Fire and Emergency Policy

This policy applies to all pupils and staff of Abbot’s Hill, including EYFS.

1. Introduction

1.1 Abbot’s Hill School aims to eliminate or reduce any risk from potentially dangerous substances or those that may cause fires.

1.2 Abbot’s Hill School is a non-smoking site.

1.3 The **Bursar** is responsible for ensuring that adequate fire and emergency procedures are in place.

1.4 The **Bursar** is responsible for ensuring that Fire Risk Assessments have been completed covering the whole school.

1.5 **All staff** **and pupils** have a responsibility for their own safety, the safety of their colleagues, guests, visitors and the school’s contractors in the event of a fire or other emergency.

1.6 This policy is made available to parents or prospective parents on request.

2. General fire precautions

**2.1 The Regulatory Reform (Fire Safety) Order 2005** requires employers to formally assess the risk of fire to their employees at work.

2.2 The above legislation requires employers to provide fire safety measures including but not limited to:

* Means of detecting fire and giving warning
* Means of escape
* Means of fire fighting
* The training of all staff in fire awareness.

2.3 The School has commissioned a fire risk assessment to cover the whole site using a competent external provider which is reviewed and updated by the Bursar, Domestic Bursar and Facilities Manager annually. General risks identified within the fire risk assessment will be removed or reduced to an acceptable level. Where the Fire risk assessment identifies that property conditions could potentially cause or spread a fire and endanger life, remedial work will be undertaken as soon as reasonably practicable.

2.4 Fire action notices will be displayed by all fire alarm call points.

2.5 The School has appointed the Bursar, Facilities Manager and Domestic Bursar as competent persons to assist in taking preventative measures. Fire warden Fire warden refresher training is given every three years. If there are any staff changes, the Health and Safety Coordinator will ensure the new fire warden undertakes the training as soon as practicable following appointment.

2.6 The list of Fire Wardens and the job description can be found here: [T:\AHS Staff\H&S\FIRE SAFETY\Fire Wardens list & Role Description](file:///%5C%5Cahs-svr-file%5Cpublic%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Wardens%20list%20%26%20Role%20Description)

3. School responsibilities

3.1 An audible fire alarm system has been installed which is capable of being heard in all areas of the school.

3.2 All alarm systems (e.g. break glass systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.

3.3 All fire alarm systems will be serviced periodically by a competent engineer at the recommended intervals for the system to comply with the British Standard the system has been installed under. This will generally be at least annually. All false alarms will be fully investigated and the incident recorded.

3.4 The **Facilities Manager** is responsible for ensuring that functionality tests on all fire alarm systems within the school take place weekly to comply with the British Standard the system was installed under. This also ensures familiarity of the alarm bells by the staff and pupils. All failures or faults must be rectified immediately.

3.5 All areas of escape must be clearly marked and those exits kept free from obstruction **AT ALL TIMES**.

3.6 No Fire Exits will be locked other than by crash bars and bolts or other similar approved devices.

3.7 Suitable and sufficient Fire Doors must be provided, capable of isolating areas of the building and an Emergency Lighting System must automatically operate during evacuation if the main lighting system fails.

3.8 Portable fire extinguishers of the correct type will be provided throughout all the school buildings. They should be used in an emergency as a last resort to exit a building, or by trained fire wardens to extinguish small fires if they feel confident in doing so.

3.9 All fire-fighting equipment provided to extinguish fires must be serviced annually by a competent servicing organisation. It must be replenished immediately if partially or totally discharged whether by accident or design. Monthly checks on all portable fire-fighting equipment will be carried out by the Facilities Manager to ensure no tampering has occurred.

3.10 A comprehensive Fire and Emergency Evacuation Procedure has been devised and regular drills will be carried out to ensure familiarity by occupants as a minimum once each term. Copies of the Procedure will be distributed to all relevant personnel and is available on the T drive.

3.11 The Fire and Emergency evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school. A PEEP (Personal Emergency Evacuation Plan) will be put in place when necessary. When fire drills are carried out, a full report will be logged. Any recommendations following the practice evacuation will be actioned promptly.

3.12 The Facilities Manager ensures that checks of emergency lighting on a regular basis take place, as determined by the types of systems installed, and routinely ensures that all signage, notices and fire detection systems are in place and working.

3.13 In the event of a fire during the working day the Facilities Manager (or in his absence, the Maintenance Technician) will call the emergency services after investigating the location of the fire. If it occurred during a function at weekends or evenings it would normally be the Domestic Bursar or the person in charge of that function. If out of hours, any residents living on site would contact the member of Premises staff who is on duty to investigate and depending on whether it was an easily identifiable non-false alarm either the residents or the Premises staff member on duty would call the emergency services.

3.14 All visitors must sign in at Main Reception and be given a visitor’s badge and Safeguarding leaflet which contains the fire and emergency procedures and assembly points. Briefings are given to new starters and regular visitors such as Governors.

4. Fire Brigade

4.1 The Facilities Manager (or in his absence, the Maintenance Technician) will report to the fire brigade on their arrival. Out of hours, this task will fall to the out of hours’ member of staff on call.

5. COVID-19

5.1 The above policy will continue during the COVID-19 pandemic other than:

- all listed fire wardens may not be present on site during a fire drill, however, all staff have received general fire awareness training and are therefore competent responsible persons

- all staff, pupils, visitors, contractors who may be on site during a fire drill will be reminded to follow social distancing measures, as appropriate at that time.

Signed

Issue Date: May 2021

Review Date: September 2022 or earlier if major change



Mrs Kathryn Gorman

Head



**Fire and Emergency Evacuation Procedure**

The **Prep School Secretary** will take out the following Prep folders (marked with a red **F**) to the Fire Assembly Point. (Pupil late arrivals and pupils signing out is logged in Day Book on SchoolBase):

- Pupil Late Arrivals Folder (marked with a red **F**)

- Pupil Signing Out Folder (marked with a red **F**)

- Back-up Fire Evacuation Registers Folder (marked with a red **F**)

The **Office Manager/Receptionist/School Administrator/ PA to Deputy Heads** will take the following items to the Fire Assembly Point:

- Fire Evacuation Registers Folder (marked with a red **F**)

- Pupil Late Arrivals Folder (marked with a red **F**)

- Pupil Signing Out Folder - may include girls visiting the Tennis Dome (marked with a red **F**)

- Absence Lists and Extra-curricular Clubs & Activities Folder (marked with a red **F**)

- Visitors Book (marked with a red **F**)

- Fire Evacuation Grab Bag

- Emergency Asthma Inhaler Kit

- Fire Evacuation Tablet

- Fire Evacuation Mobile Phone

Two **members of staff from the Technology office or Database Manager** will move one of the picnic tables to the middle of the Front Lawn to use as a base for support staff to check Fire Registers.

The picnic table is for use by the following members of staff who are responsible for checking and recording that all pupils and staff are accounted for:

|  |  |
| --- | --- |
| Database Manager | Prep School Secretary |
| External Relations Officer | Receptionist |
| Director of Technology | PA to Deputy Heads |
| Office Manager | School Administrator |
| Executive PA to the Head & Bursar |  |

If we are outside for some time or inclement weather (heavy rain) one of the **Director of Sport** will collect the emergency foil blankets from the PE shed (1963) and bring to the admin base at the picnic table.

Physically disabled or sensory-impaired staff and visitors will assemble at the top of the path to the swimming pool and a nominated member of staff will account for them. Arrangements for pupils will be as in their Pastoral/Medical Action Plans.

**Once at the Fire Assembly Point**

**All pupils must line up in alphabetical order in their classes/tutor groups in silence.**

The Senior Deputy Head and the Head of Prep are to time how long it takes to account for all pupils, staff and visitors to evacuate the buildings.

**Prep Pupils**

Either the Assistant Groundsman or the first member of staff that arrives at the steps in the bank needs to stop traffic coming up the top of the drive and inform the visitor(s) they need to park and report to the fire assembly point.

* The **Prep School Secretary** *(Reserve - Deputy Head Prep (Curriculum))* should collect the Prep pupil Fire Evacuation Registers and pens from the **Office Manager** *(Reserve – PA to Deputy Heads*) and then should hand them out to the **Class Teachers** for completion.
* Class Teachers should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* Once completed the **Class Teachers** pass the completed registers to the **Deputy Head Prep (Curriculum)** *(Reserve – SENDCo)* to be checked against Attendance Register, Pupil Late Arrivals, Pupil Signing Out folders held by the **Prep School Secretary** *(Reserve - Deputy Head Prep (Curriculum))* to ensure **all** pupils are accounted for.
* The **Deputy Head Prep (Curriculum*)*** will give the completed registers to the **Head of Prep** *(Reserves – Senior Deputy Head/Bursar).*
* The **Head of Prep** *(Reserves – Senior Deputy Head/Bursar)* will theninform the Executive PA to the Head & Bursar */* Office Manager who will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Senior School Pupils**

* Once at the Fire Assembly Point the **Heads of Year** will ask the **Office Manager** *(Reserve – PA to Deputy Heads*) for the Senior School Pupil Fire Evacuation Registers and pens.
* The **Heads of Year** will pass these Registers and pens to the Form Tutors. In the absence of Head of Year, the Director of Studies /Senior Deputy Head will ask a tutor to distribute the registers.
* Tutors should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* Once completed the Form Tutors pass the completed registers to the **Heads of Year**.
* The **Heads of Year** will take the completed Registers back to the **Office Manager** *(Reserve – PA to Deputy Heads)* for her to check against the Attendance Register, Pupil Late Arrivals, Pupil Signing Out folders to ensure **all** pupils are accounted for.
* The **Office Manager** *(Reserve – PA to Deputy Heads)* will theninform the Executive PA to the Head & Bursar / Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Prep Teaching Staff**

**All staff will stand with their classes in silence.**

* The **SENDCo** *(Reserve - Deputy Head Prep (Curriculum))* will ask the **Office** **Manager** *(Reserve –* PA to Deputy Heads*)* for the Prep Teaching Staff Fire & Emergency Evacuation Register.docx
* The **SENDCo** *(Reserve - Deputy Head Prep (Curriculum))* should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* If there are any queries, the **SENDCo** *(Reserve - Deputy Head Prep (Curriculum))* should then ask the **Database Manager** *(Reserve – Technology Staff)* to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
* The **SENDCo** *(Reserve - Deputy Head Prep (Curriculum))* will give the completed register to the Executive PA to the Head & Bursar /Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Prep Teaching Assistants**

**All staff will stand with their classes in silence.**

* The **Assistant Head Prep (Pastoral)** *(Reserve – Deputy Head Pastoral)* will ask the **Office** **Manager** *(Reserve –* PA to Deputy Heads*)* for the [Prep Teaching Assistants Fire Evacuation Register.docx](%5C%5C%5C%5Cahs-svr-file%5C%5Cpublic%5C%5CAHS%20Staff%5C%5CH%26S%5C%5CFIRE%20SAFETY%5C%5CFire%20Evacuation%20Procedure%20%26%20Registers%5C%5CPrep%20Teaching%20Assistants%20Fire%20Evacuation%20Register.docx)
* The **Assistant Head Prep (Pastoral)** *(Reserve – Deputy Head Pastoral)* should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* If there are any queries, the **Assistant Head Prep (Pastoral)** *(Reserve – Deputy Head Pastoral)* should then ask the **Database Manager** *(Reserve – Technology Staff)* to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
* The **Assistant Head Prep (Pastoral)** *(Reserve – Deputy Head Pastoral)* will give the completed register to the Executive PA to the Head & Bursar /Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Senior School Teaching Staff**

All Form Tutors will be asked to stand with their Tutor group. Year 11 nearest the swimming pool.\*

*\* During the Covid-19 pandemic, Years 9, 10 and 11 will line up on the netball courts. Year 11 to line up at the front lawn end and Year 9 towards the field end. Years 7 and 8 will line up on the front lawn with Year 8 nearest the swimming pool*

All other teaching staff will be asked to stand with their assigned year groups in silence.

**Years 7 and 8 Assigned Teaching Staff**

* The **Deputy Head Pastoral** *(Reserve – Director of Studies)* will ask the **Office** **Manager** *(Reserve – PA to Deputy Heads)* Years 7 & 8 Assigned Teaching Staff Fire Emergency Evacuation Register.docx
* The **Deputy Head Pastoral** *(Reserve – Director of Studies)* should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* If there are any queries, the **Deputy Head Pastoral** *(Reserve – Director of Studies)* should then ask the **Database Manager** *(Reserve – IT Staff)* to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
* The **Deputy Head Pastoral** *(Reserve – Director of Studies)* will thengive the completed register to the Executive PA to the Head & Bursar /Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Years 9, 10 and 11** **Assigned Teaching Staff**

* The **Director of Studies** *(Reserve –* Deputy Head Pastoral*)* will ask the **Office** **Manager** *(Reserve –* PA to Deputy Heads*)* for the Years 9, 10 11 Assigned Teaching Staff Fire Evacuation Register.docx to check.
* The **Director of Studies** *(Reserve –* Deputy Head Pastoral*)* should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* If there are any queries, the **Director of Studies** *(Reserve –* Deputy Head Pastoral*)* should then ask the **Database Manager** *(Reserve – Technology Staff)* to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
* The **Director of Studies** *(Reserve –*Deputy Head Pastoral*)* will thengive the completed register to the Executive PA to the Head & Bursar /Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Exec & Senior Leadership Teams**

* The Executive **PA to the Head & Bursar** *(Reserve – HR Manager)* will ask the **Office Manager** *(Reserve – PA to Deputy Heads)* for the registers to check Exec & SLT Fire & Emergency Evacuation Register.docx.
* The **Executive** **PA to the Head & Bursar** *(Reserve – HR Manager)* should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* If there are any queries, the **Executive** **PA to the Head & Bursar** *(Reserve – HR Manager)* should then ask the **Database Manager** *(Reserve – Technology Staff)* to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
* The **Executive** **PA to the Head & Bursar** *(Reserve – HR Manager)* will keep the completed register and will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)*.*

**Support Staff & Technicians**

**Will stand together in the middle of the lawn to the side of the picnic table in silence.**

* The **External Relations Officer** *(Reserve – Marketing Executive)* will ask the **Office Manager** *(Reserve – PA to Deputy Heads)* for the Support Staff & Technicians Fire Emergency Evacuation Register.docx
* The **External Relations Officer** *(Reserve – Marketing Executive)* should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
* If there are any queries, the External Relations Officer *(Reserve – Marketing Executive)* should then ask the **Database Manager** *(Reserve – Technology Staff)* to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
* The **External Relations Officer** (*Reserve – Marketing Executive)* will then give the completed register to the Executive PA to the Head & Bursar / Office Manager who will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Fire Panel Staff**

* The **Facilities Manager** *(Reserve – Maintenance Technician)* will telephone the Fire Evacuation mobile and tell the **School Administrator** *(Reserve – Receptionist)* that he, the Maintenance Technician and Caretaker are present and accounted for.
* If there is a fire he will ask the **School Administrator** *(Reserve – Receptionist)* to contact the Fire Brigade.
* The **School Administrator** *(Reserve – Receptionist)* should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X) Fire Panel Staff.docx.
* If there are any queries, the **School Administrator** *(Reserve – Receptionist)* should then ask the **Database Manager** *(Reserve – Technology Staff)* to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
* The **School Administrator** *(Reserve – Receptionist)* will give the completed register to

the Executive PA to the Head & Bursar /Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Catering Staff**

**Staff to stand together in silence at the corner of the swimming pool fencing.**

The **Head Chef** *(Reserve – Team Leader)* will take the catering time sheet to the Fire Assembly Point and check all the catering staff are present and accounted for and inform the Executive PA to the Head & Bursar /Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Housekeeping Staff**

**Staff to stand together in silence at the corner of the swimming pool fencing.**

* During School hours the **Housekeeper or the Domestic Bursar** *(Reserve – Deputy Housekeeper)* will take the housekeeping clock in cards to the Fire Assembly Point and check all the housekeeping staff are present and accounted for.
* Housekeeping staff working after 7.00pm will assemble at the Fire Assembly Point, contacting the Duty Manager on 07821 683990 immediately if they have not already arrived on site and informing them if any of their colleagues is absent.
* When and only when, the Duty manager has given the signal that it is safe to re-enter the buildings may staff return to work.

**Visitors/ Peripatetic Teachers**

* The **Receptionist** *(Reserve – Executive PA to the* Head & Bursar*)* will check the Visitors Signing In/Out book and will check all are present and accounted for and inform the Executive PA to the Head & Bursar /Office Managerwho will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**Nursery & Pre-School**

In the event of a fire evacuation the following items will be taken out to the assembly point:

* The Room Leader will take the room register.
* The **Nursery Manager** *(Reserve - Deputy Manager)*, will take the ‘fire grab’ bag and the Visitor’s Book.
* In the event of the fire alarm sounding **Room Leaders** will ensure the safe evacuation of the children and adults in their room. For ‘Tiny Toes’ this will include collection and overseeing the use of the fire evacuation cot(s).
* Any supernumery staff will go immediately to ‘Tiny Toes’ to assist the evacuation of the babies.

**Once at the Fire Assembly Point**

* Members of staff will account for their key children, taking a head count and taking register.
* They will confirm that all are accounted for to the **Room Leader** and **Nursery Manager**.
* The **Deputy Manager** *(Reserve - Nursery Manager)*, the next most senior member of staff will ensure all members of staff are accounted for.

**Visitors**

* Any visitor who is in the Nursery when the fire alarm sounds will be asked to accompany the staff and children and assemble with them at the fire evacuation point in the top car park.
* The Nursery Visitor Book will be taken out by the **Nursery Manager** *(Reserve - Deputy Manager)*.
* The **Nursery Manager** *(Reserve - Deputy Manager)*, is responsible for checking that any visitors are accounted for.
* The **Nursery Manager** *(Reserve - Deputy Manager)* will telephone the Fire Evacuation Mobile (07701 008042) held by the **School Administrator** *(Reserve - Receptionist)* to confirm that all the babies, children and staff are safe and accounted for.
* The **School Administrator** *(Reserve - Receptionist)* will inform the Executive PA to the Head & Bursar / *Office Manager* who will mark the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx)

**When is it Safe to Re-enter the Buildings**

When the **Senior** **Deputy Head**, **Head of Prep** and the **Bursar** know all of the pupils and staff are accounted for on the [Heads Fire Evacuation Check list.docx.](file:///T%3A%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20Evacuation%20Procedure%20%26%20Registers%5CHeads%20Fire%20Evacuation%20Check%20List.docx) they will inform the **Head**.

When, and only when, the Head has had confirmation from the Senior Deputy Head, Head of Prep and the Bursar that all pupils, staff and visitors are present and accounted for she will ask the Senior Deputy Head, Head of Prep and the Bursar to tell everyone it is safe to re-enter the buildings.

During school holidays when Nursery children are present, the all clear is to be given by the Bursar *(Reserves – Nursery Manager/Facilities Manager)*

In the event of a prolonged fire drill, where it is deemed safe to re-enter a building, Dickinson should be cleared first as it is a dry, warm and easy to re-evacuate if necessary.

**Before School**

**Infant Breakfast Club & Junior Pupils arriving before 8.00am – The Hollies\***

A paper register is taken at the Infant Breakfast Club and a member of staff on duty will take the register to the Fire Assembly Point if the fire alarm is sounded.

**Junior & Senior Breakfast Club – Main School Dining Room**

A paper register is taken by a member of the Catering staff on duty at the Junior & Senior Breakfast Club, that member of staff will take the register to the Fire Assembly Point if the fire alarm is sounded.

*\* During the Covid-19 pandemic, Infant Breakfast Club will be in the Pre-Prep building and Junior Breakfast Club will be in St Nicholas House Hall.*

**After School**

**After School Care**

The register is taken at After School Care on the computer/PC in the room, a member of staff on duty will take the register to the Fire Assembly Point if the fire alarm is sounded.

**Prep School Prep**

A paper register is taken at Prep, the member of staff on duty will take the register to the Fire Assembly Point if the fire alarm is sounded.

**Senior School Prep**

A paper register is taken at Prep by the teacher on duty, the paper register is then taken immediately to Main Reception, the **Evening Receptionist** will take the register to the Fire Assembly Point if the fire alarm is sounded.

**After School Clubs & Activities**

Registers are either logged on SchoolBase or paper registers are taken to Main Reception. The **Evening** **Receptionist** will print the Prep registers at 4.15pm and the Senior clubs and activity registers at 5.15pm. The registers will be placed in the Absence Lists and Extra-curricular Clubs & Activities folder in the white cupboard in Main Reception. This folder will be taken to the Fire Assembly Point by the **Evening Receptionist**. In addition teaching staff/Peripatetic staff will also take their registers to the Fire Assembly Point. The details can also be checked on the Fire Evacuation Tablet at the Fire Assembly Point by the member of the Technology team who is on duty.

Note that the external lighting overlooking the Front Lawn (Fire Assembly Point) works on sensors from dawn to dusk, so the Fire Assembly Point is on the lawn. At the Fire Assembly Point all pupils form each of the clubs will be asked to line up with the adult taking the club so that the register can be taken.

Staff running the clubs will inform a member of the Senior Leadership Team that all the children are present and accounted for.

**Record Keeping**

Following the incident the **Office Manager** *(Reserve – PA to Deputy Heads)* will collect all completed Fire Evacuation Registers for Prep and Senior School and scan them onto the shared drive (T:\AHS Staff\H&S\FIRE SAFETY\Fire training & drill record sheets\Fire Evacuation Registers – Completed) under the relevant year naming the file in the following format YYYY-MM-DD. The **Nursery Manager** *(Reserve - Deputy Manager)* will file the Nursery Registers in the Nursery Office.

The Senior **Deputy Head and Head of Prep** will jointly complete a Record of Fire Evacuation[..\..\..\AHS Staff\H&S\FIRE SAFETY\Fire training & drill record sheets\Record of Fire evacuation TEMPLATE.doc](file:///%5C%5Cahs-svr-file%5Cpublic%5CAHS%20Staff%5CH%26S%5CFIRE%20SAFETY%5CFire%20training%20%26%20drill%20record%20sheets%5CRecord%20of%20Fire%20evacuation%20TEMPLATE.doc)