



# ST MARY'S SCHOOL HAMPSTEAD

**Fire Procedures**

**September 2024**

Reviewed September 2024  
Next Review Date: September 2025

## **MISSION STATEMENT**

St Mary's School seeks to provide an outstanding education firmly founded on the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, where each child is valued and high standards are expected. Intellectual development is emphasised and fostered along with the pursuit of academic excellence to achieve individual potential and spiritual development.

St Mary's values the unique contribution of every child within the school community.

St Mary's is inclusive and welcomes girls from all communities and faith backgrounds, or none, and believes that all benefit from the school's values.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

## INTRODUCTION

This document will become one in a suite of documents under the School's Emergency Plan.

## FIRE PREVENTION AND DETECTION PROCEDURES

Fire prevention procedures are detailed in the School's Health & Safety Policy and include procedures for:

- Carrying out a fire risk assessment;
- Maintaining and checking all fire detection, alarm and fighting systems (all maintenance of fire apparatus is carried out by ISO9001 or BAFE-approved contractors);
- Maintaining and checking emergency lighting;
- Waste management;
- Managing hazardous works and flammable materials;
- Ensuring that all fire exits, stairways, corridors and means of access and egress are to be maintained in good condition and clear of obstructions;
- Undertaking fire evacuation drills and other training; and
- Maintaining records.

## FIRE EMERGENCY PROCEDURES

### Fire Assembly Point

The Fire Assembly Point is the PLAYGROUND.

In the event of a fire preventing assembly at the rear of the School, the Fire Assembly Point is the car park, or in the event that the car park is also unable to be used, St Anthony's Prep School.

Safe location at:  
St Anthony's Prep School,  
90 Fitzjohn's Avenue,  
London,  
NW3 6NP



St Anthony's Prep School can be accessed by turning left up the Fitzjohn's Avenue on leaving the School site and crossing at the first pedestrian crossing (after Lyndhurst Road and before Netherhall Gardens).

## **Incident Controller**

In the event of a fire, the most senior person on duty in the School i.e., the Headmistress, or whoever is deputising for the Headmistress, is the Incident Controller.

## **Action in the Event of a Fire**

In the event of a fire:

- Anyone discovering a fire should immediately raise the alarm by activating the nearest fire alarm breakglass call point;
- Everyone should leave the building quickly by the nearest fire exit escape and in strict silence. No-one may push past anyone else;
- If possible, shut the windows and doors on leaving the room;
- Any child who is not with their class when the alarm goes, must go to the Fire Assembly Point;
- During main school hours, the teacher who is with the class when the alarm goes must lead the fire evacuation with that class. Therefore, everyone must know the particular fire evacuation procedures, and any Personal Emergency Evacuation Plan (PEEP), for any class s/he teaches;
- During main school hours, pupils should assemble as a class at the Fire Assembly Point. The School Administrator will be waiting with the class registers. Staff should quickly call the roll / headcount and report to the School Administrator that everyone is present or give the names of any child who is present at school but absent at the roll call. The School Administrator will report back to the Headmistress/Incident Controller;
- Before/after main school hours, extra-curricular club leaders must lead the fire evacuation for their club. Pupils should assemble as a club at the Fire Assembly Point. The club leaders must bring their own club register to the Fire Assembly Point and quickly call the roll / headcount. The club leader must report back to the Headmistress/Incident Controller;
- Staff or Pupils with a PEEP will, if appropriate, be supported to evacuate by their allocated Personal Egress Assistant;
- Staff not attached to classes at the time of an evacuation and all other staff, visitors and contractors should also assemble at the Fire Assembly Point in alphabetical order by first name to assist the roll call. The Bursar will be responsible for checking the roll for staff, visitors, contractors etc. The School Administrator and Receptionist will bring the registers of staff, visitors and contractors to the Fire Assembly Point (together with a walkie-talkie) and will support the Bursar to take the roll call. The Bursar will report to the Headmistress/Incident Controller;
- If Catering staff need to exit to the front of the building, they will undertake their roll call and report to the Premises Manager (or Caretaker in his absence). The Premises Manager (or Caretaker in his absence) will report to the Headmistress/Incident Controller;
- Premises staff will act as Fire Marshals and will check their designated areas of the building, where safe to do so, prior to evacuating to front of building to meet fire brigade. Fire Marshals will report to the Headmistress/Incident Controller;
- The Premises Manager (or Caretaker in his absence) will check the control panel and advise the Headmistress/Incident Controller of the location of the triggered call point;
- The Premises Manager will open the front gates and direct the Fire Brigade;

- Fire extinguishers should only be used by staff trained in their use and if safe to do so;
- The fire alarm is monitored remotely and the Fire Brigade is summoned automatically. The Premises Manager will also summon the Fire Brigade and provide any known information;
- Once roll call has been confirmed, the Headmistress/Incident Controller will move to the front of the School to await the arrival of the Fire Brigade and report to the Fire Officer or will liaise with the Fire Officer via the Premises Manager if it is not safe to do so;
- NO-ONE may re-enter the school until the Fire Brigade gives authorisation.