

# Lancing Prep at Worthing

## Fire and Emergency Procedures

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Next review: September 2025

### Priorities

Our priorities in the event of a fire or other emergency are:

1. To save life through the safe and rapid evacuation of pupils, staff and visitors; and
2. To prevent or minimise injuries.

Only then will an attempt be made to safeguard property and minimise loss.

Please note that Fire Alarms are tested on Friday mornings at 8am. This will sound like a short burst of sound from the alarm. The fire alarm is a continuous sound.

Fire drills are held every term at different times of the day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens on site helps to ensure that the school can be safely evacuated in the event of a fire.

### On discovering a fire

- (a) If you see signs of a fire **raise the alarm** by shouting "Fire, Fire".
- (b) Operate the nearest fire alarm call point (push button or break glass).
- (c) Order the **immediate evacuation** of the building.
- (d) **Dial 999** and ask for the Fire Brigade. Give (i) the precise location of fire, (ii) your name, (iii) the number of the telephone which you are using.
- (e) **If safe to do so**, a responsible adult should carry out a floor-by-floor check of the building to establish that evacuation has been completed.
- (f) Only when the evacuation is completed **if safe to do so**, attempt to control the fire using the nearest available fire extinguisher - with assistance if available.
- (g) Never put yourself at risk even with the smallest fire.
- (h) Never attempt to move burning objects.



## Means of Escape: Fire Exits

Fire Exits leading to the outside of the main school building comprise:

- The front door to the Manor House (main entrance) leading to the car park
- The side door from the Nursery to the Nursery Garden via the car park
- The door at the end of the kitchen corridor leading to the car park
- The Hive door leading to the school field via the playground
- The double doors in the corridor at the back of the Dining Hall leading to the back playground
- Two exits lead directly outside from the front of the Dining hall. One leads to the open passage past the kitchen and the other to the courtyard with access to the playground.
- The 'back door' opposite the Head's Office

Rooms in outside buildings (Gym, Drama Studio, Reception and Science) all exit directly to the outside.

## Escape from upper floors

Stairs leading from the first floor of the main school building to a Fire Exit are located:

- In the entrance hall to the Manor House at the west end of the building
- Next to the First Aid Room and leading to the Library and the Men's Loos on the second floor.
- Outside the Dining Hall leading to the Year 1 and 2 classrooms. This staircase is also used by children learning in F30 /31
- Outside the Head's Office leading to the Staff Room.
- Next to the Food and Nutrition Room leading down to the exit between the Art Room and the Reception Classroom.



## Basic Fire Safety Rules: Evacuation Procedures

The following rules should be observed:

- If safe to do so, shut doors and windows - but do not lock them.
- If closed doors feel warm, do not open them
- Do not collect personal belongings and never go back for anything.
- Leave the building by the nearest available exit.

- Ensure that any visitors you are responsible for also leave the building
- Never run or pass others.
- Keep silent.

Remember that even a small fire in a confined space makes a great deal of smoke. Do not panic. If in difficulty, keep your face low to the ground, breathe through a handkerchief or damp cloth.

### **Make your way to your evacuation assembly point and report to the Roll Call Officer.**

- Do not hinder roadways and routes that may be used by emergency vehicles.
- Do not return to the building until the 'all clear' has been given and until instructed to do so.
- Never assume the evacuation is a drill.

### **If You Are Cut Off by a Fire**

- Close the door, using clothing etc to block any gaps
- Go to the window and attract attention.
- If the room becomes smoky, stay low – it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.

### **Fire Precautions**

- Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.
- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with the position of fire-fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc.
- Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- Lancing Prep at Worthing operates a strict **No smoking** policy across the premises.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

## **Assembly Point**

The Assembly point is the **School Field for everyone except Nursery Children and Nursery Staff who assemble in the Nursery Garden.**

Children line up silently in register order in their classes for registration, where a member of the SMT will supervise a roll-call call ensuring all Prep and Nursery school pupils, staff and visitors are accounted for.

## **Shelter for vulnerable pupils**

If conditions outside are extremely cold or wet, and deemed safe to do so, the most vulnerable pupils can take shelter in the drama studio. This can only be done, following permission from the Headteacher (or Deputy Headteacher in her absence).

## **Emergency kit**

Emergency kit to include high viz jackets, foil blankets and registers.