



KNIGHTON HOUSE

DORSET

FIRE PROCEDURE

A General

1. There is a single fire alarm system in the school. It is set off either automatically by smoke detectors or manually at the alarm points distributed throughout the buildings. Staff should familiarise themselves with the position of those alarm points nearest to their room and places of work.
2. The buildings are divided into zones by a series of well marked fire doors. Those marked must always be closed at night or in the event of fire. Self closures ensure fire doors close when the alarm is activated.
3. When the alarm sounds, the designated duty member of staff will investigate. The Fire Brigade will be called if necessary and the buildings evacuated according to plan.
4. Class teachers should stress the danger of fire to their class and the need for calm and silence should the alarm go off.
5. All staff will assemble at the Muster Point located between Maintenance Shed and Weatherly building, once they have taken the Registers/Visitors and Staff signing in sheets. The School Secretary will take the Staff Register. The alternative muster point is the Music block providing it is not the zone that has activated and is safe to enter.

B Evacuation in Class or Break Time

1. When the alarm sounds teachers should lead their class in silence out of the building by the most direct route, closing all windows and doors. They should then go to the Muster Point and line up by forms.
2. The senior member of staff on duty will ensure the Fire Brigade is called if necessary. Class teachers will check that their form is present, and report any absentees to the senior member of staff, who will call the roll of all adults in the building. Fire Alarm Register is sited on a clipboard sited outside the front office.
3. Teachers not in class when an alarm sounds should check cloakrooms, music practice rooms, etc, for any children not in class at the time.
4. Other members of staff should assist in escorting all children to the Muster Point where the senior member of staff should call the roll of adults and children.
5. Staff will assemble at the Muster Point, once they have taken the Registers/Visitors and Staff signing in sheets.

C Evacuation in Free Time

1. When the alarm sounds all children will make their way to the Muster Point in silence and line up by class or dormitory, depending on the presence of day children.
2. Duty staff must ensure that the buildings are clear and all doors and windows are shut.
3. The senior member of staff on duty will ensure the Fire Brigade is called if necessary.
4. Other members of staff should assist in escorting all children to the Muster Point where the senior member of staff should call the roll of adults and children.
5. All staff will assemble, once they have taken the Registers/Visitors and Staff signing in sheets.

D Evacuation during Activity Time

1. When the alarm sounds the children in each activity should be escorted to the Muster Point by the member of staff taking the activity, and line up in activity groups. Staff in charge of activity groups must check children against their activity register and report any absentees to the senior member of staff, who will call the roll of adults in the building.
2. The senior member of staff on duty will ensure the Fire Brigade is called if necessary.
3. Teachers not taking an activity should proceed to the Muster Point. Office staff will assemble at the Muster Point, once they have taken the Registers/Visitors and Staff signing in sheets.
4. All staff will assemble at the Muster Point, once they have taken the Registers/Visitors and Staff signing in sheets.

E Evacuation by Night – Sleeping Policy

1. When the alarm sounds the Matron on duty will commence evacuation procedure and call the Fire Brigade immediately. Children in each dormitory will remove duvets and blankets from their beds, they will ensure that all the others are awake and then go in silence to the Muster Point by the prescribed route, closing the doors.
2. Dedicated duty staff must do a sweep of the dormitories, check that all bedding has been removed from the bunks to ensure that the dormitories and buildings are clear and all doors are closed.
3. The duty member of staff must ensure they take the Bed Book, Signing out List and dorm List to the Muster Point.
4. Resident staff with rooms outside the main building will go to those places allocated to them by the senior member of staff on duty.
5. On arrival at the Muster Point children will line up by dormitories and a roll call of children and adults will be carried out by the senior member of staff on duty.

NB The alarm is tested each Monday at 14:00pm

F Staff

All staff must use the signing in and out register located outside the front office. This is used as the roll call to determine who is on site in the event of a fire evacuation.

G Staff Living On Site Stable Flat

1. Staff living in the Flat above the stables must Muster when the Fire Alarm sounds
2. There is a link between the Stable Flat and the Main house Fire Alarm so that if either Fire Alarm is activated then this will ensure that all boarding staff and staff living on site will be aware of activation and Muster as normal.
3. Staff residing in the Stable Flat must ensure they sign in so that an effective roll call can be taken and therefore be accounted for in an evacuation.
4. The Stable Flat is on **ZONE 17** and due to the nature of being separate from the Main House, Staff must ensure that all are accounted for who live on site.

FIRE ACTION

IF YOU DISCOVER A FIRE:

1. PRESS RED ALARM BOX
2. AT NIGHT – CHECK OTHERS ARE AWAKE
3. CLOSE DOORS AND WINDOWS

ON HEARING THE ALARM:

4. LEAVE THE BUILDING QUIETLY USING THE QUICKEST ROUTE TO GET TO THE MUSTER POINT

DO NOT STOP TO COLLECT BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL GIVEN THE ALL-CLEAR

KNOW YOUR EXITS

KNOW YOUR ASSEMBLY POINT

KNOW YOUR NEAREST ALARM POINT

DORSET FIRE BRIGADE

INSTRUCTIONS FOR CALLING THE FIRE BRIGADE – FOR DISPLAY AT TELEPHONE POINTS

IN CASE OF FIRE:

1. Lift receiver and dial 999
2. Give the operator your telephone number and ask for FIRE
3. When the Fire Brigade replies give the call distinctly:

FIRE AT KNIGHTON HOUSE SCHOOL, DURWESTON,
BLANDFORD, DORSET, DT11 0PY

TELEPHONE 01258 452065

4. Do not replace the receiver until the address has been repeated by the Fire Brigade

FIRE PRACTICES

With boarders, day children and adults in the school buildings the risk of fire is a very serious one and we must do everything we can to minimise the possibility of death and injury in the case of a fire at the school. However, a very high level of awareness in the area of fire prevention is of even greater importance. All staff should be aware of the location of fire extinguishers, and how to operate them. Staff should also be aware of which extinguisher to use for the different types of fire.

Please be very vigilant in ensuring that clothing is not left adjacent to heaters. Please also ensure that any fault in an electrical appliance is reported immediately to the Estates Manager.

Fire practices take place at least once a term during the day and once during the night. However, the fire detection equipment is so sensitive that regularly during the term it is likely that burnt toast or similar minor mishaps will set it off! Every one of these occasions must be treated as if it were a real emergency.

All doors and windows should be closed; on the ringing of the fire bells all doors held back electronically will automatically close.

SCHEDULE OF FIRE OFFICIALS

SENIOR FIRE WARDENS Estates Manager

FIRE OFFICER Head

TRAINED FIRE WARDENS

Head

Estates Manager

Head of Boarding

School Administrator

Fire Wardens must ensure that, in their absence, there is someone designated to deputise for them and that this person is aware of the duties and responsibilities.

INSTRUCTIONS TO FIRE OFFICER

It is the duty of the Fire Officer to co-ordinate the work of the Fire Wardens and to ensure that each is aware of his duties. It is especially important that all absences are covered and that reliefs are, in turn, properly instructed.

Similarly in a 'Bomb Threat' situation the Fire Officer or senior member of staff on duty will co-ordinate the search and evaluation of the threat, and supervise the evacuation of the building should this be necessary.

The Fire Officer will also be required to arrange that:

1. Fire Wardens ensure that all staff are acquainted with the 'Instructions in Case of Fire', the whereabouts of call points, extinguishers, escape routes, assembly area.
2. Fire Awareness training is given to new staff on the day of joining and re-read by all staff every 12 months.
3. A full evacuation exercise is held not less than once a term or more often as required.
4. Basic fire training is arranged as required.

DUTIES OF FIRE WARDENS

1. GENERAL

The following extract is taken from instructions issued by the Fire Brigade:

‘For the purpose of an orderly procedure in the event of a fire, selected members of staff should be appointed as Fire Wardens. They should be trained to carry out the procedure outlined in the attached “Fire Instructions” and arrangements should be made for their duties to be undertaken by other responsible persons in their absence, even if this is temporary.

The Fire Wardens should be responsible, among other things, for ensuring that all doors in their area are closed immediately the fire alarm sounds, that all fire appliances are available for use and are kept in the positions allocated and that all such appliances and all doorways are maintained free from obstruction. They should also be thoroughly familiar with the use of the fire appliances and the means of escape from their departments/areas.’

2. FIRE INSTRUCTIONS

The Fire Instructions have been posted throughout the building, near each ‘Break Glass’ position, notice boards and fire panels.

Fire Wardens will ensure that all staff in their area of responsibility are acquainted with the ‘Instructions in case of Fire’, the whereabouts of call points, extinguishers, escape routes which will be walked, and assembly areas. The ‘Instructions in case of Fire’ are to be brought to the attention of new staff joining and read by all staff every six months.

3. ALL CLEAR

The ‘All Clear’ and resumption of normal working conditions will be given by the member of staff taking the roll call.

4. AREAS OF RESPONSIBILITY

Where more than one Fire Warden is allocated to an area, care must be taken by them to ensure that each is aware of the other’s area of responsibility.

NO-ONE SHOULD RE-ENTER THE PREMISES UNTIL TOLD BY A FIRE BRIGADE OFFICER THAT IT IS SAFE TO DO SO

FIRE ALARM – EQUIPMENT

I. GENERAL

The fire alarm system within Knighton House School is composed of:

ION-CHAMBER SMOKE DETECTOR

The F712 Ion-Chamber smoke detector is designed to detect the early presence of fire. LED response indicator fitted on the base aids fire location.

OPTICAL SMOKE DETECTOR (R716)

The R716 smoke detector is designed to detect the early presence of slow burning fires and is complimentary to the F712 detector. LED response indicator fitted on the base aids fire location.

OPTICAL SMOKE DETECTOR (MR 301)

The MR301 smoke detector allows easy entry for slow moving smoke whilst greatly reducing the possibility of unwanted alarms caused by dust and insect contamination.

BREAK GLASS

There are glass fronted boxes spaced throughout the school. On discovery of fire the glass should be broken and this will cause the alert to be sounded automatically.

2. FIRE ALARM SIGNALS

BELL

The Main Fire Alarm Warning heard within the school is a conventional bell operating a one stage signal (continuous).

SIREN

The school also has a siren mounted on the wall to the courtyard.

TESTING OF A FIRE ALARM SYSTEM

FIRE ALARM TEST

Estates Department will test the fire alarm weekly, every Monday at 14:00pm. The responsibility for testing will be that of the Estates Department. An Assembly announcement will be made warning of the test. Charts have also been drawn up dividing the building into manageable proportions and in such a way that every part of the system will be tested regularly. Any minor defects such as a cracked glass should be dealt with immediately and a note sent to the Estates Manager. Any other defects are to be reported in full, without delay, to the Estates Manager.

FIRE EXTINGUISHERS – TYPES AND USES

WATER (GAS PRESSURE) TYPE

This model is painted red with a flexible hose and nozzle and has a seize and squeeze/depress lever striker mechanism. It is filled with water which is expelled by pressure provided by a CO₂ gas cartridge fitted within the container. A striker in the top cap is driven downwards to break the sealing disc of the cartridge releasing gas which immediately expels the water as a powerful fire-fighting jet through the length of flexible hose and nozzle.

It is effective in dealing with fires involving freely burning materials such as wood, paper etc. It must **not** be used on electrical faults or kitchen fires involving burning fats or oils, or in garages where burning petrol will only be spread.

CO₂ TYPE

This model is painted black and is usually distinguished by the distributor horn/flexible hose seize and squeeze operating lever. It is filled with Carbon Dioxide gas under pressure and is operated by removing the pin and squeezing the seize and squeeze lever and directing the gas on to the seat of the fire by means of the horn. The discharge of the gas under pressure causes a freezing action on the cylinder and care must be taken to avoid holding the cylinder in operation.

It is not suitable against free-burning fires, but it is designed to attack oils, paints etc that are burning and it is ideal for machinery and electrical faults.

NOTE: CO₂ should **never** be used for inerting flammable vapours and wherever used should be utilised to attack a fire that has already started.

DRY POWDER

This model discharges dry powder under pressure and may be distinguished by the operating handle (seize and squeeze) which contains a pressure gauge. It is normally painted blue and is effective on all fires and may be used on electrical faults.

FOAM (GAS PRESSURE)

Of similar shape and size to the water type. This model is usually finished in cream enamel and is fitted with the simple seize and squeeze controllable discharge lever. The foam is expelled by a CO₂ gas cartridge through a nylon foam-making branch pipe.

It is particularly useful in preventing oil, spirits and similar flammable liquids from spreading and provides an effective seal against re-ignition.

BCF VAPOUR FORMING (BCF = BROMOCHLORIDIFLOUROMETHANE)

Mainly used to apply a non-conductive extinguishing agent to fires in live electrical equipment. Apart from their suitability for fires coupled with electrical danger, they are valuable for dealing with small flammable fires and vehicle engine fires in particular.

Care should be exercised if used indoors and in confined spaces as these extinguishers give off what is called an 'acceptable level of toxicity'.

GENERAL

1. PORTABLE FIRE APPLIANCES

Testing and maintenance of all portable fire appliances will be carried out annually by the manufacturer's or supplier's representative. Any apparent defects will normally be dealt with at the time of service.

2. FIRE PANELS

All panels will be tested daily to ensure the power lamp is alight or that there are not any other indicated malfunctions, and weekly to ascertain that all lamps are working.

3. EMERGENCY LIGHTS, FIRE DOORS, FIRE PANELS AND FIRE DETECTION EQUIPMENT

Visual checks will be carried out weekly by the maintenance staff. Testing and maintenance of all this equipment will be carried out quarterly and annually by an approved contractor.

FIRE EXTINGUISHER LOCATIONS

Item no	Qty	Site	Type	Checked
Main House				
1	1	Front Door	Water 9kg	
2	1	Estates Office	CO2 2kg	
3	1	JB Hall Electric Cupboard	CO2 2kg	
4	1	Cellar	Water 9kg	
5	1	Wine Cellar	Powder 4kg	
6	1	Girls' entrance	Water 9kg	
7	1	Bursary	CO2 2kg	
8	1	Dining Room	Water 9kg	
9	1	Kitchen Hallway	Water 9kg	
12	1	Florence Nightingale	Water 9kg	
13	1	Flo Night Alpha Sitting Rm	Blanket	
14/15/16	3	First Floor landing	Water 9kg	
17	1	First Floor landing	CO2 2kg	
18/19	2	New Wing corridor	Water 9kg	
20	1	Laundry	CO2 2kg	
21	1	Matron's Flat 2 nd floor	Water 9kg	
Kitchen				
10	1	Kitchen	Blanket	
11	1	Kitchen	Powder 2kg	
59	1	Kitchen	Wet Chemical 6 lt	
JB Hall				
22/23	2	Main Hall	Water 9kg	
24	1	Main Hall balcony	Powder 4kg	
Pre-Prep				
25	1	Entrance	Water 9kg	
26	1	Foundation Stage play rm	Water 9kg	
27	1	Top Bungalow L/H side	Water 9kg	
28	1	Top Bungalow R/H side	Water 9kg	
Science/Old Stable Block				
29	1	Science hallway	Water 9kg	
30	1	Science Lab	Blanket	
31	1	Science Lab	CO2 2kg	
32	1	Cookery Room	Blanket	
33	1	Cookery Room	Powder 2kg	
34	1	Art Room (front)	Water 9kg	
35	1	Art Room (rear)	Water 9kg	
36	1	Staff Flat (main door)	Water 9kg	
37	1	Staff Flat (fire exit door)	Water 9kg	
38	1	Staff Flat (Staff entr)	Dry Pow1.5kg	
Bs Block				
39	1	Corridors	CO2 2kg	
40	1	Corridors	Water 9kg	
41	1	Bursary	CO2 2kg	

42	1		Water 9kg	
New Block				
43	1	Entrance	Water 9kg	
44	1	Fire Exit	Water 9kg	
45	1	Science Lab prep room	Blanket	
46	1	Science Lab prep room	Powder 2kg	
Stables/Drama Studio				
47	1	Hay Store	Water 9kg	
48	1	Main Stables	Water 9kg	
49	1	Tack Room	Water 9kg	
50	1	Outside Drama Studio	Foam	
51	1	Stable Flat	Water 9kg	
52	1	Drama Studio	Water 9kg	
Music Block				
53	1	Entrance	CO2 2kg	
54	1	Entrance	Water 9kg	
ICT (Weatherly)				
57	1	Entrance	CO2 2kg	
58	1	Entrance	Water 9kg	
External				
55	1	Gardener's Shed	Powder 4kg	
56	1	Stable Block plant room	CO2 2kg	
60	1	Maintenance Shed	Foam 2kg	
61	1	Kiln - Stable Block plant rm	CO2 2kg	

LOCATION OF BREAK GLASS CALL POINTS

SEE FIRE PLAN

LOCATION OF FIRE ALARM BELLS

SEE FIRE PLAN

LOCATION OF HOSE REELS

NONE

BOMB THREATS

Bomb Threats

The method of dealing with these threats, real or hoax, is linked to the fire precautions and the alarm signals for evacuation will be the same. The success of the method is dependent on all members of the staff carrying out their allotted duties efficiently and thoroughly. This may only be achieved by prior training of all the staff in order that they may have knowledge of what to do and how to do it.

The Threat

These threats are usually first received by the telephonist/secretary and a procedure has been drawn up for their guidance and circulated to other selected members of staff.

As a general rule, and providing the Police have not advised otherwise, an evacuation should not be necessary and any decision to evacuate the building can realistically be deferred until –provided this is undertaken quickly – an evaluation of the threat has been made. Such evaluation is to rest with the most senior member of staff available.

Evacuation

The person receiving the threat will immediately advise the Head /School Business Manager or in their absence the senior member of staff on duty.

Having decided on a physical check the Head/School Business Manager or the most senior member of staff on duty will inform all Fire Wardens on duty.

The Head or School Business Manager or, in their absence, the most senior member of staff on duty will decide from the details contained within their own knowledge of the general situation, and from details from the check list what action must be taken, leaning always to the side of caution.

LETTER BOMBS

Letter bombs have been concealed in many different ways with ingenious methods of operating the fuse. They are most likely to be in packages the size of a book, photographic album or in a thick letter. They may be made up to fit inside parcels, packages and letters for despatch through the post or delivery by hand. The means of triggering the explosion could be mechanical, by the release of a spring loaded striker, or electrical.

All the following cases should be treated as suspicious:

ORIGIN: If the postmark or the name of sender is unusual
If the manuscript of sender indicates a foreign style of writing not usually received

BALANCE: If the package or letter is lopsided

WEIGHT: If the package seems to weigh too much for its size

SPRINGINESS: Any springiness in the top, bottom or sides of the letter (but do not bend excessively)

PROTRUDING WIRES: Even the best prepared devices can go wrong in transit

HOLES: If there is a small hole, like a pinhole, in the wrapping or envelope

GREASY MARKS: On the envelope or parcel wrappings (from the sweating of explosives)

SMELL: Particularly if it is like almonds or marzipan

INCENDIARY DEVICES

As with explosive devices there is no way of forecasting the size or shape these may take. The following descriptions are of known types.

1. 20 cigarette type packet with battery taped to the back, this will activate from 0 – 1 1/2 hours, weight 4 – 6 ounces
2. 20 cigarette type packet, no battery, this will activate from 0 – 1 hour, weight 4 – 6 ounces
3. Larger type cardboard packet, half-pound chocolate size, or home made cardboard container, this will activate from 0 – 1 hour, weigh 6 – 8 ounces

Action on Discovery of letter bombs or incendiary devices

1. On the discovery of any suspicious object telephone the Head (Ext 5305) and the Bursar (Ext 5306) or the most senior member of staff on duty. The Head or Bursar or senior member of staff will take the appropriate action immediately and call the Fire Brigade and Police.
2. Report discover to Head/Bursar
3. Immediately commence fire evacuation procedure, which may be limited according to the size of the suspect item in relation to size and construction of the building, such limitation will only be after advice from the Police.
4. Where possible remove combustible materials from the area where the device or object has been found.
5. Do not touch the device. Do not take undue risks.
6. When the emergency services arrive direct them to the area concerned and inform them of the action already taken.
7. Staff should, of course, keep calm and give instructions to pupils/visitors in a clear, precise manner.

SAFETY RULES

DON'T try to open suspicious letters or packages.

DON'T squeeze, crush or roughly handle them.

DON'T put them in water.

DON'T put them in sand or put sandbags on top of them.

DO study your mail and identify as much as you can by its size or recognisable features such as handwriting.

DO put on one side any package or small parcel about which you are unhappy or suspicious.

DO take a second look and, if still suspicious, isolate it and call the Police.

DO carry it carefully to somewhere safe, a basement or a separate small office. Do not cover the item with anything at all otherwise a larger bomb may well be constructed.

THREATENING TELEPHONE CALL – INFORMATION SHEET

Date Time call received Time call ended.....

Exact words of caller.....
.....
.....

Questions to ask:

When will the bomb explode?
Where is the bomb right now?
What kind of bomb is it?
What does the bomb look like?
Why did you place the bomb here?

Description of caller's voice:

Male Female Young Middle Aged Old

Tone of voice (deep, soft, etc).....

Any accent/speech impediment/intoxication

Background noise (music, children, traffic, trains, talking, typing, machinery, etc)
.....
.....

Did the voice sound familiar?

If so, who did it sound like?

Give a summary of anything peculiar that you may have sensed or thought of during the call. Even though it may not seem very important to you it could be of great value when associated with past or future calls of this nature.

Remarks:
.....
.....
.....

Person receiving or monitoring call

If necessary use the reverse side of this sheet for additional information.

SOCIAL FUNCTIONS

FIRE, SECURITY AND SAFETY PRECAUTIONS TO BE OBSERVED BEFORE, DURING AND AFTER SOCIAL FUNCTIONS

All social functions must have the prior approval of the Head or someone acting on their behalf

ORGANISING

One person must be nominated as the Organiser and his/her name published on notices. The Organiser must:

1. Consult with the Fire Officer at least three working days prior to the function.
2. Appoint an adequate number of responsible stewards. The adequacy to be judged according to the type, scale and situation of the function, but not less than 1:24. If necessary a Chief Steward should be appointed.
3. Know the duties of stewards and ensure that they are properly instructed. All stewards should be called together for a meeting for this purpose. Where duties are allocated to individuals all other stewards should be aware of each other's duties.
4. Ensure safety and fire precautions are complied with in respect of:
 - a) attendance figures
 - b) normal fire arrangements
 - c) flammability of carnival accessories (streamers, hats, etc)
 - d) non-interference with lighting
 - e) wiring to record players, amplifiers, special effects
5. If the area of the function is on more than one floor duplicate all precautions.
6. Allot a safe area away from the building for congregation and dispersal in the event of an evacuation.
7. Be aware of additional arrangements with regard to children's parties and weddings.
8. Remain until the end of the function or clearly delegate. Such delegation to be announced.

STEWARDS

All stewards should be provided with a distinctive method of recognition which they must wear throughout the function. The duties of stewards should include:

- a) control of admittance
- b) enforcement of fire precautions by persons attending, eg blocking stairways, exits, passageways, etc; smoking; lighting
- c) evacuation procedures
- d) restriction of movement within the building
- e) attendance during entire function and until area is closed

Special individual duties should be allocated as follows:

- f) record numbers of persons present at any time, this will normally be possible by control of admittance and departure
- g) on evacuation, signal that all persons have left the area
- h) on conclusion of the function, search for possible means of fire build up, eg cigarettes left burning

All stewards must be shown:

- a. the published instructions relating to fire
- b. the special instructions relating to the area in which the function is to be held
- c. the situation of ALL exits and means of escape – these routes must be walked by the stewards in order that they are thoroughly familiar with the layout and position of final door and means of operating
- d. the situation and means of operation of all available fire-fighting appliances

Review date:

Next Review: Under Review – School Merger