



KING WILLIAM'S COLLEGE

Fire Order Procedure

This document provides the procedure for dealing
with fire emergencies at King William's College

Last Review: 09/2024

Next Review: 09/2025

Moira Mackie – Chief Operating Officer

Stuart Corrie – Deputy Head Pastoral

IF YOU DISCOVER A FIRE: **RAISE THE ALARM**

1. **IMMEDIATELY** operate the nearest fire alarm call point and inform a member of staff.
2. Address the Fire with available fire appliances, but **WITHOUT TAKING PERSONNEL RISK OR RISKING OTHERS.**
3. Leave the Building

On hearing a fire alarm, react immediately as follows:

SCHOOL DAYTIME: 8.20am to 4.20pm

All students, teaching staff, support staff and visitors – Assembly Point

Normal: Field adjacent to the Chapel

Bad Weather: Further instruction to be issued when assembled adjacent to the Chapel

Duty Fire Officer

- The first member of SLT to arrive at “The D” takes the role of Duty Fire Officer
- The Duty Fire Officer opens the Fire Cabinet – the code for the padlock is 0472
- The Duty Fire Officer hands out the laminated roll sheets to the Head of Year
- The Duty Fire Officer locates themselves at the top of the D steps
- The Duty Fire Officer notes when the pupils have been accounted for, registers those teaching staff who are not form tutors and support staff directly supporting the teachers. Concerning absences must be reported to the Fire Brigade.
- The Duty Fire Officer can call the all clear when all have been accounted for.

Pupil Assembly Points

- Assemble in Tutor groups
- Tutors collect roll sheets from the Duty Fire Officer who will be in “The D”.
- Tutors to report to Head of Year or Deputy Head of Year any students unaccounted.
- Head of Year reports any students unaccounted for to The Duty Fire Officer
- The Duty Fire Officer reports to Fire Brigade Officer ON ARRIVAL.
- ALL TO REMAIN AT THE ASSEMBLY POINT until further instruction is given by the Fire Officer.

Teaching Staff

- If teaching, dismiss your class and ensure they proceed in an orderly fashion to their assembly point.
- Report to the assembly point
- Anyone not attached to a year group is to report to the Duty Fire Officer, who will be located at the top of the D steps

Support Staff and Visitors

- Evacuate the buildings and the senior member of staff in each department will take the roll and identify any missing members of staff. A report should be made as soon as possible to the Duty Fire Officer
- Report to the assembly point

Accommodation is not to be re-entered without the permission of the Duty Fire Officer or COO.

AFTER SCHOOL DAY: 4.20PM ONWARDS

Boarding Houses:

- **All boarders to** report to Chapel

Remain for checking and clearance.

If the alarm is in the main building, do not re-enter until clearance is received by House Master or on duty tutor.

Students in School for evening activities:

All assemble in Chapel

Remain for checking by supervising staff member and clearance.

Others on site:

Report to Chapel.

Inform Duty Boarding Tutor you are present

Staff:

Boarding staff assemble at Houses

Duty tutor to check register and house signing out book

Staff supervising evening activities to check students attending

FIRE ORDERS

KING WILLIAM'S COLLEGE

APPLICABLE TO ALL PERSONS ON THE COLLEGE PREMISES

A. POINTS OF ASSEMBLY

DAYTIME

Main Building Evacuation

Field beside Chapel (good weather)

Chapel (bad weather)

B. POINTS OF ASSEMBLY

NIGHTTIME

Boarding House

Chapel

C. PRINCIPLE OF EVACUATION

There are three types of evacuation:

- DAY DRILLS CLASS-TIME
- DAY DRILLS NON CLASS-TIME
- NIGHT DRILLS (17.30 – 08.20)

In the event of a Fire Alarm during the day **all buildings should be evacuated**, in the evenings only the buildings in which the alarm has been triggered will normally be evacuated, if **there is any doubt all buildings should be evacuated**.

D. DAY DRILLS – CLASS-TIME

1. Evacuation and Roll Calls will take place by Form.
2. During Class time, class teachers will supervise the evacuation of their class from the buildings and then call the roll of their own tutor group at the point of Assembly. For these purposes the Library Supervisor is deemed a class-teacher and responsible for ensuring the Library is evacuated to the Assembly point. Absentees will be reported to the Head of Year, then the Duty Fire Officer. The Receptionist will post daily a copy of the absentees from school in Reception so that an immediate crosscheck can be made. The crosscheck will ultimately be the responsibility of the Duty Fire Officer, delegated to the Head of Year.

3. Members of Teaching staff not teaching and visitors within the building to be evacuated, are to report to the appropriate Assembly Point where they should be checked off. External visitors should be told to report to the Chief Operating Officer.
4. Chief Operating Officer staff, office support and Medical staff are to report to the Assembly point, field adjacent to the Chapel, next to the Hundred roadway. The COO will report any staff unaccounted for to the Duty Fire Officer
5. Principal's Office and External Relations Office staff are to report to the Assembly point in the D car park and the Senior member of staff in each department will take the roll and identify any missing members of staff and report to the Duty Fire Officer.
6. Cleaning, Catering and Estates staff within the buildings should evacuate the premises and report to the Assembly point, field adjacent to the Chapel, at the Chapel end. The Duty Chef, Maintenance Supervisor and Cleaning Manager (or another team member in their absence) will take the roll and identify any members of staff absent and report to the Duty Fire Officer.

E. DAY DRILLS NON CLASS-TIME

1. The principles of evacuation are the same as class-time, all staff have a responsibility to guide the students to the Assembly point, field adjacent to the Chapel. The roll call will be taken by Form Tutors, then reported to Heads of Years and passed to the Duty Fire Officer.

NIGHT DRILLS (17.30 – 08.20)

The Boarding House will assemble in the field adjacent to the Chapel/in Chapel (weather dependent) and call their rolls by House.

F. THE ALARM

1. ON DISCOVERING A FIRE:

Sound the Alarm immediately by breaking the glass in one of the red Fire alarm boxes situated near main entrances and in stairwells.

(SEE ANNEX B TO THESE ORDERS).

2. On hearing the alarm:
 - a) Teaching staff not supervising or teaching students will proceed to Assembly Point (but House Staff present in House areas will oversee evacuation of Houses).
 - b) Estates, Office, Cleaning, Catering and Medical staff will proceed to the main Assembly Point (grounds in front of the D car park) after ensuring that all persons working under supervision have vacated their usual work area, and **machinery has been shut down / switched off.**
 - c) Students not being taught nor supervised will proceed immediately and individually to their Assembly points.

- d) Students being taught or supervised will move to their Assembly Point accompanied by their class teacher (teaching time) or House Staff and House Prefects (other times).
- e) During normal office hours the whole site evacuation alarm will be activated from the fire alarm panel in the Bursary. Out of normal teaching times consideration will be given for the need for a full site alarm and activated by an alarm panel keyholder.

G. EVACUATION

When the Fire Alarm is heard:

- a) Silence will be maintained by all those not in a position of authority.
- b) Evacuation is to take place immediately and no one is to collect any personal belongings. Everyone is to leave buildings immediately *even if they believe the action is a DRILL*.
- c) Teachers (during teaching time) or House staff and House Prefects (all other times) will lead their students outside the buildings by the shortest route – The primary escape route – unless Fire or Smoke make it necessary to use the secondary escape route. Neither of these routes is necessarily the quickest route to the Assembly Point. *IF TIME PERMITS*, windows should be closed and appliances turned off and doors closed. Once outside the building Teaching or House Staff should direct their students to a safe distance from the buildings and accompany them to their Assembly Point.
- d) The Medical Centre – the Duty Nurse will manage the evacuation of the Medical Centre. Boarding pupils off school in the boarding house are given instructions for evacuation and, if appropriate, PEEP arrangements (see below).
- e) Where staff or students are subject to a Personal Emergency Evacuation Plan, (PEEP) the required level of assistance detailed within the plan is to be provided.

H. ASSEMBLY AND ROLLCALL

- a) On reaching the Assembly Point, **silence will be maintained** and students will line up in alphabetical order in year groups. Form tutors will check students present. Rolls will not be delayed while waiting for the person who customarily takes the roll during practices, the next available senior person must undertake the Roll Call instead.
- b) The COO will be responsible for all non-teaching adults.
- c) The rolls employed will be those permanently stored at the Assembly points under House or Chief Operating Officer arrangements and whose whereabouts must be/know by all Adults and Prefects as appropriate.

- d) Names of any absent persons at the Assembly Point together with details of their workplace/sleeping place are to be reported to the Duty Fire Officer at the Assembly point.
- e) The Duty Fire Officer will take the names of absentees to the **Senior Fire Brigade Officer on arrival on site.**

I. THE ALL CLEAR

- a) In the event of a fire or incident to which the Fire Brigade has been summoned no person will re-enter the main buildings, other buildings or the surrounding areas within 50 metres of the fire until the Senior Fire Brigade Officer has indicated that it is safe to do so.
- b) In the event of a Fire Drill no person will re-enter the buildings until the All-Clear has been given by the Duty Fire Officer.

J. FIRE DEFENCE

All adults and students are to be kept fully aware of the principles of Fire Order Procedures in operation at College.

These should be drawn regularly to everyone's attention by Boarding Tutors and Departmental Heads. Fire Defence at College is managed by:

- a) **An electronic alarm system** – this is triggered manually by breaking the glass in square red fire alarm boxes. Persons must know the whereabouts of those in or adjacent to their work/sleeping places. This familiarity/awareness should be checked regularly by Departmental Heads and Boarding Staff.
- b) **Fire Doors** – these contain the spread of not only fire, but also smoke, which presents a real threat to life. Fire Doors must be kept shut at all times. If a person sees a Fire Door wedged open they must immediately ensure the door is shut and report the matter to their Line Manager.
- c) **Evening Patrols** – those members of the teaching staff or Prefects who patrol or visit House/School premises at the end of the day should be aware of their importance in the Fire Prevention role. Checks should be made that:
 - 1) Main passageways and stairwells remain lit in areas leading from accommodation to building exits.
 - 2) Lights and electrical appliances in un-occupied rooms are turned off.
 - 3) Power points are not overloaded.
 - 4) Electrical equipment is switched off and unplugged.
 - 5) Cloth and drapes are well clear of heating/emission source.
 - 6) Accumulations of rubbish (more than one day) are not left in the buildings overnight.
 - 7) There is no smell of smoke (especially cigarette smoke) in studies, changing rooms or washrooms.
 - 8) All Fire doors are closed.

- 9) Candles, matches, cigarette lighters or other such materials are not allowed in pupils' rooms.
 - 10) Telephone/Laptops are not left on charging during the day.
- d) **Fire Drills** - Practice evacuations will be held termly at random times to rehearse:
- a) Working hour's evacuation.
 - b) Sleeping hour's evacuation.

Annex A

Evacuation Check List

1. Class or Games teachers in charge of the move to Assembly Point in Teaching Time (House Staff in Houses at sounding of alarm always to oversee house evacuation).
2. Supervised move to Assembly Point – do not release students.
3. Shortest exit from buildings.
4. No re-entry to buildings of any kind on-route to Assembly Point.
5. Do not collect personal belongings.
6. No running or **talking**
7. Close all doors and windows (includes fire doors) if safe to do so.
8. Call roll at Assembly Point by Tutor Groups **straightaway** – do not wait: time saved, saves lives.
9. Students unsupervised at moment of alarm make their own way to Assembly Point.
10. Communicate results of roll call to the Duty Fire Officer at Assembly Point.

Annex B

Location of Break Glass Call Points

1. Foot of Walker Library.
2. Octagon.
3. Passageway from Octagon to Back Quad.
4. Foot of Barrovian Stairs at Ground Level.
5. Ground floor entrance to Science
6. By doorway leading out to Westgate from IT classroom.
7. South Front Entrance to Wilson House.
8. King's Entrance to Wilson House.
9. Ground Floor School House West Stairs.
10. First Landing School House West Stairs.
11. 2nd Landing School House West Stairs.
12. Ground Floor School House East Stairs.
13. First Landing School House East Stairs.
14. 2nd Landing School House East Stairs
15. English department corridor
16. Colbourne House Main Entrance Ground Level South Wall.
17. Colbourne House top of Main Entrance stairs (inside fire doors).
18. Colbourne House Back Entrance Ground Level North Wall.
19. Colbourne House top of back Entrance stairs (inside fire doors).
20. Junior House Entrance.
21. Junior House Stairway Landings.
22. Stenning entrance.
23. Jackson House entrance
24. Music Department entrance
25. D&T entrance
26. Bursary entrance
27. Gym/Pool entrance



KING WILLIAM'S COLLEGE

Out of Hours Call Out

KWC and Buchan

Key Holders

Kings William College

Priority	Person	Number
1	Porter	07624 420919
2	Moira Mackie	07624 495472
3	Mike Sansbury	07624 485701

Buchan

Priority	Person	Number
1	Porter	07624 420919
2	Moira Mackie	07624 495472
3	Mike Sansbury	07624 485701

Other contact numbers

G4S Office Hours: 8:30am to 5:00pm – 649020

Castletown Police – 822222

Deputy Head Pastoral – Stuart Corrie - 451539

Safety Adviser – Bruce Kirkham - 483175

King William's College

Out of Hours Protocol

Context

The College Chief Operating Officer and Estates Management provides night and weekend cover throughout the year, including statutory holidays at Easter and over the Christmas and New Year period.

While varied, the duties of Estates Management fall within the following:

1.1 Prevention of incidents and the promotion of student and staff safety through patrolling and regular checks of Buildings, Grounds and Boarding Houses.

1.2 Response in the event of an incident (including a major incident, e.g. a fire) or for technical issues by contacting Estates Management.

In the event of a call, Estates Management will take appropriate action and this can be summarised as follows.

Preventing and Ensuring Personal Safety

Patrols of buildings and the grounds are carried out on a regular basis with particular emphasis on Kings Court Theatre, Gym/Pool and Library during the evenings. Estates Management have access to Boarding Houses and will carry out checks of foyer areas but will not ordinarily go beyond these areas unless by invitation of and prior arrangement with the Housemaster/Housemistress or in an emergency where delay could cause risk.

Response to Calls

The Maintenance Team of Estates Management provides technical services to the College with competent trade staff on duty during the day and on-call at all other times. Electrical, heating, joinery or plumbing failures within a Boarding House are reported to the Housemaster/Housemistress who can make an initial assessment as to urgency, before reporting the matter to the Chief Operating Officer, Estates Management Team.

A further assessment may be carried out but if the situation is an obvious emergency or where delay could place someone at risk, the relevant engineer will be called out to make the situation safe pending a full repair or restoration of service. If the problem is less urgent and can be deferred until the next working day, it will be passed on to Estates.

Next Day follow up

Estates Management will report all relevant occurrences and patrol details on a daily log which is submitted to the Estates Supervisor. The Estates Supervisor will, in turn, ensure that any relevant information is passed to others within the College for any outstanding actions.