



Stowe School Fire Procedures and Policy

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ISI requirement to be available on request	
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This policy document should be read in conjunction with the School's Health and Safety Policy, where Fire Precautions and Procedures are outlined in the Arrangements Section 3.11. Sections of this policy have also been copied into the School Contingency Plans.

Policy Amendments

Page	Date	Description
9 & 10	14/07/21	Changes made to the Furniture and Furnishings (Fire) (Safety) Regulations 1988 Requirements
Various 11	Jan 22	Full document review Job title changes 'Group' H&S Manager and Director of Operations and Estates HR Department to 'People'. Medical Centre to 'Health' Centre Gas pipe identification section added
6 & 14	Oct 22	Details of the fire door audit and checking process added to the document
Page 6 Page 14	Jan 23	Full document review 1. Fire doors/ Fire Compartmentation Fire doors play an important part in preventing the spread of fire and smoke. Due to the age of the buildings not all of the fire doors are noted as such under the current regulations, but it is just as important that fire compartments can be made with the doors closed. During refurbishment consideration must be given to changing original doors to new fire rated doors (corridors FD60 and bedrooms FD30 or above) with consideration to planning issues. Where replacement doors have not been fitted, but it is felt through risk assessment that increased protection is required, they will be painted with an increased fire rated paint. This will increase fire compartmentation to the areas. Cold smoke fire seals, bushes or intumescent strips have been fitted to fire doors and doors with increased fire integrity to assist in preventing the spread of fire and smoke. It is important that these seals or brush strips are not damaged in any way or painted over during refurbishment or decorating. A programme is in place to audit and check all fire doors throughout the site. All of Appendix 2
Various 13	Jan 24	Full document review Role change Group Head of Estates, Handy Man changed to Maintenance technicians, Group Buildings Services Engineer <i>team every term for sleeping accommodation and twice a year for non-sleeping buildings.</i> – added text.

Forward

This document has been put together using sections from:

- Stowe School Health and Safety Policy
- Stowe School Contingency Plan

Both documents will be reviewed if alteration or change is made to relevant sections. Solely for the purpose of the writing of this policy, the following abbreviations have been used:

- **Fire Person** - either the 'Night Patrol Officer' or the 'Fire Call Out Person,' depending on who is on Fire Duty at the time.

2. Introduction

It is essential that all employees familiarise themselves fully, not only with the established escape route from their own areas, but also with the routes from other areas that they use on the School site. New Staff should be advised of the emergency procedures during their induction from their Line Manager.

3. Fire Risk Assessment (FRA)

All employers must carry out a suitable and sufficient assessment of fire risks under The Regulatory Reform (Fire Safety) Order 2005 (RR (FS) O) 2005. Each Fire Risk Assessment should be completed by a competent and responsible person.

The Group Health, Safety and Compliance Manager will be the Fire Risk Assessor, on behalf of the School, and will assist Houseparents and Heads of Department etc in assessing fire risks. The Assessor must also determine and monitor any arrangements for managing appropriate precautions and for reviewing the adequacy of Fire Risk Assessments. As the FRA is signed by the responsible person and the Assessor, any change, alteration, or addition to the fire prevention/precaution system must be discussed with the Assessor before work is carried out. It is the responsibility of the manager in charge of any building works or building projects to involve and discuss any works that will affect the FRA and the safety of others in the area at that time. Changes to the working environment that are not noted on the FRA would make the document irrelevant and deemed not suitable and non-compliant.

It is also important to involve the Assessor in any new control systems for fire prevention, as the assessor will need to undertake a pre-assessment of need for that area before any systems are planned or authorised for installation/fitting.

The FRA assesses the needs, standards, and level of fire precautions that the School requires. The School will comply with the standards outlined in the following documents, as part of the FRA:

- British Standards (BS) (for example Fire Detection and Fire Alarm Systems BS EN5839-6:2019)
- BS 9999:2017 - Code of Practice for Fire Safety in the Design, Management and Use of Buildings
- HM Government Guidance Documents - Sleeping Accommodation; Educational Premises and Small and Medium Places of Assembly; Animal Premises and Stables
- Building Regulations Approved Document 'B (AD B)'
- Building Bulletin 100 (May 2021 under review)– Design and Managing Against the Risk of Fire in Schools.

The Risk Assessment may, at times, dictate that a higher standard of fire prevention is required for the School than outlined in one of the above documents. As with all risk assessments they depend upon what the area is used for and by whom.

The School must make and implement appropriate arrangements as regards the measures identified by the risk assessment for:

- the prevention of fire
- the protection of people in the event of a fire
- safe means of escape and action to take in an emergency
- safe access and facilities for the Emergency Service(s)
- fire management systems

Detailed plans of the School will make up part of the Fire Risk Assessments, such documents will continue to be improved and created to give a full site overview of:

- location and details of the fire detection and alarm systems
- location of firefighting equipment
- location of emergency lighting
- location of site fire hydrants
- location of emergency cut off points for the School's facilities (gas tanks/ gas bottles/ oil/water etc)
- escape routes, emergency exit signage and evacuation points
- hazardous substances stored on site
- room dimensions (and capacity as required)
- location of known void spaces within the Mansion

The FRA will be updated on a regular basis, the high-risk buildings and Boarding Houses will have a full document review annually. Lower risk academic buildings will be reviewed if any change or alteration occurs including to physical dimensions, use of the buildings etc, or every two years. This is a legal requirement. The original Assessor of the FRA **must** be informed of any building works or tasks that may compromise the fire safety during projects or any change of use in the area currently stated in the FRA. Every Head of Department is responsible for notifying any changes that will alter the suitability of the fire risk assessment.

The FRA should also be updated with the findings of fire drills and any unwanted activation of the fire alarm system.

4. Fire Extinguishing Appliances

Fire extinguishers are located at designated fire points throughout the School's premises. Fire extinguishers **must not** be moved from their locations or misused by colleagues, visitors, contractors, or pupils. Extinguishers must **never** be used as a door stop. Staff found using extinguishers in this way or interfering in any other way, with firefighting equipment, will be subject to disciplinary action. It is an offence, which can be enforced by the Fire Authority with fines for the School and also the individual causing the offence.

Any attempt to extinguish fires must only be undertaken once the fire alarm has been activated and in circumstances where this can be carried out without danger to the individual, and when the fire is of a minor nature. Internal training on the use of firefighting equipment, and general fire awareness will be delivered as mandatory for new staff (within 3 months of employment) and then on a rolling programme.

Fire extinguishers will be serviced annually by an external contractor. Any damaged equipment must be reported to the Maintenance Department for replacement. Where identified, any damage will be charged to the person responsible for that building.

Firefighting equipment should be easy to locate, with the appropriate signage in place. The equipment should not be moved, restricted, or covered in its designated point (with the exception of approved fire equipment covers). It should be free standing on a designated stand or securely wall mounted with signage.

Weekly walk rounds to visually check the fire extinguishers will be undertaken in each Boarding House by the Matrons, recorded, and submitted to the Group Health, Safety and Compliance Manager, and added to the House FRA. The high-risk areas (Art, Science, Design and Technology, Medical Centre, and Drama) will also be covered by Technicians from the area who will be asked to complete the same checks.

5. Fire Detection and Alarm Systems

The use of fire detection systems enables fire to be detected quickly, the alarm to be raised and the building evacuated as quickly as possible before a fire becomes a danger to life.

The fire alarm system is tested weekly on a Wednesday and undergoes regular inspections and servicing, both by internal and external competent, qualified personnel as required in BS EN5839-6: 2019. All tests, inspections and servicing are recorded. The only time that this may differ is when the site is shut down for the Christmas break, where a Wednesday falls within this time.

It is a criminal offence to interfere, alter, damage, cover or remove the fire detection systems (detector heads, fire panel and fire alarm cabling) in any way. Anyone found doing this will be subject to disciplinary action. This offence can be enforced by the Fire Authority with fines for the School and also the individual causing the offence.

A 'hot work permit' for Contractors or 'hot work chit' for the Maintenance/Grounds teams must be obtained before any 'hot work' takes place. This will assess if the fire detection system needs to be isolated. Isolation of the fire alarm panel must only be undertaken by a competent person. When the fire alarm is isolated a record of this action must be kept ensuring that the system is reinstated at the end of the task. Failing to reinstate the system could leave the area unprotected, preventing the activation of the alarm, and people evacuating.

The School is required by law to investigate all alarm activations. If unwanted alarm activation is detected, the cause must be recorded in the Fire Logbook. Precautions must be in place as part of the Risk Assessments. Method Statements and, where applicable, 'hot work' permits must be recorded to ensure that all control measures have been taken to prevent unwanted activation due to any building works. This includes tasks completed on site by Stowe colleagues or works undertaken by external contractors on Stowe School's behalf.

Untrained staff (including colleagues who are aware of the system but not on shift at the time) must never silence or interfere with the fire alarm panel. All alarm activations should be treated as a real fire event and investigated by the Fire Person on duty at the time. The Fire Person will have a link to the Security Cabin and will be in control of the situation until, in the event of a real fire, other members of the Executive Leadership Team are in attendance.

All occupants of the building should remain outside until verbally instructed that it is safe to re-enter and should not obstruct the Fire Person in their tasks when they are entering the building to investigate the occurrence.

6. Emergency Routes and Exits

Emergency routes and exits are indicated throughout the site based on the following standards:

- emergency routes and exits must lead as directly as possible to a place of safety
- it must be possible for all persons to evacuate the buildings quickly and safely
- emergency doors (and final exit doors) should open in the direction of escape (consideration must be given to the age of the building with the original doors where this is not the case). This should be the standard for all new buildings, regardless of the numbers using/occupying the building, and considered as best practice

- emergency doors must not be locked, unless they have fire safe locking systems or a secure key in place; or bolted, unless they are re-opened when the area is in use
- emergency routes and exits must be indicated by appropriate signage
- all emergency routes must be kept free of obstruction at all times
- all doors with electrical access control must be interlocked with the fire alarm - to open on activation

Throughout the day, items used by colleagues and pupils can be moved around the rooms/area. It is the responsibility of the person in charge of the rooms/area to ensure that fire exits are free from all obstructions and trip hazards at all times.

Fire Safety Signs

A fire safety sign is signage which:

- provides information on escape routes and emergency exits in the case of fire
- provides information on the identification or location of firefighting equipment
- gives warning and safety information in the case of fire

These signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 BSEN 5499 and must not be covered or removed without the prior approval of the Group Health, Safety and Compliance Manager or the Group Head of Estates.

Fire signage should be green with a white pictogram and writing, or green with just the pictogram. Fire signs must not just display writing. Some signs may be fluorescent, or illuminated, dependent upon their location and function.

7. Fire doors/ Fire Compartmentation

Fire doors play an important part in preventing the spread of fire and smoke. Due to the age of the buildings not all of the fire doors are noted as such under the current regulations, but it is just as important that fire compartments can be made with the doors closed. During refurbishment consideration must be given to changing original doors to new fire rated doors (corridors FD60 and bedrooms FD30 or above) with consideration to planning issues. Where replacement doors have not been fitted, but it is felt through risk assessment that increased protection is required, they will be painted with an increased fire rated paint. This will increase fire compartmentation to the areas.

Cold smoke fire seals, bushes or intumescent strips have been fitted to fire doors and doors with increased fire integrity to assist in preventing the spread of fire and smoke. It is important that these seals or brush strips are not damaged in any way or painted over during refurbishment or decorating. A programme is in place to audit and check all fire doors throughout the site. See Appendix 2

8. Smoking, Naked Flames and Open Fires in Residential Accommodation

The School has a 'No Smoking' Policy. Colleagues, contractors etc should only smoke in the designated smoking shelter located by the Minibus Park to the east of the entrance road to the School. On occasions, arrangements will be made as part of an Event's Risk Assessment for controlled smoking on the North or South fronts (or other named area), where ash trays will be located. Smoking is prohibited in all of the Stowe residential properties.

Following the advice of the Fire Authority and the buildings' Fire Risk Assessments the School operates a 'no naked flame' policy. Open fires are prohibited in all of the School's residential accommodation adjacent to all the buildings on the School site, i.e., within 50 metres. This also applies where the School is the landlord for residential properties that have been classed by the School as Houses in Multiple Occupation (HMO).

The concern with open fires is the integrity of the chimneys (the lack of knowledge of internal flues and lack of linings to the chimneys) and the possibility of fire spread to the sleeping accommodation. The business risk and the implications of a fire occurring must be considered.

Candles and naked flames must not be used in the Mansion and associated buildings (including classrooms). Any exception to this must be individually assessed (for example for Science and Design and Technology) and as required agreed with the Group **Head of Estates**. This will need to be cleared with the School's insurance before the event. There is also a limit on the number of candles used in the School Chapel, which should be just the five altar candles for normal events and one in the vestry. Additional candles may be used for events and festivals (for example Christmas). This will be covered under a specific risk assessment.

Candles, including scented candles, are included in the ban on naked flames (this is also applicable to all colleagues in domestic properties within the Mansion) and should not be used by any pupils in any of the Boarding accommodation or within their bedrooms.

9. Use of Smoke/Haze Machines for Recreational Purposes

Smoke/Haze machines should not be used unless specific Permits and Risk Assessments are in place. The final decision to use them will require the agreement of the Group **Head of Estates**. To use a smoke machine, the Fire Detection System in that area must be isolated or altered so that it does not cause a false activation. Any change or alteration to the Fire Alarm System can only be made by the competent person, i.e., fire alarm electrician or Fire Person. The Permit must outline the contingency plans for fire detection during the time that the alarm has been isolated. The Fire Risk Assessment for that area must be updated for the specific event.

10. Furniture, Fabrics and Furnishings Fire Safety Standards

The School will comply with the following regulations:

- Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010.

Furniture and furnishings may significantly increase fire spread in rooms and spaces such as fire escapes, stairs, and corridors within a building. Therefore, the potential to increase the fire loading and spread of fire needs to be considered when departments and Boarding Houses are purchasing, arranging, and positioning furniture, fabrics, and fittings in a building.

No second-hand furniture should be accepted or purchased for the use in a Boarding House, even if it can be proven to be fire retardant.

Following the guidance set out in the Fire Safety of Furniture and Furnishings in the Contract and Non-domestic Sector, the School will assess the risk, and follow the current British Standards.

Within the document the School could be classed as a low risk, though with the Boarding accommodation element, and also various buildings allocated for staff residential accommodation this would be classed as a Medium risk. This must be closely considered on a case-by-case basis, and where this is uncertain the higher level of risk will be applied.

Office (upholstered) furniture (not in bedrooms - Low risk)

Office furniture, for example in general offices and non-sleeping rooms, should be purchased from rateable suppliers and conform to BS EN 1021: parts 1&2:2014 and BS EN 5852: 1990. Chairs should carry the fire-retardant labels on them as evidence that they conform.

Office (upholstered) Furniture (Bedrooms - Medium risk)

All upholstered furniture within a bedroom used for sleeping should meet BS 7176:2007 +A1:211 as a Medium risk (Cat5).

Domestic Furniture

Where furniture is introduced into the workplace, different regulations apply.

*Where domestic accommodation is integral to the Boarding Houses, the School requires that items comply with Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010. This will not apply to antique furniture or items bought before 1950. Care to monitor the condition, and amount (Fire loading) for the latter is important.

New personal property being purchased by a member of staff for their private accommodation (where the School is the landlord) should be fire retardant, meeting the current standards as above. Where they are supply items that are already their own property, the School (as the Landlord) will ask that the furniture is in good condition and meets the requirement above* this should be advised and documented in their tenancy agreements.

Where the School (as the Landlord) is supplying furniture for a single domestic dwelling it will purchase items compliant with Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010. If the property is deemed a Medium risk (Multiple occupancy or the property does not have an adequate fire break from sleeping accommodation in a Boarding House) then a higher standard (non-domestic) of furniture will be purchased.

Sleeping Accommodation (Boarding house/bedrooms and common spaces with cooking facilities)

The use of furnishings, bedding, and synthetic materials, which are easily ignited, can assist rapid fire spread, and where possible should not be used. The School is undergoing a three-year replacement plan for items not meeting the requirement below.

The use of fire-retardant material will substantially reduce fire loading and fire spread if a fire were to break out. Items in sleeping accommodation that should be fire retardant are (Cat 5):

- Curtains/blinds/drapes must conform to BS 5867: Part 2:2008
- Mattresses (excluding quilt/pillow covers) must conform to BS 7177:2008 +A1:2011
- All upholstered furniture must comply with BS7176: 2007 +A1:2011 (cat 5)
- Pillows
- Scatter cushions
- Seat pads
- Sofa beds/headboards/beds
- Loose and stretch covers
- Outside garden furniture (if it is used inside)

If the Boarding House has circulation spaces, deemed large enough to have any upholstered furniture this must comply with BS7176: 2007 +A1:2011. Fire exits must not be compromised by unnecessary furniture.

No materials (including posters) should be hung from the ceilings in bedrooms, and wall hangings (posters, flags/ fabrics etc) should be limited to no more that 20% of the total wall covering.

11. Highly Flammable Liquids (HFL)

A HFL is any liquid, liquid solution, emulsion, or suspension which, when tested in the manner specified in the Regulations, gives off a flammable vapour at a temperature less than 32° C and also supports combustion.

Storage

- All HFL within the premises must be suitably stored in a fire-resisting container/cupboard.
- Liquids are to be kept in closed vessels and the maximum quantity is not to exceed that required for a day's work.
- The HFL stores are to be clearly marked with the words "**HIGHLY FLAMMABLE**" in bold letters.

Precautions

- There must be a means of containing, or immediately drawing off into a suitable container, any HFL which leaks. All spills must be contained and managed according to the product manufacturer's guidance (on the MSDS or outlined in the COSHH risk assessment).
- Absorbent materials used to clean up spillages must be placed immediately in a metal container with a cover or be removed without delay to a safe place.
- Materials which are likely to absorb vapours are not to remain in areas where HFL is in use.
- No material, equipment or appliance which has the potential for igniting HFL is to be taken into an area where HFL are used or stored.

Liquefied Petroleum Gas (LPG)

Storage

- Cylinders are to be stored in an open air, secure locked compound.
- Full cylinders are to be stored separately from the empties, and both should be segregated from cylinders which contain or have contained different gases.
- LPG cylinders should be stored at least 3 metres away from any oxygen cylinder and should not be used or stored in the horizontal position, always upright.

Precautions

- Lubrication of valves and fittings is unnecessary and highly dangerous, as is the application of white or red lead jointing compounds and joining tape.
- Cylinders must never be placed by any source of heat.
- Surplus hoses must not be coiled around the cylinder. A fire in a coiled hose is difficult to extinguish. Where there is surplus hose, it must be positioned away from any source of heat.
- Cylinders or connected hoses must never be left in a confined space.
- Valves must always be closed after use.
- Before assembling regulators and fittings, users must make sure that there are no particles of dirt in the cylinder outlet. It is acceptable to do this by opening and closing the valve momentarily, after ensuring that there is no source of ignition in the vicinity.

Gas pipes and identification

- All internal gas pipework (LPG or Natural gas) to be yellow in colour.
- All internal gas pipework (LPG or Natural gas) to have taped markers stating the Legend GAS every time the pipework passes through a wall (both sides), or every 2 metres whichever is closer.
- This is to apply in all Stowe Group properties commercial or domestic, or properties rented for the use of the Stowe Group.

12. Fire Drills and Evacuation Practice (including unwanted alarm activations/false alarms)

Fire drills and fire evacuation practices will be carried out throughout the year, both during and out of School term time. Every term a practice evacuation of the Boarding Houses will be carried out. Other areas of the School will be covered at least annually.

All fire drills and practices will be timed, recorded, and monitored with any shortfalls or failings in the system being addressed. Any outcomes will be shared with the **Group Head of Estates** and the Headmaster as applicable. Unwanted alarm activations will also be recorded and investigated by the Group Health, Safety and Compliance Manager. A list of such events is held for reference and will be shared with the Governing Body through reports from the Fire Risk Management Committee and the Health and Safety Committee.

During an evacuation, the Maintenance and Housemen/Security radios belonging to staff who have evacuated will be used to assist the designated Fire Marshals, Group **Head of Estates** and/or the Group Health, Safety and Compliance Manager, as well as any members of the Executive Leadership Team who are present, to coordinate

between the different fire evacuation points. This is particularly important if people have been evacuated from the Mansion as the North and South Fronts are both used. The radio channel used will be the Security channel 'Channel 1'.

During the working day there may be pupils and colleagues in Boarding Houses and buildings that have not signed in, with no record of their whereabouts. This risk is high as fire wardens and Boarding House staff may not know if the building has been cleared. Security Fire Runners should not put themselves at risk if persons are suspected within the building, however if Security or trained staff feel it is safe, then they can go into the building to check. This must be reported to the Fire Service on their arrival.

All persons are asked to be patient after they have evacuated and wait at the evacuation point until it can be confirmed that the building is clear and safe to re-enter. This should be verbally from the Fire Runner at the time (not just if the fire alarm has been silenced). If an escalation to move away from the evacuation point is required, a decision will be made as to the safest holding location on the day.

The Fire Person 'Fire Runner' sent from Security will have a detailed list of tasks to perform and should not be hindered in this. They are instructed to go to the location of activation and should not be asked to turn the alarms off/silence the alarms until both they, and the Security Cabin, are satisfied that it is an unwanted activation (false alarm). It is after this point they will verbally instruct people to return to the building.

If the Fire Service has been called to site this decision will be automatically made by the Senior Fire Officer and relayed to the member of staff in charge of the situation at the time. The clearance for colleagues to return to the building must only be given once the Security Cabin (member of the Security team who has taken charge) has given authorisation, if necessary, having consulted with the emergency services. All other colleagues, regardless of seniority or position, should wait until confirmation has been received that it is safe to return to the building.

From time to time, the Fire Service will be invited to the School to take part in fire evacuations. Plans and site maps will be sent to the Fire Service if they are updated at any time. A fire documents holder (Battle Box - large folders) will also be available at the Security Cabin. This will contain maps, site plans and various keys/access control cards/keys for the wet riser and lake entrance. The plans/maps will include areas that may be a risk to the Fire Service as they fight a fire.

Stowe Events Lettings Evacuation Plan

A fire drill will take place for all residential lettings involving youth groups of 18 years and under, regardless of duration of stay on the first night. For those over the age of 18 it must be clearly stated (letting agreement and hand over documents) that the lead person from the group has a full understanding of the fire evacuation procedures.

13. Personal Electrical Equipment used in Boarding Houses

To reduce the fire risk in Boarding Houses, the type and number of electrical items that pupils may use will be limited. Adapters, appliance chargers and laptop leads are acceptable, but these should be turned off when not in use, and unplugged. Houseparents, Matrons, domestic teams, and maintenance technicians are required to make visual checks of the areas to ensure this is the case. It is important to remind pupils of this requirement as an ongoing issue, but specifically at the start of each term. Adapters, double plugs, and items that do not comply with current British Standards will also be removed from use.

Personal electrical items such as kettles, coffee makers, mini fridges (with the exception of those required for medical purposes, or by permission of the Houseparents), toasters, electric fires, electric blankets, fan heaters

(including Dyson heaters), mains fairy lights/disco lights (including all LEDs) with a plug, lava lamps, plug-in air fresheners, electronic air purifiers and paper lamp shades must not be used. An electrical item 'Banned List' is kept up to date and shared with colleagues and pupils through training, emails, and display within the Boarding House area. If there is a failure of the School's central heating system, and to maintain working temperatures in the rooms, the Maintenance Department will supply electric oil-filled heaters from their controlled stock.

The School has an ongoing electrical maintenance and testing programme that is followed and monitored by the **Group Buildings Service** Engineer. This also includes the use of a thermal imaging camera for the fuse boards and electrical control panels.

14. Evacuation

Fire Evacuation

1. **Immediate Actions.** When a fire alarm sounds in any part of the School, the first priority is to evacuate the affected area. Fire action notices have been placed throughout the School buildings giving clear instructions on immediate actions to take if a fire is discovered, or the alarm is raised. No persons should delay in evacuating and all fire alarm activations must be treated as a real emergency.
2. **Reporting Point.** An Incident Control Point (ICP) will be set up, managed initially by the Group Head of Estates but escalating to Head or Deputy Head according to the severity of a given incident. The Emergency Services will look for an ICP and a designated member of staff (School Liaison Officer (SLO)) in the event of an emergency. The SLO will normally be the Group Health, Safety and Compliance Manager but may need to be someone else nominated on the. In the absence of the Group Health, Safety and Compliance Manager, the SLO will be a person who is familiar with site plans and the requirements of the Emergency Services (Member of the Security Team). They will don the green jacket (held with the Battle Box) and be the main point of call throughout the Incident.
3. **Rendezvous Point.** The Emergency Services require a clearly designated Rendezvous Point ('RVP') for initial arrival on site. For any incident at Stowe, the designated RVP will be the Security Cabin where the site Battle Box is located. This may change as any incident escalates and would be decided and agreed on the day in conjunction with the Chief Fire Officer and any other Emergency Services on site at the time.
4. **Assembly Points.** The fire action notices designate an assembly point for that particular building/area of the site. There are 9 evacuation points in all. These have been chosen to allow a safe assembly away from traffic routes, car park areas and routes used by the Emergency Services, if they were to access the site. The assembly points are an adequate distance away from buildings in case of explosion and/or building collapse.
5. **Fire Wardens.** Fire Wardens are trained to supervise the evacuation process. All are provided with yellow fluorescent jackets and are responsible for a specified area of the Mansion. Teachers are responsible, as Fire Wardens, for evacuating their classrooms, laboratories, and sports facilities. Boarding staff exercise the role in Boarding Houses when they are on duty rota.
6. **Escalation.** In the event of a major incident, the person in charge of the ICP will, in conjunction with the Emergency Services, take the decision to upgrade to major incident, for example, if a fire could not be contained. House and Estates staff will act as 'runners' to support the ICP. The escalation process will, in all probability, be managed by the Emergency Services who operate a 'Gold, Silver, Bronze' hierarchy of operational, tactical, and strategic control and escalate their onsite representation according to severity of incident.

During the School day if a full site evacuation is required (due to an isolated fire spreading rapidly and affecting a significant part of the School/Estate) pupils and teaching colleagues will be directed to the Chapel if it is safe to do so. Failing that, Houseparents and Senior staff will hold the pupils at a safe location agreed by SLT while further decisions are taken. Operations colleagues will be directed to the Drayson Hall, again if it is safe to do so, until such time as it is safe to return to the building, or the SLT decides that the site is to be closed.

Appendix 1

Example Fire Evacuation Procedure



Fire action

if you discover a fire








**Shout FIRE, FIRE. FIRE or
Activate the nearest fire alarm point**

Operate nearest fire alarm point

Call the Fire brigade by telephoning **Security on 8228**

Leave the building by the nearest exit.

Report to your assembly point

Chapel Court Grass

Do not stop to collect personal belongings

Do not re-enter the building until instructed to do so



Appendix 2

Fire Door Audit Process

The following process has been outlined to ensure that regular documented checks/audits are undertaken on all designated fire doors on School site.

Doors currently noted as fire doors have been given a numbering system. An accompanying plan of these locations is also in place.

Compliance and reliability of a sound fire door is imperative for passive fire prevention. With the School building having vast numbers of fire doors, this process will be ongoing.

Colleagues within the Estates department will attend training (delivered by an accredited external provider) to ensure they have the skill to perform internal audits. The training will also assist them to carry out basic repairs to retain compliance. This training will need to be updated every two years thereafter.

Following an audit, any additional, more complex correctional works is required an external competent contractor will be engaged.

To ensure that a record of the condition of the fire doors is in place, the following will be applied.

- Documented visual checks (using an internal check sheet) will be undertaken by the trained members of the Estates **team every term for sleeping accommodation and twice a year for non-sleeping buildings**. Any remedial works from this will either be undertaken internally, or through an external contractor.
- A basic visual inspection will also take place on all the fire doors during the buildings annual Fire Risk Assessment. Any required works will be reported within the FRA, and the work passed to the Estates Team for action 'Halo.'
- Ongoing reminders will be sent out to 'all colleagues' to ensure that any daily damage to any door is reported immediately through the Estates 'Halo' system. These will be dealt with as soon as possible.

To ensure that an external opinion for fire door compliance is obtained, on a two-year basis an external auditor (accredited Fire Door Checking company) will be engaged to audit the documentation and a selection of fire doors on the School site.