would your response to a fire alarm being activated be helped by an assistant/s who could provide support in the fire evacuation procedure?	Yes	No



Would a vibrating pager unit that operated when the fire alarm was activated be of assistance?	Yes	No
<b>Visual Impairment</b>		
Do you have strong enough eyesight to see your way out of premises unaided?	Yes	No
Can you read the escape instructions? If not, what format do you need them in?	Yes	No
Do you require aid to help you move around the building for example: a cane, guide dog or other equipment?	Yes	No
How long does it take you to leave the building in normal circumstances?	Time in minutes:	
Could you find your way out of the building by an alternative route should your normal route be unavailable?	Yes	No
Do you think the speed at which you leave the building may have the potential to hold up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?	Yes	No
Would tactile signage or floor surface information be of assistance to you?	Yes	No
Is there any other disability that may prevent you from evacuating without assistance? Details:	Yes	No
<b>Cognitive Impairment</b>		
Are you able to understand what is happening in an emergency?	Yes	No
Do you understand the risks?	Yes	No
Do you understand the possible need for choice and change of direction during escape?	Yes	No
How long does it take you to leave the building in normal circumstances?	Time in minutes:	
<b>General Information</b>		
Do you understand the concept of a fire refuge area?	Yes	No
Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?	Yes	No
Do you think any special staff training is required to give you the assistance that you would need in an emergency?	Yes	No
Are you aware of the emergency evacuation plan which operates at HVS?	Yes	No
Do you understand the escape instructions?	Yes	No
Do you require a written copy of the emergency evacuation plan?	Yes	No
Are the signs which mark the emergency exits and the routes to the exits clear	Yes	No
Could you raise the alarm if you discovered a fire?	Yes	No
Are you likely to move around the building?	Yes	No
Do you work out of hours?	Yes	No
Do you work alone?	Yes	No
<b>Assessment carried out by:</b>	<b>Date:</b>	
<b>Notes:</b>		

**APPENDIX 3****HVS Personal Evacuation Plan Template (PEEP)**

Personal Emergency Evacuation Plan - Required Action		
The required action has been determined from discussion with person requiring additional help.		
Staff will ensure that the location of the following person is always known:		
Name:	Department / Form:	
Working Location:	Recognisable by:	
In the event of a fire or other emergency requiring evacuation of the premises, this person will be assisted to escape by the following means:		
Awareness of the procedure: I am alerted of the need to evacuate the School by:		
Existing alarm system	Yes	No
Pager device	Yes	No
Visual alarm system	Yes	No
Other, please specify:		
Designated assistance: The following people have been designated to give me assistance to get out of the School building in an emergency:		
Name:	Contact Details:	
Refuges: The nearest doorman / designated assistant will assist me immediately into the nearest available refuge area, where provided.		
The refuge areas are:		
Safe route/s: (Attach plan if appropriate and include refuges, safe routes and alternative routes)		
Insert exact method of assistance required (Transfer procedures, methods of guidance etc.)		
Equipment provided (Evac Chairs, stair climber device, hand held portable radios, visual indicators, pager systems, tactile signs, handrails etc.)		
Training provided. (Include orientation training where appropriate)		
Details of any other action taken		
Plan to be reviewed by:	Date:	



## APPENDIX 4 HVS Evacuation Procedures for External Lettings

### FIRE PANEL/SYSTEM

The Fire Panel is situated in the School Reception. The Fire Alarm is linked to the adjoining Woking Sportsbox. Any confirmed activation in either part of the building will activate the whole building.

On any activation, this panel will show the zone and the activation point.

### IF YOU FIND A FIRE:

Anyone discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point.

Call Points are situated in corridors and in each stairwell lobby.

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Users may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Under no circumstances should anyone under 18 attempt to tackle a fire unless they are in immediate danger
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

### ON HEARING THE FIRE ALARM:

- The fire alarm is a **dual tone siren**.
- All occupants of building must respond to alarm activations. A calm, orderly exit is essential.
- All internal and external doors and gates under access control gates will open automatically.
- The staff of authorised users will supervise the evacuation of their users to the designated assembly point(s)

#### **The Assembly Point is at the front of the School between Sportsbox and the School Reception**

- All occupants should leave by the nearest available escape route.
- The exit route is your nearest stairwell leading to your nearest fire escape. The priority is to exit the building.
- The last person to leave a room must close ALL doors and windows.
- The Fire Brigade must be called (999) by a representative of the authorised user.
- The School Emergency contact should be called.
- On arrival at the assembly point, the authorised user's representative should



account for all users under their control. Any missing persons should be reported to the Fire Brigade.