



Wychwood School  
OXFORD

**Fire Evacuations Policy**  
**Author: PDG**  
**Reviewed: November 2020**  
**Date of next Review: November 2022**

This policy applies to **all evacuations of pupils and staff due to fire alarms discharging in term time** with effect from November 2020. This is whether the fire alarm has been set as part of a termly fire evacuation practice, or due to a genuine incident or is due to a malfunction of the fire warning system.

**During the school day (08:15 to 16:00 Monday to Friday)**

- All girls must be registered in school.
- Girls attending prep or activities are to congregate on Sir John's lawn or the footpath on Bardwell Road into form groupings.
- The Office assistant (or another member of administrative staff if she is not in school) will distribute daily registers to each form group so that they can confirm the presence of their girls.
- The Head and other senior members of staff will confirm the presence of members of staff.
- If the alarm sounds during lunch, break or between lessons, the previous location list is to be used.
- All pupils and staff should remain in silence until dismissed by the Head, the Deputy Head or the FSSM.
- Following the fire evacuation, all paperwork will be returned to the FSSM.

**Outside the school day, but excluding night-time arrangements (see below) (16:00 to 08:15)**

**During prep time (Monday to Thursday 16:15 to 18:45 and Friday 16:15 to 18:30)**

- All girls must be registered for prep and after school activities, showing their location.
- Girls attending prep or activities are to congregate on Sir John's lawn or the footpath on Bardwell Road into prep groupings – senior, junior and Study.
- Staff or GAP girls taking prep, lessons or after-school activities, are to bring out their registers and confirm the presence of their girls.

- If the alarm sounds during the break between prep/activity, the previous location list is to be used.
- Staff responsible for the lesson, prep or activity are to report immediately to the Library duty staff who will have the prep register and who will collect the absence list and signing out book from the staff room, and the return to their group.
- The staff member taking History prep will bring the junior prep register.
- All pupils and staff should remain in silence until dismissed by the member of duty staff in charge of the Library.
- Following the fire evacuation, all paperwork will be returned to the FSSM.

### **Night-time arrangements (18.45 to 08:15)**

Girls are to congregate on Sir John's lawn or the footpath on Bardwell Road follow evening procedures (above), but the appointed Fire Wardens of both houses girls take the fire list nominal roll.

Sick room is to be checked by resident staff on duty.

NO-ONE is to re-enter a burning building until authorised to do so by the Fire Service or a member of staff.

Bedroom arrangements – the person discovering the fire will operate the nearest fire alarm, break the glass and push the centre button.

- Put on dressing-gown and slippers.
- Ensure that others in the room are awake and aware of the situation.
- Go at once as directed to Sir John's lawn or the footpath on Bardwell Road, by the most direct route and line up in your House group and then in bedroom group.
- Fire doors will automatically close when the alarm sounds, however close all other doors as you exit.
- Heads of bedroom will report to the Fire Warden for their House for checking.

### **Weekend arrangements during term time**

Girls follow evening procedures (above), but appointed Fire Wardens take the fire list nominal roll.

Sick room is to be checked by resident staff on duty.

NO-ONE is to re-enter a burning building until authorised to do so by the Fire Service or a member of staff.

### **Staff and pupils doing extra studies during school holidays**

- Staff are to ensure that they and their pupils are signed in and out with the school office. The member of staff responsible for the activity is to provide the list of staff and pupils names for all fire alarm procedures.

**Duty Staff / Fire Wardens / Office and Facilities staff – in all eventualities:**

- Check the sick room.
- Go as directed to Sir John's lawn or the footpath in Bardwell Road.
- Have possession of all registers / signing out books / fire lists and absence lists.
- Call the Fire Service if necessary.
- The priority is to save life and not property: so only try to contain the fire if someone's life is in danger or if an escape route is blocked.

**After the fire evacuation:**

- The FSSM is responsible for summarising the practice, taking note of the time taken for evacuation, logging any issues and making any recommendations to the Head for action.
- Registers and other paperwork will be retained until the evacuation has been 'signed off' and then shredded.
- Summary lists and reports will be stored in the Fire logbook in the FSSM's office.
- The administrative assistant is responsible for forwarding all completed lists to the FSSM and preparing the clipboards for the next evacuation.