



PROSPECT HOUSE  
SCHOOL

FIRE SAFETY POLICY

APENDIX II

## Appendix II - LOWER SCHOOL BUILDING - 76-78, PUTNEY HILL

### This advice must be read in conjunction with the HSG Fire Policy

Members of staff should ensure that they know the Fire Drill and exit routes thoroughly. Exit routes are posted in each classroom and pupils' attention must be drawn to them. The assembly point is out the front of the building, where children stand quietly in their class groups.

Every crisis needs an incident controller to control it and to command the response. At the Lower School, the Head of the Lower School is normally the incident controller in any crisis and for both a fire practice and for a real fire. In the absence of the Head of Lower School, the school secretary/registrars acts as the incident controller in the case of fire.

NB Although the following routes would be the normal exit points there may be occasions where the fire originates on an exit route. Staff must therefore be able to change direction where necessary and in order to evacuate the building safely.

Classroom	Location	Exit route
Nursery V	Ground Floor North	Main front door
Nursery L	Ground Floor South	Main front door
Reception R	Ground Floor annexe	Side front door
Kitchen		Side front door
Music huts		Front door if possible or remain in the back playground.
Reception M	Ground Floor by assembly hall	Assembly hall
Year 1M	First floor south	Main staircase, front door
Year 1R	First floor north	Secondary staircase
Year 2W	Top floor	Secondary staircase
Year 2F	First floor annexe	Assembly hall south
Office	Ground Floor	Front door
Staffroom	Top floor	Front door
PE in back playground and children in the ground floor toilet	Back playground	Front door if possible or remain in the back playground.

Any child not in their classroom should exit to the front of the building through the nearest door.

### Fire Batons

There are 6 fire batons throughout the building. The last member of staff in the vicinity of each baton should 'sweep' those areas to ensure everyone has evacuated. All members of staff must familiarise themselves with the locations of the seven batons. The batons are handed to the incident controller or Head of Lower School as soon as possible after ensuring the building is clear.

**Ground floor:** Nursery classrooms, disabled loo, library area and office, including checking gate switch is open

**Ground floor:** Reception classroom, assembly hall and children's loos

**First floor:** Year 1 classrooms, learning support room, office and loos

**Top Floor:** Year 2 classroom, loos and staffroom

**Top Floor Annexe:** Year 2 classroom, Reception classroom

**Ground Floor Annexe:** Classroom and back outside area of RH, Kitchen

### **Staff leaving the school during the school day**

If any member of staff needs to leave the premises during the school day they must inform the office and sign out on the electronic sign out system and have their names added to the Fire Register In the office so in the event of a fire, firemen would not have to put themselves at risk looking for someone in the building.

### **Pupils leaving the school during the school day**

Any pupil who leaves during the school day after registration e.g. for a dental appointment must be sent to the office to be signed out in the 'Fire Book'. If they return during the school day this must also be entered in the 'Fire Book'. If the whole class or part of a class leaves during the school day this must also be recorded as above.

These measures ensure that there is an accurate record of all staff and children present in the building.