



FIRE ORDERS

1. Introduction

- 1.1. Fire destroys property and kills. Prevention of fire is the responsibility of all members of Elizabeth College. Most fires can be prevented by good discipline and common sense. A high standard of fire prevention is to be achieved and maintained. Therefore the following Fire Orders are to be observed at all times.
- 1.2. In the event of fire the saving of life takes priority over property. Therefore raising the alarm and evacuation of the buildings is of prime importance.
- 1.3. No matter how small the fire is, the Fire Brigade are to be called to give assistance and to declare the area safe. Even if the fire has been extinguished, the reality is that the fire alarm will have been activated anyway, so they will attend. This allows them to thoroughly check the scene and assess the cause of the fire.
- 1.4. Perrot Court became part of Elizabeth College on 1 October 2020 and fully operational on 27th February 2023. These Fire Orders have been updated to reflect the change of Perrot Court from being a building site under the control of our contractors to being a fully integrated part of Elizabeth College.
- 1.5. All new staff joining Elizabeth College will have an induction programme. An essential part of this programme will be to include information about these arrangements and the location of the Fire Drill Assembly Points which are shown in the annexes at the end of this document.
- 1.6. When public examinations are taking place under strict examination conditions it is a requirement that students evacuated in the event of a fire alarm activation do not mix with other students. The College has therefore identified additional a separate Fire Drill Assembly Points which will only be used when a public examination is interrupted.

Students sitting an examination in Perrot Court will assemble for registration at the end of the bridge leading to Perrot Court in between the Sports Hall and the entrance to Colborne.

At all times during a fire evacuation, students undertaking public examinations will be under the strict supervision of the Examinations Manager or Examinations Invigilators who will escort the students to their Fire Drill Assembly Point and will escort them back to their examination venue when instructed that it is safe to re-enter the building.



PART ONE – FIRE ORDERS

2. Organisation and Fire Prevention

2.1. Emergency Exits, Escape Routes, Fire Doors

- Fire exits and escape routes are clearly signed.
- Obstructions such as furniture and equipment are not to be placed in corridors and stairwells, nor should clothing be placed on or over the extinguishers.
- Doors labelled as Fire Doors are to be clearly identifiable and not obstructed or wedged open.

2.2. Fire Hazard Checks: Classrooms, Offices, Storage Cupboards, Communal Areas. At the end of the day the last occupant leaving these rooms is to ensure that:

- All lights are extinguished.
- All windows and doors are closed.

This is the collective responsibility of all staff to help to keep our buildings safe and prevent the spread of fire outside of school hours. Cleaning and maintenance staff are instructed to check that these precautions have been followed when carrying out their duties in the evening.

2.3. Electrical Appliances: All electrical faults are to be reported immediately to the College Maintenance Manager. On no account should an attempt be made to repair or modify electrical equipment. All portable appliances should be in date for PAT testing before being used. This is the collective responsibility of all staff using electrical equipment.

2.4. Fire Alarm System: The fire alarm is a continuous sounding bell/siren.

- There are two types of fire alarm systems:
 - ◆ An automatic fire detecting alarm system with a combination of heat and smoke detectors
 - ◆ A manual break glass system

2.4.1. There are two separate fire alarm systems operating at Elizabeth College. One of them covers just Perrot Court and the other system covers the rest of the Upper School campus. An activation in one system will not automatically trigger an activation in the other system. While the school follows a policy of whole school evacuation in the event of a fire alarm activation, manual activation of the fire alarm system which has not been activated is required. This will be undertaken by the Maintenance Team.

Fire alarm panels are located in the Main Building, Colborne Building, Milnes Building and Perrot Court. They are programmed by our fire alarm system engineers to display the

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Bursar

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location of a fire alarm system activation as well as indicate any known faults in the fire alarm system.

The fire alarm is to be tested every Saturday morning between 10.00am and 10.30am. No action is to be taken during this testing. If the bell/siren continues to sound for more than 5 minutes during this time slot, it may be a real fire, and any person on site at that time should respond accordingly.

2.4.2. A record of testing is maintained in the respective school location in the Fire Service logbook, overseen by the Caretakers.

2.4.3. If the alarm should sound at any other time, then the necessary action as per these Fire Orders should be carried out. Once the alarm has sounded the full drill should be carried out to completion, and even if a false alarm has been confirmed, and the Fire Brigade have been informed, the alarm should not be silenced until the drill is complete, namely all personnel have been accounted for. This will then be recorded as a Fire Evacuation drill.

2.5. Fire-Fighting Equipment. The following types of fire fighting equipment are in use within the College:

- Fire Blankets
- Water Extinguishers
- Carbon Dioxide Extinguishers
- Dry Powder

2.5.1. Those personnel trained as Fire Marshals, namely the ECJS SLT, the Bursar, Maintenance Team, Grounds Staff, IT Staff, Laboratory Technicians and the CCF SSI should be in date for fire extinguisher training, ideally every 3 years.

2.6. Practice Fire Drills: Fire drills will be practised at least once each term, and twice in the Michaelmas Term. Prior warning will be given of intention to hold the first Michaelmas Term fire practice drill, which is intended to be a “walk-through”. The other drills will not be promulgated.

2.6.1. All personnel will act in accordance with Part Two – Fire Orders.

2.6.2. Members of staff are to familiarise themselves with the following:



- Fire Orders
- Sounding the Alarm
- Location and Use of Fire Fighting Equipment
- Evacuation Routes and Procedures
- Fire Drill Assembly Points

Diagrams Attached:

Annex A - Upper School,

Annex B - ECJS Beechwood

Annex C - ECJS Acorn House

2.7. Distribution of Fire Orders: Copies of Fire Orders are to be shared with staff through the Staff Handbook, and the Box folder School Policies and Job Descriptions / H&S, Fire & First Aid Policies. A physical copy of these Fire Orders will be displayed in the following places:-

- Living Accommodation
- Department notice-boards
- Staff Rooms
- College & ECJS Reception Areas

2.7.1. Part Two of Fire Orders is to be displayed near all fire alarms and fire fighting equipment.

2.8. Responsibility for External Groups Hiring College Facilities: All external users sign a contract, which includes their responsibility for ensuring all personnel in their charge are evacuated and either accounted for by roll-call or confirming to the Fire Service on arrival that the facilities they were using are clear.



PART TWO – FIRE ORDERS

3. Action on the Outbreak of Fire

3.1. The fire alarm will be raised by:

- Automatic Fire Detection.
- Operating the nearest Fire Alarm Manual Break Glass Point.

3.2. Evacuate the area and proceed to the Fire Drill Assembly Point.

3.3. By the Senior Member of Staff Present or Person Discovering Fire

- Ensure that the Fire Alarm has been sounded.
- Ensure that everybody has been evacuated.
- Staff who act as Fire Marshals should check rooms are clear as they leave the building.
- Make attempt to extinguish the fire if safe to do so and trained to do so.
- Close doors and windows where applicable.

3.4. By All Other Staff, Students and Pupils

- Proceed to the Fire Drill Assembly Points in silence.
- A nominal roll-call by staff groups and Year Groups is to be called which is to be submitted to the Fire Officer.
- During I&D week the nominal roll is to be called by Activity Groups.
- All personnel are to remain at the Fire Drill Assembly Points and await instructions.