



READING BLUE COAT SCHOOL

Fire Procedures

This document covers the fire procedures in operation at Reading Blue Coat School. The document is split into a number of sections which are as follows:

- A. Action in the Event of a Fire.
- B. Fire Evacuation Strategy.
- C. Fire Investigation Period
- D. Fire Alarm Response Procedures
- E. Outside Normal School Hours
- F. Procedures at the Assembly Point
- G. Fire Fighting Equipment
- H. Fire Action Notices
- I. Emergency Contact List (Key Staff)

A. Action in the Event of a Fire



1. The first priority after discovering a fire is to raise the alarm by operating the nearest Fire Call Point. This will warn other occupants so they can evacuate the building safely. Fire call points can be found at each story exit and final exit doors. See 'Fire Investigation Period' for further information.
2. Once you have raised the alarm, please leave the building to a place of safety, using the nearest available evacuation route. Do not use lifts. During normal School hours make your way to the Assembly location on Way Hall field in front of School House.
3. Outside of normal School hours and during one-off events or activities please follow the instructions given and the direction of fire marshals and other staff.
4. As soon as you are in a safe environment please inform the fire marshal or senior member of staff that you discovered the fire, operated the fire alarm and any other relevant information.

B. Fire Evacuation Strategy

1. The School's evacuation strategy is designed to firstly promote an efficient and safe evacuation in the event of fire or other dangerous occurrences. The School's second objective is to minimise unwanted fire signals thereby ensuring occupants do not become complacent and belligerent when the alarm is sounded.
2. The strategy incorporates a two stage procedure allowing an investigation phase during designated times. This process is backed up by a management system and safeguards to minimise negative consequences. The specific detail of these arrangements are set out below.

C. Fire Investigation Period

1. The Automatic Fire Detection/Alarm (AFD/AFA) system is configured to incorporate what is commonly known as a 'double-

knock' system during our normal operating hours of 08:30 to 16:30 hours, Monday to Friday.

2. Outside of these hours the system defaults back to a 'single-knock' system, where the operation of any single device results in a full and immediate evacuation.
3. For 'Events' outside of normal working hours, with the appropriate authorisation, the system will be switched to the 'double-knock' system.
4. The 'double-knock' system includes the following phases:
 - a) **Stage One Delay** (up to 3 Minutes) - This phase is initiated by the actuation of a single Smoke/Heat Detector or a single Fire Call Point (FCP) – the red break glass boxes normally situated by exits. The Stage One Delay has a 3 minute period to be acknowledged otherwise the full evacuation alarm will sound in all areas.
 - b) **Stage Two Delay** (up to 5 Minutes) - If the Stage One Delay is acknowledged within the 3 minutes the alarm will not sound and the School's operations team have five minutes to investigate the actuation and take the necessary action.
 - c) **Full Alarm** - Several safeguards are built into the system which will automatically and immediately activate the full evacuation alarm, which include:
 - i. A second smoke/heat detection device being actuated;
 - ii. A FCP being operated following the initial actuation of a detector;
 - iii. Two FCP being operated;
 - iv. The 5 minutes investigation period elapsing without resetting the system.
5. Those members of staff on radios and investigating the incident will, at the earliest opportunity and certainly within the five minutes, report back either the 'all clear' or confirm that there are signs of a fire at which point the person at the panel will send the system into full evacuation and call the Fire Service.

6. An additional safeguard is that of the 'Red Care' service that the School have on contract. At all times when a fire signal is initiated, i.e. at the start of the Stage One Delay, the Red Care monitoring station will immediately contact the School. If no response is forthcoming then the monitoring station will contact the School's key holders and/or Fire Service. This is a long established, tried and tested methodology used in numerous environments from hospitals, hotels with multiple sleeping risks to shopping centres, sports stadia, cinemas and theatres.

D. Fire Alarm Response Procedures

1. Fire Alarm Investigation period Procedure

- a. This procedure is active between 08:30 and 16:30 hours Monday to Friday while the site is in occupation or during agreed authorised and planned events when the Key Override Switch* is engaged.
- b. In the event of a fire signal being generated the Operations Team will be notified by an automated message to all radio users.

2. Incident Manager

- a. The Bursar, Assistant Bursar, Maintenance Manager or an appointed deputy will move to the nearest Fire Panel (Reception, Messer Building, RAB or School House) ensuring they have a working radio and instigate the following process:
 - i. Acknowledge the 'Stage One Delay' by pressing the 'Acknowledge' button;
 - ii. Issue a description of the location as detailed on the panel screen over the radio;
 - iii. Request confirmation that staff have received the message.

3. Responders

- a. All employees provided with radios will have already received a text message on their radios notifying them that a fire signal has been received. These employees should initially make their way to the nearest fire panel until a location message has been communicated over the radio as above. If no such message is

transmitted by the time they reach a fire panel they are to follow the steps in section 2 above.

- b. If you hear a location message being transmitted and you are close to the site of the incident, acknowledge the radio message as above, notifying the caller that you are able to investigate. Where possible ensure there are two Responders investigating any report of an incident.
- c. At any time if you have cause to consider there is a fire, immediately inform the caller at the panel and they will acknowledge and send the system into full evacuation mode. If for any reason your radio fails and there is a fire, operate the nearest Fire Call Point (FCP) which will automatically send the system into full evacuation mode. Do not wait until the 5 minute delay to elapse.
- d. Responders should not attempt to tackle the fire unless they are trained to do so and have adequate extinguishing medium available.
- e. Once discovered, if you are leaving the area of a fire attempt to close as many doors as possible as this will slow the likely spread of fire, heat and smoke and provide a safer environment for Fire Service crews to operate.

4. Receptionist

- a. Unless the fire or smoke is affecting the Reception, the Duty Receptionist will stay at reception. The Receptionist will be alerted both by the base station radio and by the localised alarm on the fire panel that the system has detected a fire and the system is in the Stage One Delay phase.
- b. The Receptionist is to read the information displayed on the fire panel and be prepared to communicate that information to other radio users.
- c. The receptionist should also be prepared to respond to the Red Care telephone call by informing them that we are investigating the incident and managing it locally.

Full Evacuation

In the event of a full evacuation the following actions will be implemented:

5. Incident Manager Responsibilities

- a. The Incident Manager will nominate a radio operator to move to the School Assembly Area to ensure that the Incident Manager has effective communication with the Assembly Fire Marshal. The radio operator will wear a high-visibility tabard supplied by the School Staff Secretaries.
- b. The Incident manager will nominate a second radio operator to make their way to the front of the Reception building to ensure effective liaison with on-coming emergency vehicles. The radio operator will wear a high-visibility tabard and remain on the outside of Reception in clear line of site of the front gate.
- c. The initial decision to call the Fire Service will rest with the Incident Manager. The investigation process allows for a proactive and systematic assessment and therefore a more accurate decision can be made in a timely manner.
- d. The 'fire alarm' will be left sounding until either the Incident Manager gives the all clear or signs of fire are detected and the Fire Service has been called, in which case only the Fire Service Incident Commander will authorise silencing the alarm.
- e. A 'fire folder' containing essential site-specific information will be held at Reception and made available to the oncoming Incident Commander.
- f. All staff with radios not allocated specific roles will report to the assembly area and await further instructions.
- g. The Incident Manager will co-ordinate information from all sources to ensure the Fire Service get accurate, timely and factual information. The following sources should be prepared to give regular updates:
 - i. Assembly Fire Marshal on the progress of accounting for all persons;
 - ii. The initial investigation team on exact location of incident along with any other relevant facts;
 - iii. The receptionist radio operator;
 - iv. The Maintenance Manager or other key staff as requested.

- h. Based on this information the Incident Manager will carry out a Dynamic Risk Assessment and consider the safety of staff and pupils to ensure the Assembly Area is a viable and a safe location given the nature of the incident, wind direction and likely firefighting operations.

***Due to the associated risks the use of the Key Override Switch can only be authorised by the Headmaster, Second Master, Bursar or Assistant Bursar.**

E. Outside Normal School Hours

To ensure the maximum protection of life and property, the School have employed the services of a monitoring station which will respond to any notification of an automated fire signal. The procedure above changes outside normal school hours between 16:30 - 08:30 hours and at the weekend as follows:

1. When the fire alarm sounds there may be no Senior Manager on site. The fire evacuation procedure must therefore be executed fully, pending the arrival of the fire brigade.
2. In the absence of additional instruction, direction or specific procedure related to an activity, all persons should evacuate and move to the normal School assembly point on Way Hall Field in front of School House.
3. The most senior member of staff present should assume the position of Incident Manager, take charge and make all reasonable attempts at accounting for those people on site. Other members of staff should make themselves available to the Incident Manager to ensure essential tasks can be achieved.
4. If practical and feasible the incident manager should make all reasonable attempts to determine the location and circumstances related to the fire alarm actuation. At the first sign confirming a fire, i.e. a smell of burning, smoke or fire itself, the Incident Manager should contact the Fire Service via the 999 system.
5. If following a thorough investigation there are no obvious signs of fire then the Incident Manager should contact those listed in paragraph 7 below for further guidance and advice.

6. On receipt of an automated fire signal from the School the monitoring station will ring the following numbers in order as listed:
 - a. Reception 0118 944 1005
 - b. Dave Leathers (Maintenance Manager) 07765 461248
 - c. Neale Farwell (Health and Safety Technician) 07587 190492
 - d. Nigel Grant (Maintenance Dept) 07739 233536
 - e. Des Hayes (Assistant Bursar) 07774 772575
7. If reception answer the Monitoring Station's call, the duty receptionist will then contact the most senior member of staff on site to assume the responsibility of Incident Manager. If no such person is available receptionist must contact the Fire Service via the 999 system.
8. If the Monitoring Station make contact with a nominated person in paragraph 7 who is off-site, both parties must agree the course of action and determine who is responsible for calling Fire Service to the school site.
9. That member of staff should make every effort to attend the school site in a timely manner. Concurrently they should make every attempt to contact the Bursar and/or the Assistant Bursar to inform them of the situation.
10. There is an expectation that for all organised activities outside of normal School hours the person responsible for organising and delivering those activities will ensure they have adequate procedures in place to achieve the same level of supervision and safety for pupils and fellow members of staff. This will include considering the need to request the attendance of the emergency services. This process should normally be covered in the event/activity risk assessment.
11. In all cases, if the Fire Service have been called then the alarm is not to be silenced and the panel is not to be reset.

F. Procedures at the Assembly Point

1. During an evacuation pupils will line up by Form with the 6th Formers nearest the Swimming Pool and the Junior Forms near School House.

2. The Second Master or nominated deputy will attend the assembly point wearing a high visibility waistcoat. They will be responsible for accounting for all persons on site.
3. At the earliest opportunity the incident manager will nominate a radio operator to assist in the overall coordination of any incident.
4. The Roll Call will be taken by individual Tutors and they will report to the Second Master or nominated deputy. During this process Tutors are accounted for by the Second Master.
5. Staff Secretaries will bring the attendance registers and the signing out books to the assembly area and Admissions staff bring the visitors' records. The Deputy Head (Staff) monitors and maintains the cover rota for academic staff but the Staff Secretaries will ensure it is with the other records. A roll call of all other staff, both teaching and non-teaching, will be taken as set out in the table below.
6. Outside normal School hours personnel must wait at the assembly area for a senior member of staff who will assume the role of Incident Manager or await arrival of the Fire Service. The organiser of the event or activity must take this procedure into account when carrying out their risk assessment
7. There must be adequate resources to ensure that, in the event of a fire, an effective evacuation can be implemented and the emergency services called without undue delay.

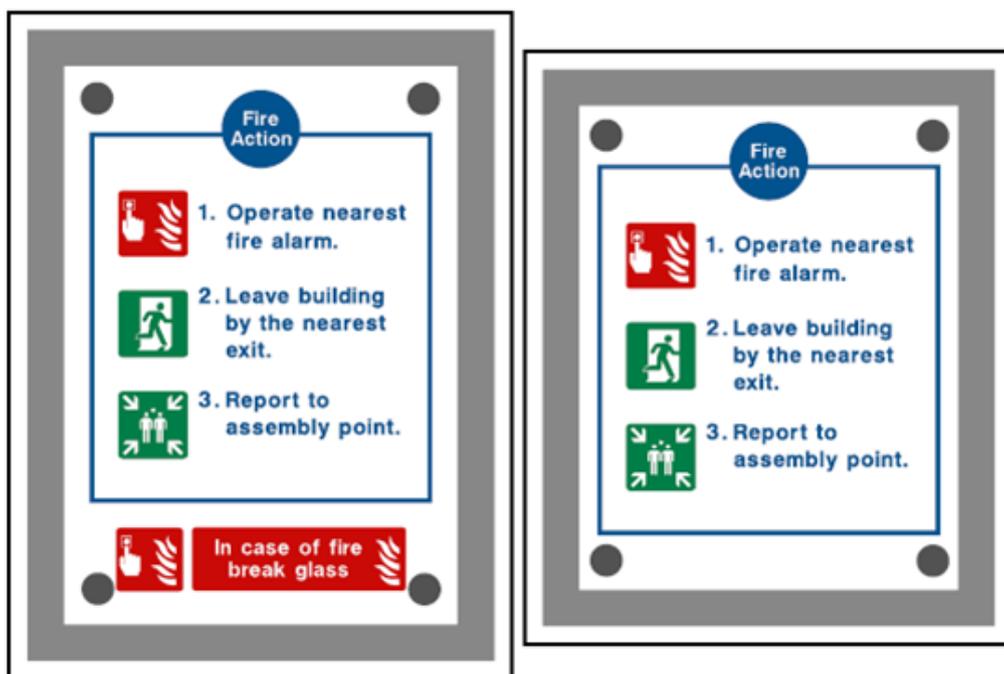
| EVACUATION LIST FOR NON TEACHING STAFF AND NON TUTOR TEACHERS | | | | | | | 14-Sep-16 | |
|---|--|--|----------------------|------------------------------|---------------------|--|--------------------|--|
| All non tutors report to KJM | | | | | | | | |
| Other academic staff | M J Baker | | S Chasemore | | A McMahon | | T Walford | |
| | T Bello | | S Dimmick | | W Nash Wortham | | N Watmough-Starkie | |
| | S Berry | | L Johnson | | H Rancombe | | P Wise | |
| | L J Bennett | | G Kelly | | P Rowe | | | |
| | J Bowler | | R Kennedy George | | C Rule | | | |
| | N Bruce-Lockhart | | S Knight | | A Stuart | | | |
| | J P Brown | | M Lucas | | P Thomas | | | |
| | M Brownsell | | K Magill | | W Voice | | | |
| Music/LAMDA Peripatetic (G Clarke-Avery) | | | | Report to JB then KJM | | | | |
| All non-teaching staff, except Receptionists, Admin/Messer, and Duty Maintainers muster in car park next to Way Hall. Report as follows to PDW and please can the lead person nominate someone in their area to act as a substitute in case they are away: | | | | | | | | |
| Science Technicians | Judith Taylor to take register and report to PDW | | | | | | | |
| | J Brabyn | | S Baisch | | M Ledwith | | S Wrightson | |
| | S Cherry | | A Burton | | J Taylor | | | |
| IT & Design Tech Staff | Wendy Cherry to take register and report to PDW | | | | | | | |
| | W Cherry | | S Pollard | | D Robins | | | |
| | T Slater | | P Zambon | | | | | |
| Messer Building | Phil Wise (PDW) will take register | | | | | | | |
| Games/CCF/ Drama/ | L Howard | | L Sutton | | D Weger | | | |
| | P Cowell | | N Bovingdon | | K Morgan | | A Whitlock | |
| | O Soord-Gurney | | C Bate | | C Dore | | | |
| | A Arter | | J Pegg | | | | | |
| Admissions & Reception | Jane Jarrett to take register and report to PDW | | | | | | | |
| | K Abbott | | J. Jarrett | | A Fernandes | | F Foulis-Brown | |
| | H O'Reilly | | M Thorne | | S Temple | | H Cornish | |
| Administration | Caroline Walsh to take register and report to PDW | | | | | | | |
| Library | J Elzinga | | S Jackson | | | | | |
| School House | L Bell | | N Baird | | P Carpenter | | D Luxton | |
| | C Walsh | | E Hayes | | P Erawalla | | P Van Went | |
| | S Smith | | M Blackwell | | I King | | D Hayes | |
| | A Hitchcock | | | | T Snelling | | | |
| SH Residents | Caroline Walsh to take register and report to PDW | | | | | | | |
| | A Colville | | J Colville | | W Gilbertson | | D Oldfield | |
| | J Saubesty | | O Soord-Gurney | | H Stephens | | | |
| Medical Centre | Geraldine Montgomery to report to PDW | | | | | | | |
| | G Montgomery | | C Simpson | | | | | |
| Wardon & Traffic | Mustafa Velchev to report to PDW | | | | | | | |
| | M Velchev | | F Terdoo | | E Walter | | | |
| Sodexo catering & houskeeping | Suzanne Hemchaoui to take register and report to PDW (E Phillips to deputise) | | | | | | | |
| | P Black | | J Moure | | L Oram (Sodexo) | | Omar (Sodexo) | |
| | C Bourne | | H Nacai | | L Leahy (Sodexo) | | | |
| | A Dela Vega | | D Petkova | | T Upjohn (Sodexo) | | | |
| | A Dore | | V Smith | | E Rozanska (Sodexo) | | | |
| | C Dore | | C Weaver | | P Mills (Sodexo) | | | |
| | J Dore | | S Hemchaoui (Sodexo) | | M Slapa (Sodexo) | | | |
| | M Hawkins | | E Phillips (Sodexo) | | D Bush (Sodexo) | | | |
| | R Ibahay | | A Terry (Sodexo) | | S Kamara (Sodexo) | | | |
| | | | | | | | | |
| Dave Leathers to take register and report to PDW (Neale Farwell if Dave is busy) | | | | | | | | |
| Maintenance | D Leathers | | N Grant | | A Wilkinson | | | |
| | C Taylor | | N Farwell | | | | | |
| | Matt Wharton to take register and report to PDW | | | | | | | |
| Grounds | M Wharton | | D Trott | | C Turner | | | |
| | J Godwin | | G Sutton | | S Janas | | | |

G. Fire Fighting Equipment

1. The priority for all staff is the safe evacuation of all persons on site. Staff should not attempt to use firefighting equipment if it would impact and delay the efficient evacuation of occupied buildings.
2. Firefighting equipment has been strategically located across the site and consists of the following items: Water, CO2 and Foam Extinguishers and Fire Blankets.
3. It is important that only staff who have been given training and feel confident to operate such equipment attempt to extinguish any fire.
4. Extinguishing fire is dangerous and, whilst there are numerous variables that will affect how the fire behaves, if the fire is any bigger than the dimension of a small office chair, it should be left alone and the area evacuated. If possible close doors to contain the fire and stop it spreading to other areas.
5. If a small fire has been successfully extinguished, the fire service must still be called. When you request their attendance explain that the fire has been extinguished but you request they attend to ensure that the situation is safe.

H. Fire Action Notices

1. A Fire Action Notice will be affixed adjacent to all Fire Call Points and in a prominent position in all classrooms and other areas as deemed appropriate.
2. Similar wording will be replicated on the rear of visitors' passes and in the programme of any production or special event that the School stage.



I. Emergency Contact List (Key Staff)

| Contact | Ext. | Radio Call Sign | Telephone No. |
|---|------|-----------------|---------------|
| Main School Numbers: | | | |
| Reception | 0 | Reception | 0118 944 1005 |
| School Trips Emergency No. (Duty SMT): | 880 | | 0118 933 5880 |
| Senior Management Team: | | | |
| *Denotes lives on-site | | | |
| *Jesse Elzinga – Headmaster | 816 | | 07785 425503 |
| Simon Jackson – Bursar | 808 | Bursar One | 07941 819673 |
| Pete Thomas – 2 nd Master | 860 | | 07787 408083 |
| Philip Rowe – Dep Hd Academic | 845 | | 07944 895048 |
| Kevin Gill – Dep Hd Staff | 858 | | 07864 820725 |
| Phil Wise – Dep Hd Pastoral | 860 | | 07855 812211 |
| Nominated Persons: | | | |
| Des Hayes – Assistant Bursar | 802 | Bursar Two | 07774 772575 |
| Dave Leathers – Hd Maintenance | 849 | Maintenance One | 07765 461248 |
| Nigel Grant – Maintenance | 849 | Maintenance Two | 07739 233536 |
| Neale Farwell – H&S Technician | 849 | Safety One | 07587 190492 |
| Other: | | | |
| *Denotes lives on-site | | | |
| *Chris Bate – Sports Facilities Manager | 895 | Sports One | 07702 105972 |
| *Mustafa Velchev – Warden | | Warden | 07760 351147 |
| Matthew Wharton – Hd Grounds | 850 | Grounds One | 07545 438964 |

| | | | |
|---|----------------------|-------------|---------------|
| Suzanne Hemchaoui – Sodexo Manager | 854 | Sodexo One | 07881 563456 |
| Duncan Selvester – CCF (Amrmoury) | 863 | | 07517 148455 |
| *Oliver Soord-Gurney CCF (Amrmoury) | 863 | SSI | 07862 214700 |
| Paul Zambon – Network Manager | 864 | Network One | 07768 374359 |
| External Agencies | | | |
| Thames Valley Police | 999 | 101 | 01865 841148 |
| Royal Berkshire Fire and Rescue Service | 999 | | 0118 945 2888 |
| Wokingham Borough Council | 0800 212 111 | | 0118 974 6000 |
| Environment Agency | 0800 80 70 60 | | 03708 506506 |
| NHS Help / Royal Berkshire Hospital | 111 | | 0118 322 5111 |
| National Gas Emergency service | 0800 111 999 | | |
| Electrical - SSE Power Distribution | 0800 072 7282 | | |
| Child Protection Referral and Assessment Team | | | 0118 908 8002 |
| Child Protection Out of Hours Emergency Duty Team | | | 01344 786 543 |
| Health and Safety Executive (HSE) | 0345 300 9923 | | 0300 003 1747 |