



**FINTON HOUSE**  
SCHOOL

**FIRE & EMERGENCIES POLICY**  
**ISSUE 9 | JANUARY 2025**

OPEN HEARTS A

# 1 Table of Contents

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2	Policy Availability .....	2
3	Policy Statement .....	2
4	Monitoring & Review .....	2
5	Consequences of Non-Compliance .....	3
6	Key Duty Holders .....	3
7	Notification Procedures.....	4
8	Evacuation Procedures.....	4
	8.1 Normal Teaching .....	4
	8.1.1 Pupils & Teaching Staff.....	4
	8.1.2 Visitors & Non-Teaching Staff.....	5
	8.2 Non-Teaching Time .....	5
	8.3 Assembly Points .....	5
	8.4 Trinity Chapel - Emergency Assembly .....	6
9	Accounting for All Persons .....	6
	9.1 Search Procedure .....	6
	9.2 Out of Hours Procedures .....	7
	9.3 Re-Occupation of Premises .....	7
10	Recording of Drills .....	8
11	Off-Site Procedures.....	8
12	Non Fire-Related Emergency Procedures.....	8
	12.1 Evacuation Off-Site (eg. Bomb Threat, Gas Leak).....	8
	12.2 Incident Requiring Assembly in the Hall/Gym.....	9
	12.3 Incident Requiring a Lockdown (run - hide - tell).....	9
	12.4 Emergency Whilst Away from School Site .....	9
	12.5 Emergency Requiring the School to be Closed.....	10
	12.6 Emergency on Trinity Fields.....	10
13	Testing Procedures.....	11
14	Appendix A - Fire Box Contents .....	11
15	Appendix A - Zone Maps.....	12

## 2 Policy Availability

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A hardcopy of this policy is available to all governors and parents on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

## 3 Policy Statement

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It is the policy of the School, so far as reasonably practicable, to:

- Safeguard all persons on the School premises from death or injury in the event of emergency (for the purposes of this statement to also include fire).
- Minimise the risk of emergency and limit the effects of an emergency if it occurs.
- Minimise the potential for emergencies to disrupt teaching and routine School business, destroy unique materials, damage buildings and equipment and harm the environment.
- Comply with the requirements of legislation relating to fire and fire safety, health & safety and other emergency measures.
- In particular to fire safety, the School will ensure that:
  - All premises are subjected to a fire risk assessment and, where risks are identified, action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable. All fire risk assessments will be regularly reviewed, especially in light of alterations to buildings or changes in building use.
  - Measures are taken to protect buildings, installations and equipment from fire commensurate with the risks to life and appropriate to the value of teaching, research of commercial importance of assets. This includes (but is not limited to) the provision of means of escape, adequate emergency lighting, means of giving warning and of firefighting.
  - All new buildings and refurbishments are designed, specified and constructed in accordance with all relevant fire safety legislation.
  - Maintenance of buildings is designed, specified and carried out in accordance with all relevant fire safety legislation.
  - Effective management procedures are in place to respond to any fire or emergency and to deal with the aftermath.
  - Appropriate instruction is given to all persons on Finton House School premises in relation to fire safety and appropriate fire training is given to designated staff who have an active role in the implementation of fire precautions and emergency situations.

All staff and pupils must:

- Co-operate with managers and supervisors, and those with emergency responsibilities.
- Ensure they know what to do in the event of emergency, leave equipment in a safe condition, and be familiar with escape routes from their work location.
- Consider the risk of fire from their activities and reduce or control that risk.
- Not interfere with or abuse any equipment provided for fire safety.
- Check during the weekly alarm tests (and emergency drills) whether alarms are audible in their areas of work and report any deficiencies.
- Pupils or staff members with additional needs are to be familiar with their personal emergency evacuation plan and take responsibility for keeping it up-to-date. A copy of this PEEP must be kept in the Fire Folder.

## 4 Monitoring & Review

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This policy is intended to provide guidance for staff who may be involved in dealing with a serious incident affecting the school. In drawing up this plan, it is recognised that the Head will not always be present and therefore other members of staff may be nominated to deal with the incident.

Fire safety arrangements and systems across the School will be subject to regular monitoring. This will be done through fire risk assessment and general inspections of buildings by the Bursar, Facilities Manager and as well as through formal audit and monitoring processes. Appropriate records will be kept.

This policy will be reviewed annually by Bursar in conjunction with the SLT and revised or updated as necessary.

## 5 Consequences of Non-Compliance

Non-compliance with the Fire & Emergency Policy will be viewed as a serious matter and ground for action under the School's disciplinary procedures.

## 6 Key Duty Holders

The individuals detailed below are key duty holders in case of emergency. They should be in receipt of up-to-date training to the required level and receive regular refresher training.

Role	Name	Position
Fire Officer (Building)	Nicholas Karelis	Bursar
Fire Officer (Assembly Point)	Ben Freeman	Headmaster
Deputy Fire Officers (Assembly) (Deputy Fire Officers also provide back up for sweeps undertaken by Fire Warden)	Katie Cousins Catherine Gomez	Deputy Head (Academic) Deputy Head (Pastoral)
Deputy Fire Officers (Building)	Zack Kurt Thomas Willis	Site Manager IT Technician
Fire Wardens (Sweeping)	Kate Hebblethwaite	Head of Admissions
	Charlotte Griffiths	Head of Marketing and Development
	Shirley Wang	Finance Manager
	Debi Oosthuizen	Design Technology Teacher
	Sasha Jones	Reception Teacher
	Georgina Kennedy	Head's PA
Fire Wardens (Other Responsibilities)	Sandra Allen	School Receptionist & Office Administrator
	Alan Fielding	Catering Manager

In the event of absence by one of the Fire Officers, the following occurs:

- Absence of Fire Officer (Building) - Deputy Fire Officer (Building) stands in
- Absence of Fire Officer (Assembly Point) - Deputy Fire Officer (Assembly Point) stands in
- Absence of Deputy Fire Officer covered by alternate Deputy Fire Officer in event of main Fire Officer and Deputy Fire Officer not being available

## 7 Notification Procedures

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The main fire panel is located at the front entrance of 171 Trinity Road. The panel is connected via RedCare to the Fire Brigade (via SDS security who will call reception to ensure it is not a false alarm).

The alarm consists of a loud pitched ringing noise, with sounders throughout the school and at the rear and front of the building.

On sounding the alarm, the Fire Officer (building) should proceed to the panel to verify the nature of the alarm. They will then proceed to the area of the suspected fire and either reset the panel (for a false alarm) or be ready to relay issues to the Fire Brigade.

In event of emergency, the lockdown trigger is located above the Headmaster's door in 171 Trinity Road. This triggers a loud siren notifying occupants of the lockdown. A silent call is also made direct to the security company.

## 8 Evacuation Procedures

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### 8.1 Normal Teaching

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#### 8.1.1 Pupils & Teaching Staff

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On hearing the fire alarm, staff and children must, in absolute silence, exit the school buildings and line up in the Playground. Members of staff are responsible for the class they are teaching at the time of hearing the fire alarm. When the alarm is sounded:

- Every child should stand up, push in their chair and await instructions from the member of staff.
- Adults to close windows and doors, if possible, but do not let this slow the evacuation.
- All possessions must be left in situ.
- Lead children out of room to nearest building exit.
- The children should file down both sides of the staircase (two columns). When walking downstairs, if there is only one adult, he/she should go at the back. If there is an additional adult in the room they should be at the front of the line.
- All Special Needs Children will be accompanied out of the building by an Assistant and in the event of the Assistant not being there the adult in charge of the class. Where necessary, a child with additional needs will have a PEEP (Personal, Escape and Evacuation Plan) daybook on Engage. The PEEP contains a detailed individual evacuation plan for that child.
- Any child not with their class at the time of the alarm should join a line leaving the building eg. they are in a toilet - come out and join the exiting line on the stairwell and then go to their own class line on entering the playground.
- Children must line-up in their class group with their class teacher (see Assembly Points section) and the teaching assistant assigned to that class.
- Subject Specialist staff, Music and Peripatetic Staff, and SEN Staff should congregate in distinct, separate groups adjacent to the Nursing Home gates. These distinct groups must be located with a direct line of sight to a register taker located at the Nursing Home gates.

### 8.1.2 Visitors & Non-Teaching Staff

On hearing the fire alarm, all other staff (including Admin and Catering Staff) and visitors follow the same procedure above and assemble in the area adjacent to the Nursing Home gates.

Staff stand in allotted collective groups and the register is taken by the nominated member of staff for that group and returned to the School Secretary who notifies the Fire Officer (Assembly Point) of any missing staff.

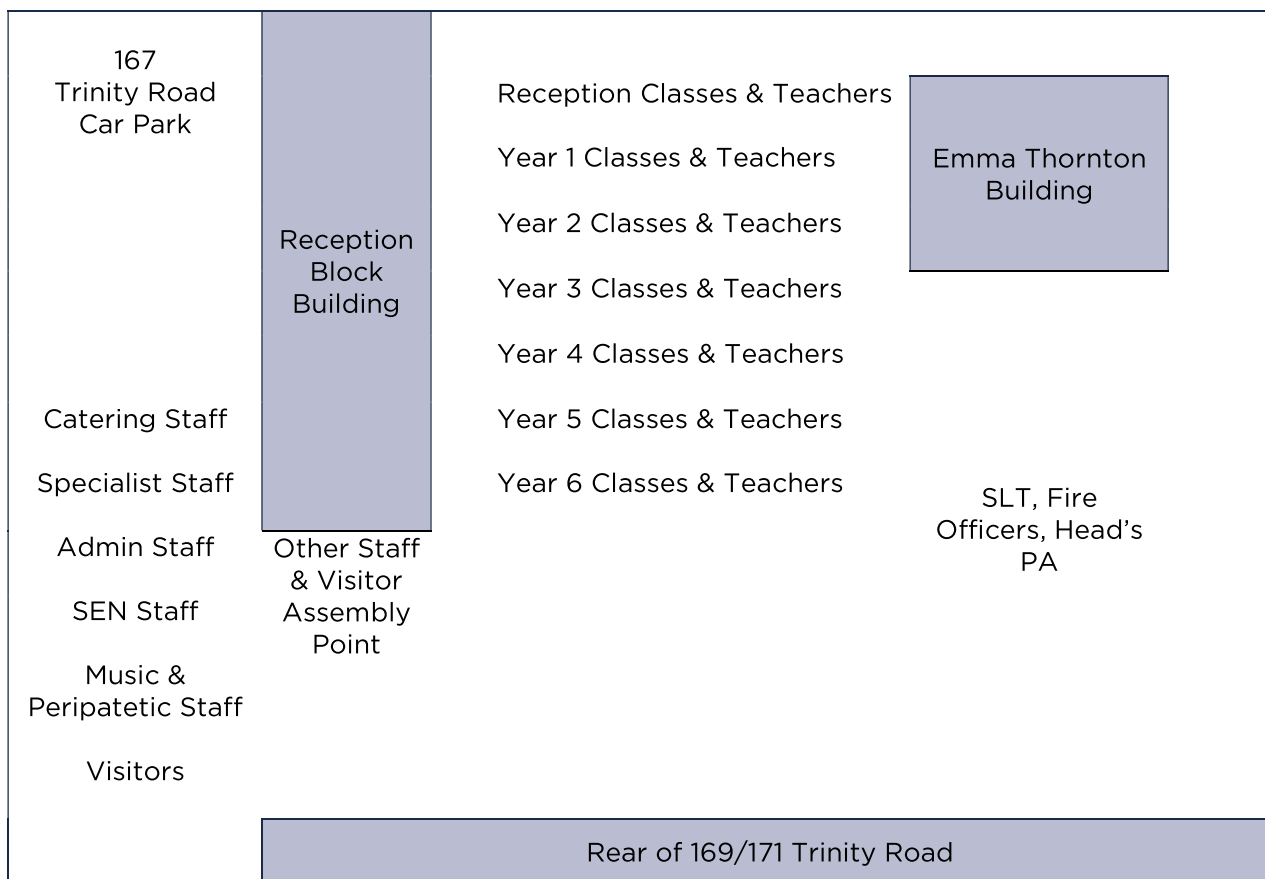
The School Secretary uses the 'Inventry' app to register all visitors and notifies the Fire Officer (Assembly Point) of any who are unaccounted for.

## 8.2 Non-Teaching Time

The alarm may sound at non-traditional times, such as during break, lunch or after school clubs. When the alarm is sounded:

- Staff should take charge of the area they happen to be in when the alarm sounds.
- The children should be guided towards the nearest exit and assemble in the playground by class.
- Normal procedures follow this.
- Should the alarm go off during drop-off, staff in the playground are responsible for ensuring that no person enters any building. The Fire Wardens on duty are then responsible for sweeping the building as normal.

## 8.3 Assembly Points



## 8.4 Trinity Chapel – Emergency Assembly

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If the fire is such that it is dangerous to assemble in the playground or in the event of an explosion, the assembly point is Trinity Road Chapel and the key is in the Staff Fire Box. If for any reason access to the chapel is not possible, assembly should be in the garden at the rear of the chapel carpark.

The Fire Officer (Building) will signal to the Fire Officer (Assembly Point) that an immediate evacuation is required. They will then proceed to issue this instruction to class teachers that an evacuation to Trinity Chapel is required. The Fire Officer (Buildings) deputy should proceed to Trinity Chapel to open the building.

- Hi-vis vests should be worn (teachers should remove their jackets from classrooms on departure). Teachers should also bring medication with them which children require.
- Staff must ensure that children are safe when crossing roads as they would if walking to Trinity Fields.
- Chapel to be accessed through the car park entrance at the side of the rear hall. If not open, then stand in lines for the register.
- Class teachers take the register and return to Head's PA when complete.
- The Head's PA reports to the Fire Officer (Assembly Point) when registers are complete.
- Any available First Aid kits will be carried to Trinity Road Chapel as part of the evacuation process.

If it is not possible to return to school:

- All parents will be contacted using Finton House Post text and email from a mobile device to notify them of the situation and request that they collect the children from Trinity Road Chapel ASAP.
- Staff will be allocated to the pick-up sites by the Bursar and Head.
- Once all children are picked up, the Head of the Lower & Upper School will inform the Head and staff will then be given further instructions.

Passcode for entry alarm system: **9180**

Persons to be notified in order of priority:

Gavin Kinnaird		07722 191 589
Dave Blake	020 8784 5538	07974 947 580
Philip Jones		07914 643 070

## 9 Accounting for All Persons

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### 9.1 Search Procedure

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1. Alarm Sounds
2. Fire Officer (Building) heads to main fire panel to investigate
  - a. Radio Deputy Fire Officer (Building) with location of fire signal and requirement to investigate.
  - b. Silence alarm if appropriate
  - c. Await confirmation of alarm location and outcome ie. real fire, false alarm, call point failure
  - d. Move to main Wandle Gate and await Fire Brigade.
  - e. Escort Fire Brigade to fire/panel and confirm that all persons are accounted for.

- f. Reset Fire Panel when all OK given
3. Fire Officer (Assembly Point) heads to playground
  - a. Exit building to playground ready to direct evacuation
  - b. Oversee 'accounting for all persons' procedure
  - c. Inform Fire Officer (Building) of missing persons
4. Head's PA Collects Fire Register Box and heads to playground
  - a. Brings the Pupil Fire Register Box (contains Fire Registers for Pupils), Absentee File, Games Registers, the school mobile phones for contacting parents via Finton House Post.
  - b. Distribute class fire registers to class teachers
  - c. Collect completed registers
  - d. Report any missing child to the Fire Officer (Assembly Point) once all registers accounted for
  - e. Use the 'Inventry' app to account for all teaching and non-teaching staff.
    - Sandra Allen will take the register for all teaching staff, SLT and Fire Officers congregating in the playground area.
    - Susan Harrison will take the register of all staff and visitors congregating adjacent to the Nursing Home gate groups.
5. Evacuation Commences
6. Fire Wardens Commence Search, reporting immediately to Fire Officer (Building) at Wandle Gate time when search complete and that zone is empty. Searches must include: All Floors, All Bathrooms, All Plant Rooms, Refuge Points. Zone maps are included in the Appendix.
7. Fire Wardens report to the Fire Officer (Assembly Point). If the Fire Officer (Assembly Point) does not receive all five reports, or is aware that a member of staff is out of School, they will ask one of the Deputy Heads to sweep the area of the building that will have been missed.

Zone	Location	Primary Responsible
A	Third Floor & 169	Shirley Wang
B	171	Charlotte Griffiths
C	Basement 171	Kate Hebblethwaite
D	Emma Thornton Building	Debi Oosthuizen
E	Reception Block	Sasha Jones

## 9.2 Out of Hours Procedures

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This refers to times after 6:00pm, weekends and holiday periods.

The member of SLT on duty will sweep the building and any staff on-site should assemble in the playground. The Head and Bursar will be contacted ASAP if not on site.

Staff should await the fire brigade and follow their instructions.

## 9.3 Re-Occupation of Premises

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No individual is permitted to re-enter the building without permission of the Fire Brigade or Fire Officer.

When the alarm is triggered, the Fire Brigade will automatically respond. Everyone should remain at the assembly point until the all-clear has been given by the Fire Brigade. However, if there has been a clear false alarm (e.g., accidental triggering of alarm witnessed) and the Fire



Officer has confirmed the trigger point and is satisfied there is no fire, the alarm may be silenced (but not re-set) and the building re-occupied.

The Fire Officer (Bursar) or their Deputy (Facilities Manager) will inform the Fire Officer (Assembly Point) that the building is safe to re-enter. The Fire Officer (Assembly Point) then communicates this to class teachers and other staff.

Teaching staff are responsible for ensuring the building is reoccupied in a calm and efficient manner.

## 10 Recording of Drills

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A 'Record of Drill' is completed by the Fire Officer (Building) post drill and stored in the Fire Folder. Actions as a result of feedback from the drill are recorded and signed. Progress on these is monitored by the Fire Officer (Building).

All non-planned drills should include a notification to parents by Finton Post as soon as practicable to about why the alarm went off and the subsequent outcome. Text must be agreed by the Headmaster or Bursar.

## 11 Off-Site Procedures

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This refers to incidents where pupils may be off-site at another venue, for instance Trinity Fields or on a school trip.

Staff should familiarise themselves with the emergency procedures of the venue they are visiting. In case of alarm, staff should ensure that children follow the procedures of that venue, but that they are all accounted for.

Staff should inform the School Office via telephone as soon as practical, indicating the nature of the incident, and if all students are accounted for. The Head and Bursar will then be informed ASAP. Further advice may then be given from SLT as to whether to stay at the venue or return to school.

## 12 Non Fire-Related Emergency Procedures

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### 12.1 Evacuation Off-Site (eg. Bomb Threat, Gas Leak)

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- This is signalled by the fire alarm which can be triggered at various points around the building.
- On hearing the alarm, follow Fire Evacuation Procedure
- Once everyone has assembled in the playground and everyone is accounted for, the decision is taken by the Head to leave the school site (playground). If the site needs to be evacuated immediately, the head count will be done at Trinity Road Chapel (the place of safety). The keys to access the chapel are contained in the staff fire box, held in the office.
- The Bursar may need to stay on site, depending on the nature of the emergency to liaise with emergency services. This decision will be taken by the Bursar & Head.
- The Deputy Head, assisted by the teaching staff, walks the children to Trinity Road Chapel where they assemble to await further instructions.
- The Office staff are responsible for collecting the fire boxes from the main office.
- Parents will be contacted from Trinity Road Chapel using Finton Post (text and email) via the mobile device, and then a notice placed on the school website.

## 12.2 Incident Requiring Assembly in the Hall/Gym

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- A member of the office staff will phone the top floor office, DT Room, Music Room, Reception Building, Computer Room and Library and messengers will be sent to all classrooms requesting that everyone attends an “Urgent Special Assembly”. Admin staff descending from the top floor should check the message is being received on their way down through the school.
- The Head will be informed of any groups off-site eg. at Games and instruct a member of staff to contact them to return to school, go to the nominated Place of Safety or assemble at an agreed location elsewhere.
- The office will inform parents via Finton Post text and email and then a message will be posted on the school website.
- The nature of the incident will dictate what further instructions are issued.

## 12.3 Incident Requiring a Lockdown (run - hide - tell)

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An incident such as an aggressive intruder, explosion or gun fire in the local vicinity requires everyone to run to the nearest safe room, hide and contact emergency services as soon as it is safe to do so.

- This is signalled either by triggering the lock down siren, button located above the Head’s Office door, or by dialling \*6\* on the digital phone in each room which plays a pre-recorded lock down message to all phones in the school.
- On hearing the siren or the pre-recorded lock down message, everyone should move to the nearest classroom or safe room (internal thumb lock fitted to door), lock the door and sit down on the floor as far out of sight as possible.
- Front office staff should activate the ‘panic’ button located between the counter and door, which will prompt an alert to the police.
- Any member of staff with or near a phone who feels able to without compromising safety, should ring the emergency services; do not assume somebody else will.
- Everyone should remain where they are until the police or Head give the all clear.
- As soon as it is safe or possible to do so, the Head will instruct available staff to contact parents with an agreed statement and ask them to collect the children.
- The Head will contact the Chair of Governors and discuss a media statement.
- The unit to switch off the lock down siren is located in the cupboard in the Occupational Therapy Room. The code to switch the alarm off is “1955”

## 12.4 Emergency Whilst Away from School Site

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The Group Leader of a trip, or senior member of staff present, should:

- Assess the situation.
- Arrange for appropriate First Aid to be administered to those injured, and ensure that all others are supervised and sheltered whilst awaiting further instructions.
- Ensure that ambulance and police have been summoned as appropriate.
- Inform the site/centre/host school that an accident has occurred.

Telephone the school/ Head / senior staff (as appropriate) giving the following information:

- What has happened

- Where has it happened
- What time it happened
- Name and mobile / phone number of member of staff in charge at the site
- Confirm identity of group (and total number, pupils and adults) involved
- Names of those injured and their location
- Damage to vehicles / property etc.
- Who has been informed of the incident
- What is being done now
- What assistance is required from the school

Press interviews and photos should be avoided and referred to the Head. The priority is to attend to children and colleagues' needs.

The group leader should:

- Liaise with emergency services and the base contact to organise the return of those uninjured to the site, main base of the outing or other safe place
- Remain with any injured persons until medical assistance has arrived

The Head will ask a member of staff to liaise with the Group Leader to ensure that:

- A focal point for communication is rapidly established
- Where appropriate, evidence is gathered
- The parents of all children involved are informed as soon as possible once subsequent action is decided (meet at school, hospital, etc)
- If appropriate, a member of the CIT is sent to the scene of the incident/emergency

## **12.5 Emergency Requiring the School to be Closed**

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- Members of the SLT will discuss if and when the school needs to be closed, with the Head making the final decision.
- If the children are present the office will contact parents to explain the situation and ask them to collect the children as soon as possible.
- Out of hours, the Head will send out text and emails via Finton Post to parents and staff to explain the situation.
- Regular updates will be sent, together with any official advice available. This will also be posted on the school website.

## **12.6 Emergency on Trinity Fields**

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If the situation requires the group to gather together (and head back to school):

- The children should line up by class and a head count made.
- Staff should contact the school office to explain the incident.
- The group should make their way back to school. Extra staff will be deployed if possible to assist with road crossing, gates, etc.

If the situation requires the group to take cover (for example, an on-going incident on the road or a rogue vehicle being driven across the field):

- Staff should instruct the children to run toward the vegetable garden if possible where there is various cover, or to the nearest boundary fence.
- As soon as possible, the emergency services should be contacted or the school office who can relay a message for you. The Head and SLT will be informed immediately.

## 13 Testing Procedures

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The School's fire systems are tested on a regular basis in the following manner:

- Weekly test of the School's alarm system
- Weekly tests set off from a different call point, meaning each call point also tested twice yearly
- Quarterly servicing of the alarm panel
- Quarterly testing of the smoke detectors
- Fire extinguishers are tested annually, and checked month
- Means of escape are tested monthly

## 14 Appendix A - Fire Box Contents

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Staff Registers Box:

- Staff registers
- Chapel key
- Vizi vest
- Timetables
- Staff mobile numbers
- Parent contact details
- Life threatening conditions register
- Fire drill procedure
- Fire zone information/plan
- Chapel info (contact numbers)
- Torch
- Ponchos

Pupil Registers Box:

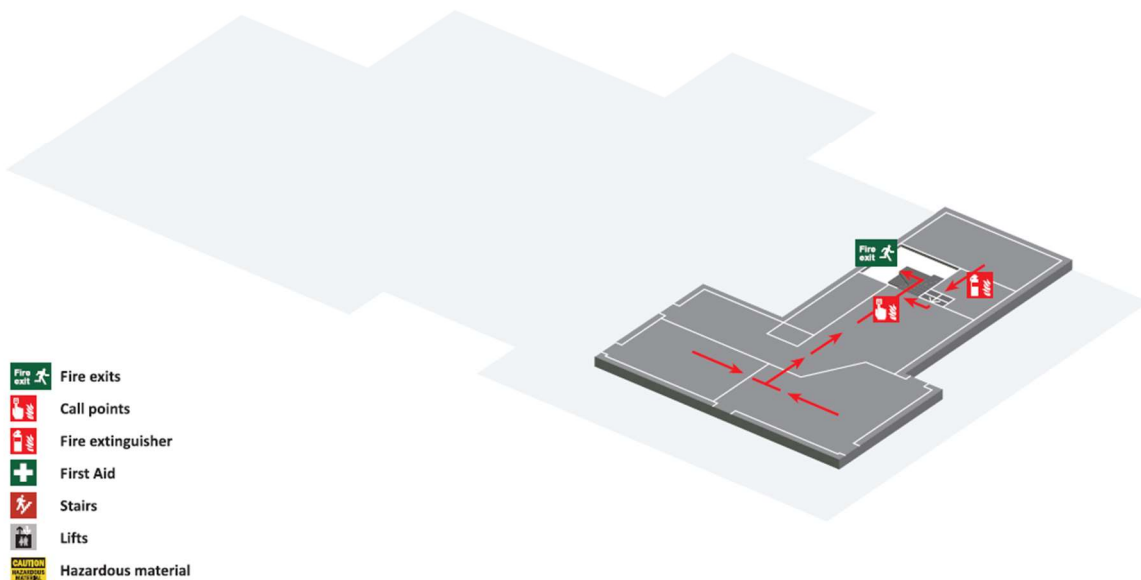
- Class registers
- Timetable
- Staff mobile numbers
- Parent contact details
- Life threatening conditions register

Office staff also collect:

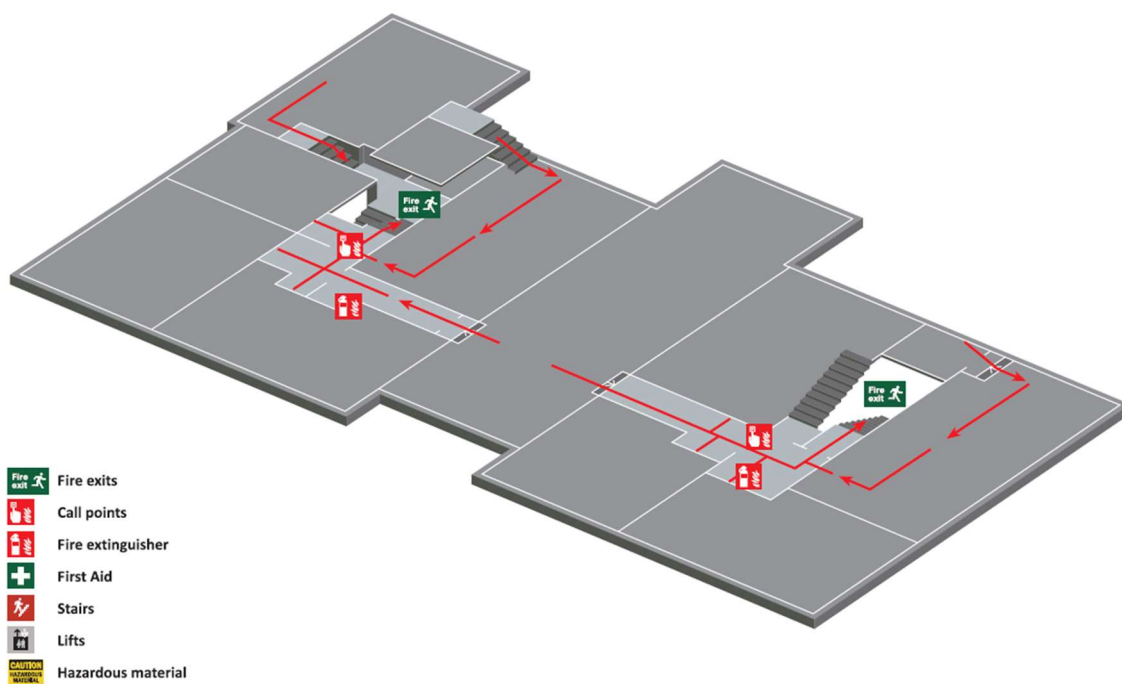
- Generic asthma pump and auto-injectors (include Piriton)
- Inventory iPad
- First Aid Kit
- School Phones

# 15 Appendix A - Zone Maps

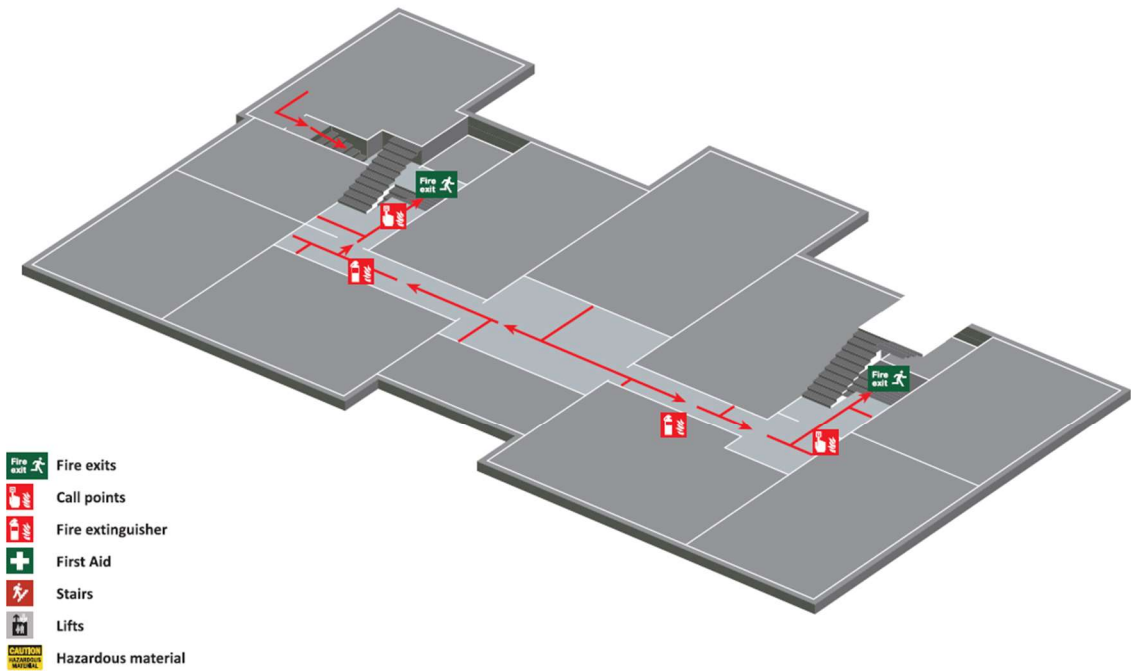
## FIRE EVACUATION Finton House School Third Floor



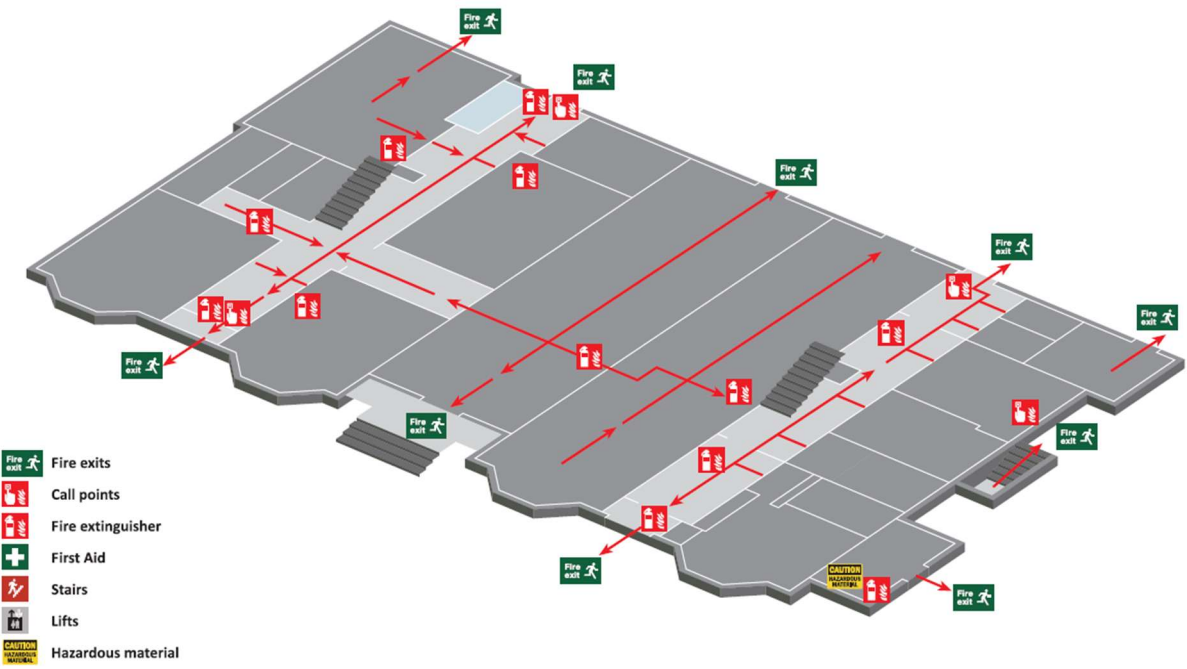
## FIRE EVACUATION Finton House School Second Floor



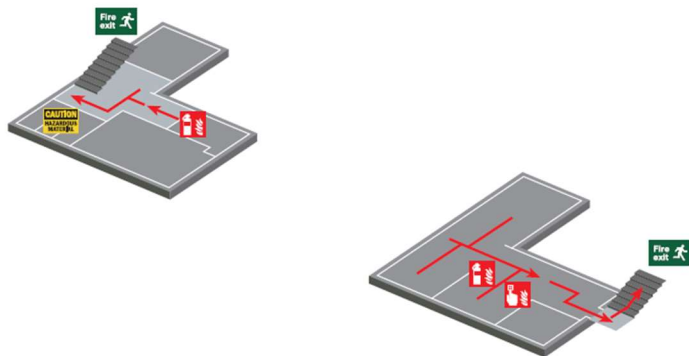
# FIRE EVACUATION Finton House School First Floor



# FIRE EVACUATION Finton House School Ground Floor



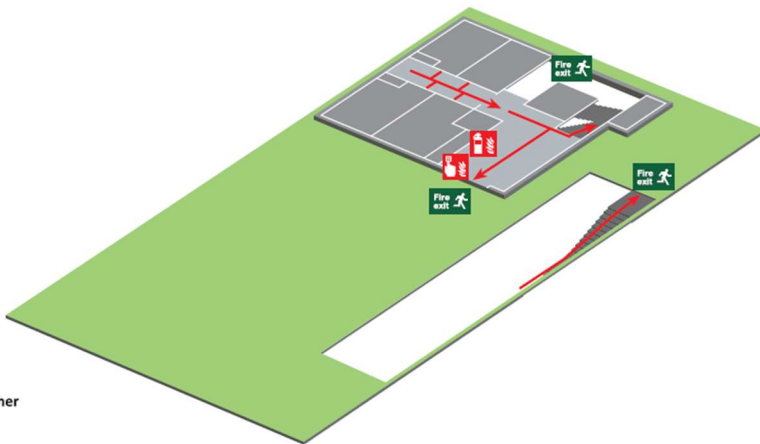
# FIRE EVACUATION Finton House School Basement



-  Fire exits
-  Call points
-  Fire extinguisher
-  First Aid
-  Stairs
-  Lifts
-  Hazardous material

# FIRE EVACUATION Finton House School Ground Floor

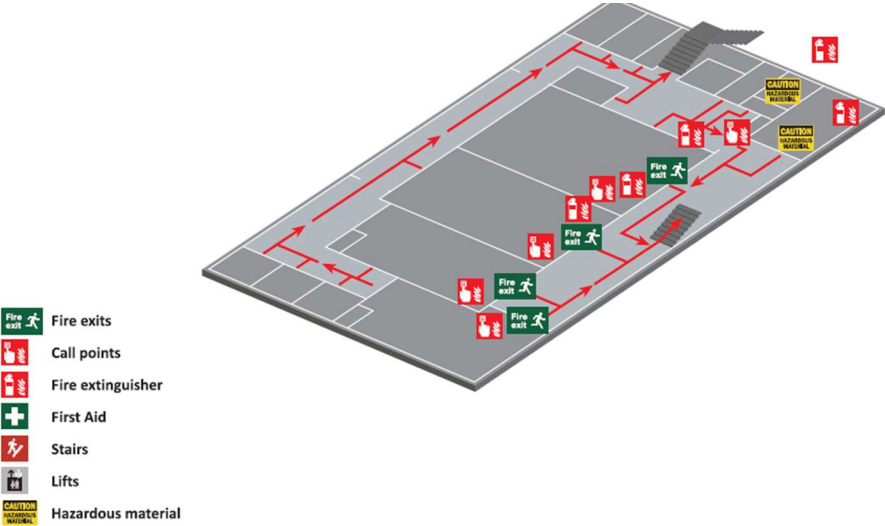
*Emma Thornton Ground*



-  Fire exits
-  Call points
-  Fire extinguisher
-  First Aid
-  Stairs
-  Lifts
-  Hazardous material

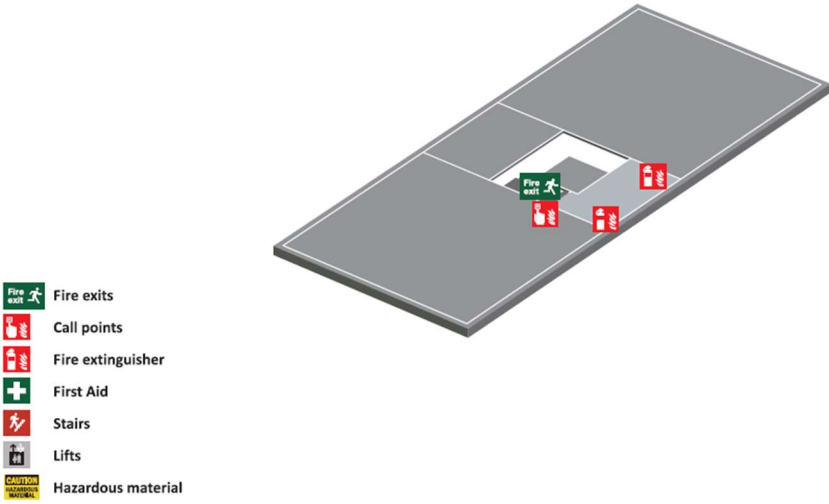
# FIRE EVACUATION Finton House School Basement

Emma Thornton Basement



# FIRE EVACUATION Finton House School First Floor

Reception





# FIRE EVACUATION

## Finton House School Basement

Reception

