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EUROPA SCHOOL UK FIRE ACTION

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 Terrapins, 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 Basketball court due to capital works disruption.
V8	15 September 2020	Fire action amended for new temporary Terrapins
V9	8 September 2021	Updated for new academic year
V10	5 September 2022	Updated for new academic year
V11	5 September 2023	Updated for new academic year
V12	July 2024	Updated for new academic year
V13	July 2025	Updated for new academic year
Review Date September 2026		

1. **When a fire alarm sounds, the buildings must be evacuated immediately. The whole school evacuates at all times.**
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). 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 PA to the Head of Primary 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 Terrapins:** Each of the four temporary Terrapins comprising two classrooms has its own fire alarm system which will not be integrated into the main school alarm system due to the time limited use of these buildings.

If the alarm is sounded or the call point is used in one of the Terrapins, the Fire Warden for the portacabin must call reception by dialling 100. The staff in the main reception will sound the main alarm and use the telephone system in broadcast mode (dial 71) to announce the evacuation to the other portacabins. If 100 is not available then Fire Warden of that portacabin should use the telephone in broadcast mode dialling 71 to alert the other portacabins to the issue.

All portacabin classes must evacuate and go to the main Primary Playground.

In the event of a fire alarm sounding in the main school area, a named member of the reception staff will use the telephone system in broadcast mode (dial 71) in order to announce an evacuation. All classes evacuate the buildings and go to the primary evacuation area.

The broadcast message is contained in Appendix 1.

7. During school sessions including recreational breaks **Secondary pupils** assemble **in class groups (NOT in teaching groups)** on the front basketball court for S1-S5 and on the path leading to the footbridge for S6 & S7. 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 PA to the Principal and 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 S2-S5 in Secondary. On this afternoon only, S2-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 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 Secondary evacuation area.
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 -11. 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.
13. **Teachers who have a free period/PPA** should go to the evacuation areas and assist.
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. This information will be communicated to the Head of Primary and Deputy Heads of Secondary using the walkie talkies and verbally to the Fire Warden for non-teaching staff, Accent Catering and Kiddylinguistics.

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 until the arrival of the Fire manager. 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 manager 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.

Kiddylinguistics

All staff and children in Kiddylinguistics should leave the building or play areas and assembly in front of the P3 playground. The staff will check the attendance against their daily registers.

Accent Catering Staff

All staff of Accent catering should leave the buildings and assembly in front of the Schuman Hall. The staff will be checked against the daily sign in sheet.

Visitors

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.

Visitors will be issued with a visitor badge with instructions concerning Fire action on the reverse side.

Contractors on site will agree to a fire muster point in the pre-works meeting and appoint a Fire Manager.

Outside normal School Hours

Outside normal school hours 16:00 – 8:am, all site users and residents must respond to the fire alarm and leave buildings or grounds immediately and assemble in P1.

This includes:

- After School Club
- The After School activities
- School Lettings
- The residents on the site (the flat is connected to the main alarm system)

The fire Marshalls for these activities must check attendance against their registers.

The outside normal hours Fire manager will investigate the issue and call the Fire service if necessary as well as contacting the Principal.

Roles and Responsibilities

PA to Head of Primary

The PA to the Head of Primary will collect the following from the reception: walkie-talkie, loudspeaker, class lists, pupil signing in/out book and a list of absences printed from School base at 9:30 each morning. The PA will proceed to the Primary playground P1. In the case of absence, this task will be delegated to one of the admin team.

Deputy Heads of Primary

The Deputy Head of Primary (with responsibility for fire action) will proceed immediately to the primary playground to organise the primary roll call. In the case of absence, the person responsible will be the second Deputy Head. The Deputy Head will register all teaching staff.

PA to The Principal/Secondary

The PA to the Principal/Secondary will collect the following from the reception: walkie-talkie, loudspeaker, class lists, pupil signing in/out book and a list of absences printed from School base at 9;30 each morning. In the case of absence, this task will be delegated to one of the Deputy Heads.

Deputy Heads of Secondary

The Deputy Heads will proceed immediately to the basketball court to organise a roll call. In case of absence, the person responsible will be named on the daily notice.

School Fire Marshals are the Site Team

The role of the Fire Marshall is covered by the Estates staff. 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 site 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.

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 is listed below and 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.

There is also a fire panel in the entrance lobby of the Schuman Hall.

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.

The Fire marshalls conduct testing of fire points every week on Fridays at 7:30am. The alarms may sound at this point.

Training

All staff must complete generalist fire awareness training every two years – this training is available online using the educare platform. In addition, there will be staff meetings at the start of the year to provide clear instruction about our specific procedure alongside a summary of instructions. A google form will be used to ensure that all staff have signed to confirm that they have read the Fire policy.

Notes

The school will undertake at least two fire drills during the academic year. 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 2024-25 the following named members of staff have fire action responsibility

School Fire Manager	Lynn Wood
Deputy Fire managers	Marie-Christine Greenwood Anna Cole-Morgan
School Fire Marshalls	Vitor Gomes and Europa site team
Portacabin Fire Marshalls	Daniela Havenstein, Lizzie Hegarty Esther Rodrigues-Clarke Emma Elliott, Helga Merritt-Tassy Sandra Mc Climont, Marie-Noelle Flowerdew, Stephanie Harris, Eva Lane,
PA to Head of Primary	Esther Schradi
Deputy Head of Primary	Anthony Considine
Deputy Head of Primary	Marie Gaillard
PA to the Principal/Secondary	Claudia Cedraro
Deputy Head of Secondary	Rosemary Butcher,
Deputy Head of Secondary	Tanya Simpson
Pastoral Team	Georgie Neville,
Main Receptionist	Susi Dalton/Claudia Cedraro
Non-teaching staff Fire Warden	Miriam Chapeau
Outside of hours Fire Manager	Marek Stepan
KiddyLinguistics Fire Marshalls	Ruth Mullen/ Mira Blumhagen
After School Club Fire Marshalls	Ruth Mullen/ Bee Rodriguez-Bachiller

After Schools Activities Fire Marshall Georgie Neville

School's H&S Consultant

Appendix 1

FIRE ALARM PROCEDURE
PRIMARY HUTS

1. TEACHERS/TAs must **NOT** put the phone on “**do not disturb**” or “**mute**”- **FOR ANY REASON!**
2. If the Fire Alarm rings in the school, the Primary huts will receive a message, from Reception, **over their phone.**
3. The message will say:

ATTENTION ALL PRIMARY HUTS!
ATTENTION ALL PRIMARY HUTS!
THE FIRE ALARM HAS BEEN ACTIVATED.
LEAVE YOUR CLASSROOMS IMMEDIATELY AND GO TO YOUR ASSEMBLY POINT

The message will be repeated.

1. Please make sure the classroom next to you has heard the message on your way out, as sometimes classrooms are noisy.

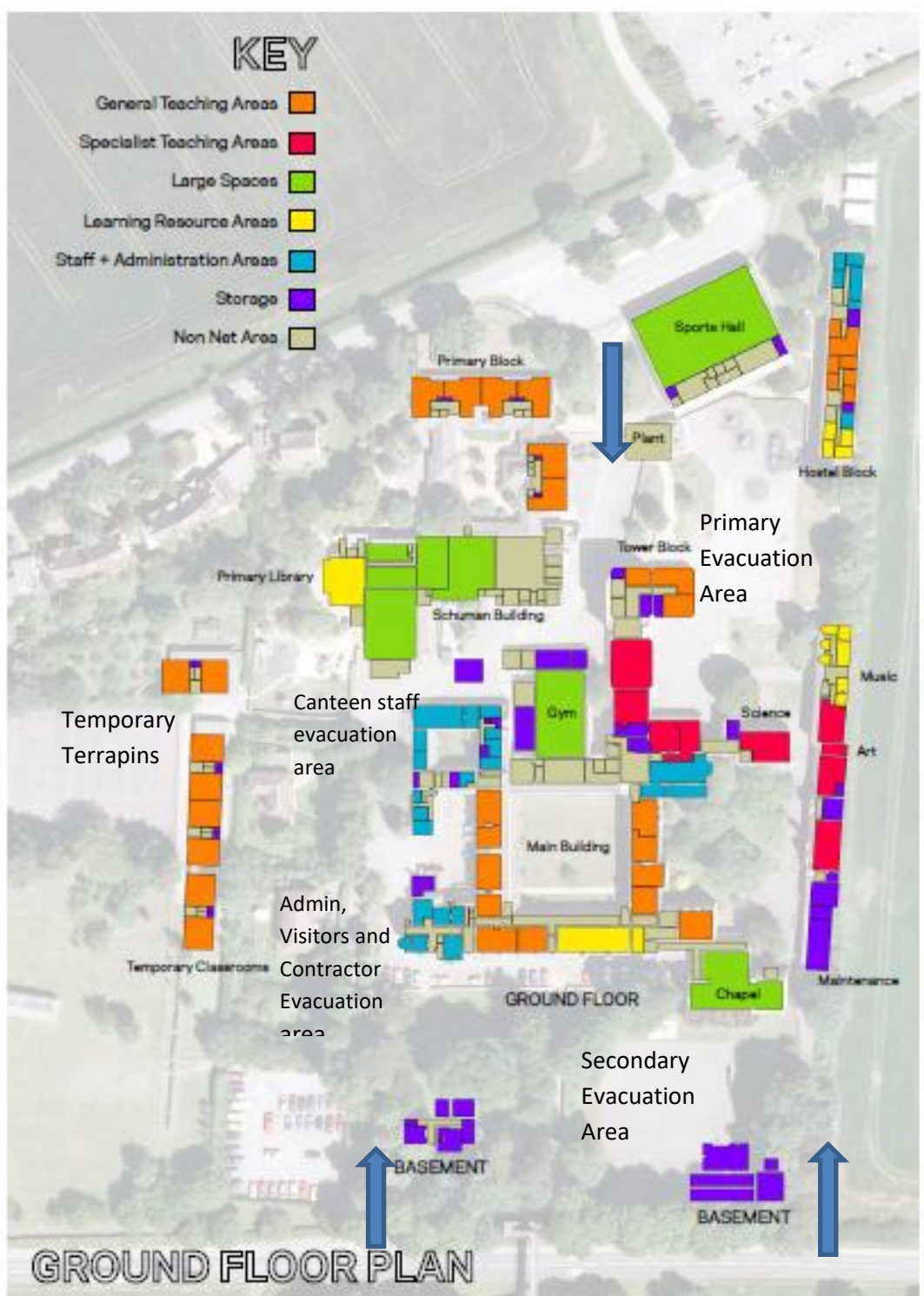
IF YOU NOTICE A FIRE IN A HUT!

If you notice a fire yourself in a Primary hut then this is the procedure:

- a. Pick up your handset
- b. Dial 7
- c. Dial 1
- d. Speak the following message slowly and clearly:

ATTENTION RECEPTION!
ATTENTION RECEPTION!
FIRE LOCATED IN PRIMARY HUT (number or class)
WE ARE EVACUATING!
SOUND THE FIRE ALARM!
REPEAT THE MESSAGE

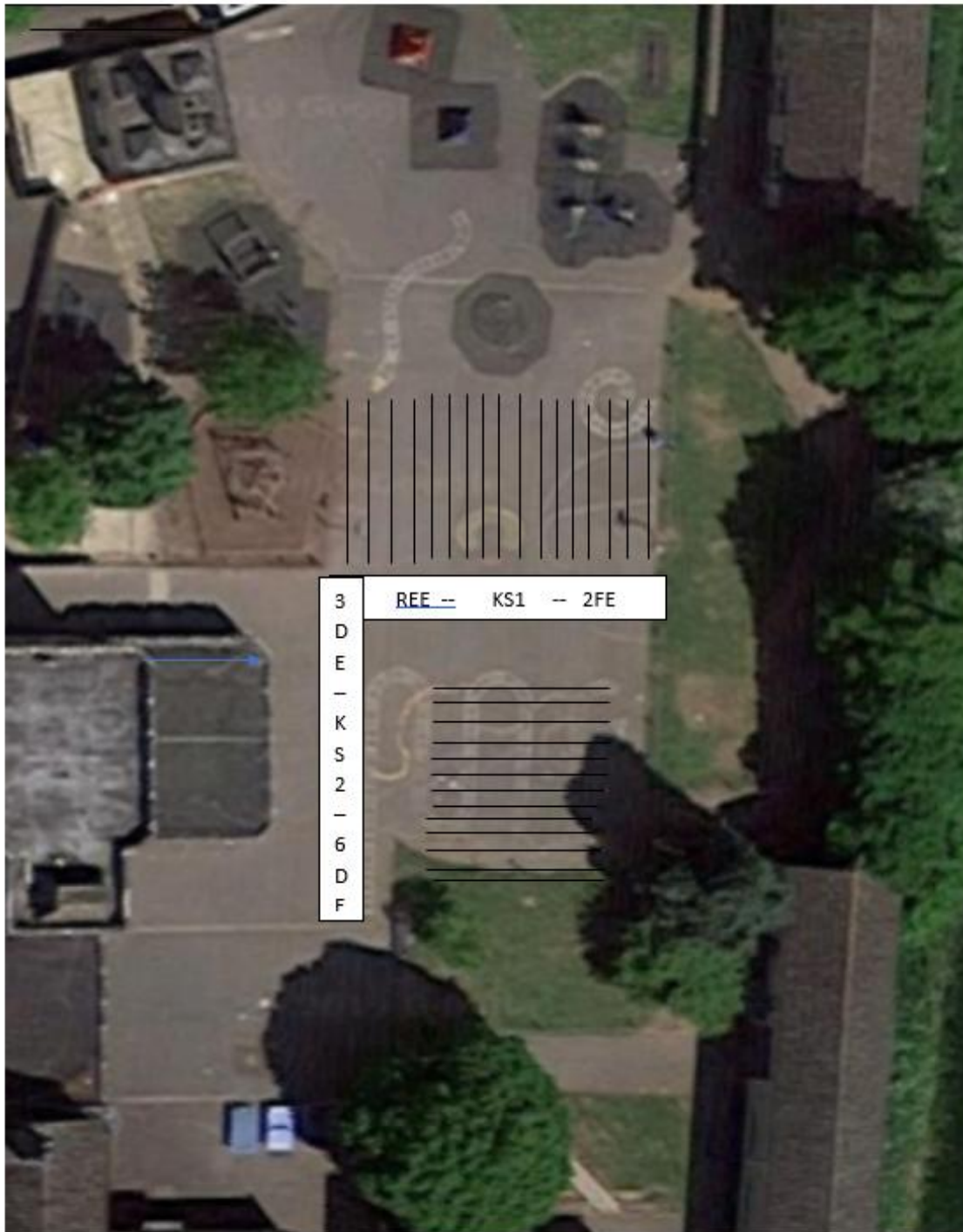
Europa School UK Site Plan



Access routes for vehicles

Fire Evacuation Point for School Staff and Pupils

Primary School Fire action evacuation plan



Secondary School Evacuation Assembly Point: Front Hard court and path leading to Foot bridge

