



## Europa School UK

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### EUROPA SCHOOL UK FIRE ACTION

#### Pupils and Staff

Version and Date		Action/Notes
V2	5 September 2017	
V3	1 October 2018	Added policy for Wednesday Afternoons Included Primary
V4	1 September 2019	Updated information on staff
V5	24 October 2019	Following Review and Fire Training by John Revis To be implemented as soon as new evacuation areas are marked and school training implemented
V6	11 March	Added fire action discussion in pre works meetings with contractors
V7	1 September	Start of Academic Year 2020-21, Updated fire actions for new temporary portacabins, Update fire officer for capital works, Updated responsible persons. Change primary school evacuation area on P1. Changed secondary school evacuation area from P1 to Front Basket Ball court due to capital works disruption.
Review Date September 2021		When new terrapins are completed

- 1. When a fire alarm sounds, the buildings must be evacuated immediately.**
2. On hearing the alarm, teachers should escort their pupils, not forgetting pupils who may be in the toilet, and go to the assembly points, if it is safe to do so. If possible, teachers should turn off all electrical equipment and close all doors and windows before leaving the classroom. Teachers, teaching assistants and technicians who are evacuating from a particular storey on the school premises should verify that there are no pupils on their floor by checking other classrooms and toilets in the vicinity before leaving.
3. Teachers leave the building with all their pupils by the nearest exit, closing all doors on the way. Teachers teaching in the same areas will verify that all areas have been checked to ensure complete evacuation.
4. Everyone must walk quickly, but quietly, to the assembly point. Older pupils must give way to younger pupils. No one may re-enter the building.

5. **Primary pupils** assemble in class groups **on the main primary playground** (see map). Class labels are painted on the ground to indicate where each class lines up. The class teachers must assemble with that year group and ensure that the pupils are in class lines and are silent. The class registers will be brought by the office team and distributed to the teachers who will then take the register. Any missing pupils will be reported to the Head of Primary.
6. **New Temporary Portacabins:** The new temporary portacabins have their own fire alarm system which will not be integrated into the school system. If the alarm is sound in the portacabins, the Fire Warden for the portacabins must ring the fire bell to inform the rest of the school. In the event of a fire alarm sounding in the main school area, one of the reception staff will go to the portacabins and sound the fire bell. This procedure will be in place at the completion of the programme expected from 14 September 2020.
7. During school sessions including recreational breaks **Secondary pupils** assemble **in class groups (NOT in teaching groups)** on **the front basketball court**. The teachers who have been teaching in a particular year group must assemble with that year group and ensure that the pupils are in class lines in alphabetical order and are silent. The Deputy Heads of Secondary will bring the class lists, the student signing in/out book, the cover coordinator's daily notice for absent teachers and a list of student absences printed from School Base after 9:30 am from reception for teachers to verify whether pupils are present.
8. On Wednesday afternoons there are no scheduled lessons for S1-S5 in Secondary. On this afternoon only, S1-S5 must line up in lines according to the activity they are participating in. Registers will be taken according to their activity group.
9. **Secondary pupils not in class**  
The Librarian checks the Library and the Study Room and accompanies pupils working there to the Assembly point. The pastoral team checks the main-building toilets and accompanies pupils from these rooms to the Assembly point. The Canteen and supervisory staff ensure that secondary pupils here are evacuated to the Assembly point. Teachers in R10 check the study room 9. Teachers in rooms R11 and R12 check the common room R13. Teachers in R114 check the study room 113. The teacher/supervisor who is supervising the field checks the field and the front football pitch. Secondary pupils who are not in class and not in any of the areas mentioned above must also go to the Assembly point. All these pupils should join class lines in the Primary playground.
10. **Secondary pupils in a PE lesson on the field over the Bridge**  
The fire siren cannot always be heard on this field so students and teachers should remain on the field even if they hear the alarm. A list of students will be deposited with reception by the sports teacher before going to the field. This will be given to the Deputy Head of Secondary during the evacuation to facilitate the roll call. Reception will remain in contact with the teachers via mobile phones.
11. **Secondary pupils taking examinations (NOT class tests)**  
Refer to the documents entitled "Written Exams Fire Alarm procedure Europa School Culham" and "Oral Exams Fire Alarm procedure Europa School Culham".
12. If the alarm sounds during break times, pupils must go to the assembly points and line in class groups as described in point 5 & 6. The subject teachers of the next lesson period will help check if all pupils are present in a particular year group. All other teachers assembled will help if necessary.

September 2020

- 13. Teachers who have a free period** should go to the Primary playground and assist the pastoral and Deputy Head of Secondary.
- 14.** At the assembly point, the Deputy Head of Secondary distributes the student lists using the pastoral team to organise teachers for each class group. Class teachers should check their class group not their subject group. If a class teacher is not present, a subject teacher will be directed to check the class group by the counsellors and the evacuation leaders. Teachers should mark student lists, and report to the Deputy Head of Secondary if there are any missing students.
- 15.** Everyone must remain at the assembly point until the all-clear is given.
- 16.** Pupils must keep quiet at the assembly points so that announcements can be heard. In the event of a real fire this will be important.
- 17.** No one is allowed back into any buildings until the delegated school Fire Manager or the attending chief fire officer (in the event of a real fire) gives the word.
- 18.** Primary Teaching staff and teaching assistants will be registered by the Assistant Head in Primary using a pre-compiled list of attendance at school and daily absence notices.
- 19.** Part-time secondary teaching staff and teaching assistants should sign in and out of school via the front reception so that staff can be registered during the fire evacuation by the Deputy Head of Secondary.

#### **Non-Teaching Staff assemble near reception in the main building**

- 1.** The non-teaching staff (admin, technicians and support staff) assemble outside the main reception. A list of non-teaching staff and visitors is kept in reception and handed to the non-teaching staff Fire Warden on exiting the building. Any missing staff will be reported to reception.
- 2.** One member of the reception staff may stay in the office to check the fire alarm and communicate which sector of the school the alarm has been activated, to the School Fire Marshals and the Principal. The receptionist stays in the reception, if it is safe to do so, to remain in contact with the Fire Marshal and to make phone calls to the emergency services if directed by the Fire Manager.
- 3.** In the case of the receptionist being forced to evacuate immediately, then they should go if possible, to the Schuman Hall lobby to check the alarm control unit. In this case the receptionist will use a mobile phone to communicate with the fire officer and emergency services.
- 4.** The receptionist may be required to direct emergency vehicles to the front/ rear access according to the emergency and they will contact the Site team to open the gates and direct the emergency staff.
- 5.** The reception staff are responsible for updating class and staff lists on a regular basis and producing a list of absent students daily.

#### **Visitors**

September 2020

Visitors in the reception or in the admin area should leave the building and assemble with the admin staff. They will be checked against the visitor list. Visitors/Volunteers to other areas of the school should follow staff to the nearest assembly point and communicate their attendance to the coordinating team.

Contractors on site will agree to a fire muster point in the pre-works meeting and appoint a Fire Manager. For the Capital and Vinci Works programme the fire muster point is in front of the main reception.

### **Head of Primary**

The Head of Primary will proceed immediately to the primary playground to organise the primary roll call. In the case of absence, the person responsible will be the Assistant Head. The Assistant Head will register all teaching staff.

### **Deputy Head of Secondary: Secondary**

The Deputy Head will collect the following from reception: walkie-talkie, loudspeaker, class lists (laminated), pupil signing in/out book and a list of absences printed from School Base at 9.30 each morning. They will proceed immediately to the primary playground to organise a roll call. In case of absence, the person responsible will be named on the daily notice. One of the DTLs will register all teaching staff.

### **School Fire Marshals are the Site Team (CBRE)**

The role of the Fire Marshall is covered by the Estates staff [CBRE]. On the alarm activating, CBRE staff must head directly to the main fire panel. At the panel one member of CBRE staff goes to the point of activation. At the point of activation, it should be assessed if either it is an actual fire or a false alarm.

If it is a definite false alarm [either accidental or malicious] then a message should be sent back to the Fire Manager who will be at Reception. The Fire Manager [and only the Fire Manager] will then inform the CBRE staff at the panel to silence the alarm and then let the staff at the assembly points know it is safe to re-enter.

If it is not a false alarm and an actual fire is alight, then if safe to do so the Fire Marshall can by the safest method put out the fire. The Fire Marshall would then communicate this to Reception for the silencing and building re-enter process to begin. But the Fire Marshall must only work to his or her level of competence. If untrained and unsure then they must not attempt to fight a fire and put themselves at risk. If on reaching the point of activation and a fire that is not controllable is found, they must immediately inform reception and move away to a place of safety. Site team staff must then head to external enter points to.

- Stop anyone entering the site
- Direct the Fire and Emergency Services

The Fire manager takes control at the main reception.

In the case that the reception area needs to be evacuated, then the Fire Marshall should go if possible, to the Schuman Hall lobby to check the alarm control unit. In this case the Marshal will use a mobile phone to communicate with the fire Manager if applicable and emergency services.

September 2020

## **The Fire Manager is the Principal**

The Fire Manager is the most senior member of staff on site at that time. He/she stays at the fire panel and remains in contact with the Fire Marshals. He/she is the person who will take the decision to call Fire and Emergency Services if they are required. The Fire Manager is THE ONLY person to give the all clear message to re-enter the buildings and will hand over control to the most senior Fire Officer if they are required. This will include handing over the Fire File.

In case of absence, the person responsible will be named on the daily notice.

### **Fire File**

The Schools Fire File is located by the Fire alarm Panel in the Main reception. It contains:

- A plan of the school site showing key information for emergency teams: location of different departments, fuel tanks, gas tanks, hydrant points, boilers etc
- Mobile phone numbers of the senior leadership team and site team.

### **Fire Recording**

The Fire Marshalls' records the reading from the Fire Alarm panel in the Fire log in reception. Any further faults etc or major problems with the Fire system is also recorded in the site team Fire logbook in the site team office. Any sectors or activation points which are temporarily disabled are also noted on the front of the panel.

The Fire manager records the Fire evacuation and notes the time taken to evacuate the building and action points which need to be addressed and discussed by the senior management team

### **Notes**

The school will not undertake a full drill in the first academic term due to COVID restrictions: instead it will ensure individual classes/year groups practice the evacuation drill and may on these occasions test the evacuation procedures by blocking one of the exit routes for example. A PowerPoint will be used for training students about the Fire action procedure at the start of the year and for refresher training during the year.

### **Contingency Assembly Points**

In the case that the main primary playground is not available to use as an evacuation point, the primary school will assemble in lines in the sunken garden (Reception to P6 right to left) . Use of the contingency assembly points is exceptional and will be communicated to all staff on the school daily notice if this contingency needs to be put in place.

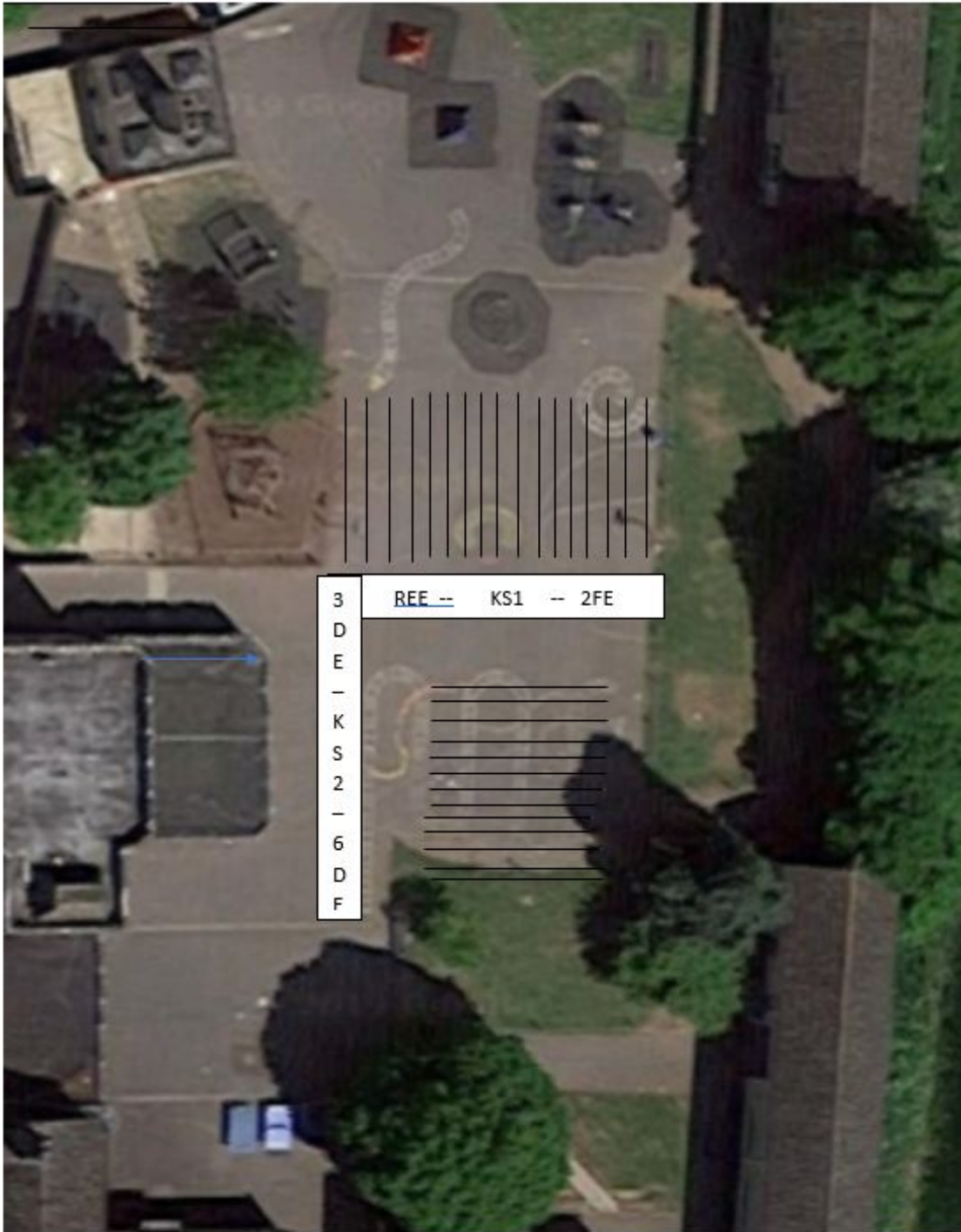
For the academic year 2020-21 the following named members of staff have fire action responsibility

September 2020

<b>School Fire Manager</b>	Lynn Wood
<b>Deputy Fire managers</b>	Marie-Christine Greenwood Anna Cole-Morgan
<b>School Fire Marshalls</b>	Mike Eve, Rob Blackwell, Christian Pohle
<b>Portacabin Fire Marshalls</b>	Christine Favin, Sandra Mc Climont
<b>Head of Primary</b>	Pascal Marechau
<b>Assistant Head Primary</b>	Sarah Kynoch
<b>Deputy Head of Secondary</b>	Rosemary Butcher, Tanya Simpson
<b>Pastoral Team</b>	Georgi Neville, Christian Pohle
<b>Main Receptionist</b>	Susi Dalton/Annie Fabulet
<b>Non-teaching staff Fire Warden</b>	Nicola Tanner
<b>Vinci Fire Manager</b>	Sam Preddice
<b>Fergal Fire Manager</b>	Chris Harding
<b>School's H&amp;S Consultant</b>	John Revis (Abingdon College)

# Fire Evacuation Point for School Staff and Pupils

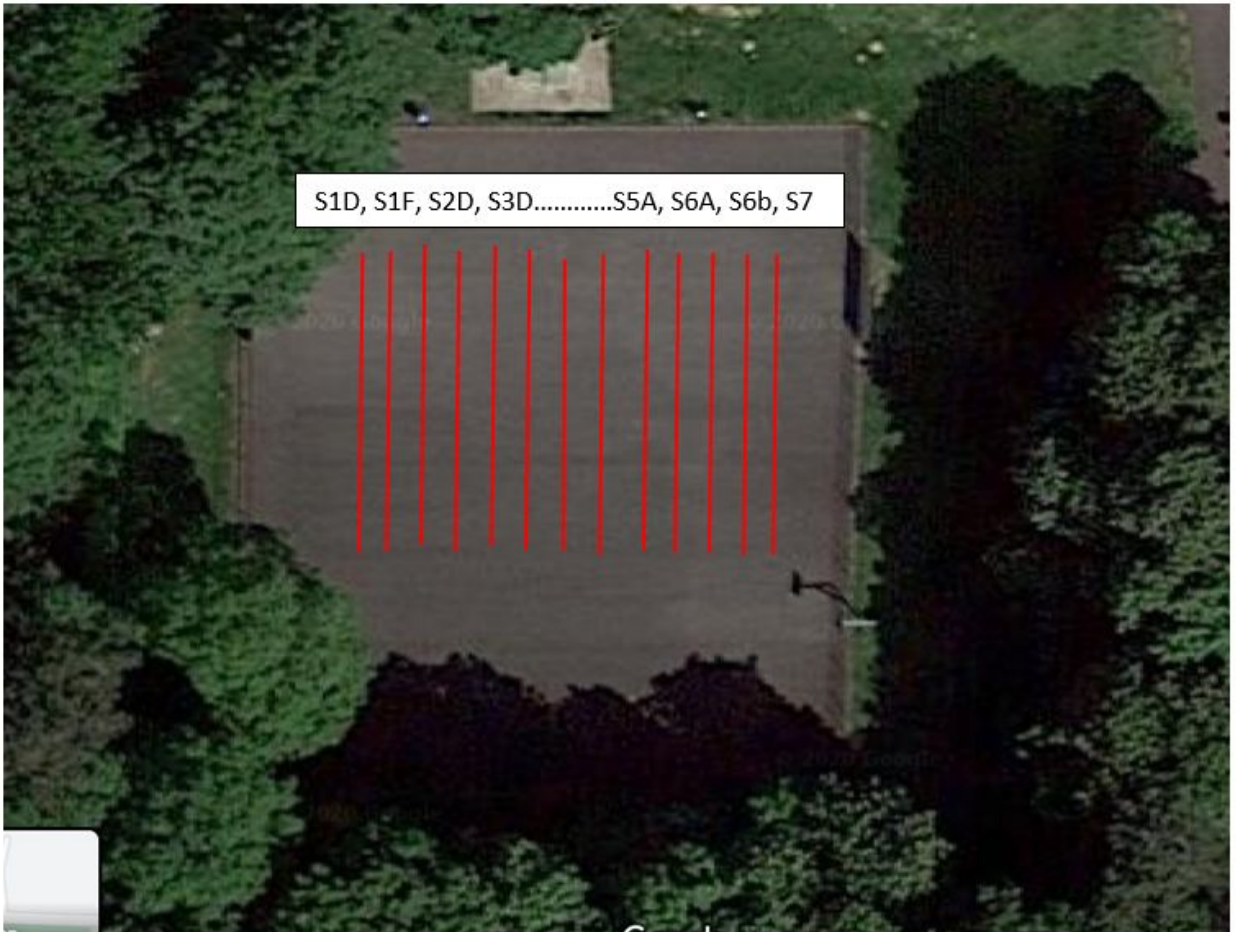
## Primary School Fire action evacuation plan



## Secondary School Evacuation Assembly Point: Front Hard court

Secondary Contingency Fire Evacuation

Front basketball court



September 2020