



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK

Fire Procedures Policy



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Fire Evacuation Procedure 2017/2018

Fire drills are undertaken each term. The Head provides a short appraisal of the evacuation before all pupils and staff are dismissed. All evacuations are recorded by the Director of Finance & Operations and Support Services Manager including the date, time, duration, reason for the evacuation and actions to be taken. The Director of Finance & Operations/Support Services Manager reports all evacuations at the H&S Committee meetings.

The Deputy Head will be responsible for compiling a check list of all class forms, staff and visitors' roll calls. The Deputy Head will inform the emergency services of any unaccounted persons therefore not allowing re-entry until the Head or Emergency Services have declared the buildings safe.

Personal Emergency Evacuation Plans (PEEPs) are produced by the Wellbeing Assistant Head for all pupils with a disability or injury which would impair their ability to hear an alarm or evacuate with ease. Heads of Departments and The Director of Finance & Operations will create PEEPs for all staff who may require assistance in an evacuation.

Continuous ringing of the fire alarm and external siren.

1. Evacuation

- 1.1. Read route instructions to the pupils; insist on silence throughout the emergency
- 1.2. Follow the students out of the room and close the door. Sweep all areas as you exit
- 1.3. Escort all pupils to the assembly point

2. Assembly points.

- 2.1. Senior School [pupils and form tutors]
The hockey pitch opposite the main gate
Line up facing the school in year order. Upper 6th at the Junior School end and Year 7 the Theatre end
- 2.2. Junior School [including all Junior part time staff & visitors]
The playing field opposite the Junior School
Line up facing the Junior building: Nursery to Year 6 in rank order



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK

- 2.3. Visiting music staff and other visiting staff
Assemble next to part time support staff. Checked by Head of Music, Deputy Assistant Head Co-Curricular
- 2.4. Administrative Staff, technicians, librarian, Ground Staff and visitors
Assemble next to music staff. Checked by Finance Manager [Deputy Office Manager/Head's PA]
- 2.5. Catering and Cleaning Staff
Assemble on hockey pitch, Junior Dept end. Checked by Catering Manager/ Deputy: Support Services Manager

3. Checking of Pupils - Senior School

- 3.1. Heads of Year
Collect paper registers from the Receptionist (Receptionist/Office Manager)
Distribute registers to Tutors
Tutors will check form students and part time staff allocated to their register.
Collect registers and report to (Deputy Head) [Deputy Assistant Head- Wellbeing]
Enforce silence
- 3.2. Cover Staff
Follow above instructions as per visiting staff.

4. Checking of Pupils - Junior School.

- 4.1. Form staff collect registers from Head of Juniors /Deputy Head of Juniors
- 4.2. Check students
- 4.3. Report to Head
- 4.4. Return to form and enforce silence
- 4.5. Head checks all staff are present
- 4.6. Head reports to Senior Deputy Head

5. After 4.30pm arrangements.

- 5.1. Assemble on hockey pitch opposite the main gates
- 5.2. Checked by late duty staff (LRC manager – Senior School or Hoot Club Staff)
- 5.3. SLT member of staff to oversee process.



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK

6. Public Examination Procedure

- 6.1. Invigilator to record the time of the emergency
- 6.2. Evacuate the building (in sports hall via the side door)
- 6.3. Ensure all papers are left behind
- 6.4. Warn pupils that they must not talk to anyone
- 6.5. Invigilators to stay with candidates (staff will be allocated to check your form)
- 6.6. After emergency return to the exam room in silence and follow the guidelines in “Instructions for The Conduct of Examinations”
- 6.7. Deputy Head to collect the signing in book at reception.

Special Duties (If teaching, Staff must first escort their class to the assembly point and maintain silence)

7. In overall charge: Deputy Head / Assistant Head -Wellbeing

8. Deputy Head receives from school office (Receptionist)

- 8.1. Check lists and oversees the distribution of emergency registers
- 8.2. Receives the results of checks
- 8.3. Assigns duties of absent staff to register forms

9. Receptionist [deputy Office Manager]

- 9.1. Takes form registers, pupils signing in/out book, staff signing in/out book and visitors book out of school and escort visitors to assembly point
- 9.2. Distribute registers/emergency registers, visitors book and staff signing in and out book
- 9.3. Check visitors out book

10. Head of Music [Assistant Head of Co-Curricular]

- 10.1. Collects music staff list from Receptionist
- 10.2. Checks visiting music staff
- 10.3. Reports results of check to Deputy Head

11. Finance Manager [deputy Office Manager]

- 11.1. Collect Support Staff and Visitors' check lists
- 11.2. Checks administrative staff, technicians, Learning Resource Centre Manager, caretakers (inc. family), ground staff and visitors



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK

11.3. Reports results of checks to Deputy Head

12. Catering Manager and Cleaning Supervisors (Deputy: Support Services Manager)

- 12.1. Checks catering and cleaning staff
- 12.2. Reports result of check to Deputy Head

13. School Nurse [deputy supply Nurse]

- 13.1. Check the sick room
- 13.2. Pupils in sick room proceed to their form tutor for checking
- 13.3. Take out first aid bag
- 13.4. Reports result of check to Deputy Head

14. Caretakers [deputy Support Services Manager]

- 14.1. If fire in School a member of Caretaking team will call emergency services and wait at the front of Woolverstone Hall to direct the rescue services to the appropriate area
- 14.2. Prevent pupils from re-entering the buildings
- 14.3. Report to DFO [deputy Support Services Manager] when safe to return to buildings using the walkie talkie.

Date reviewed: 1st December 2017

L Deville

Director of Finance and Operations