



PROSPECT HOUSE  
SCHOOL

FIRE SAFETY POLICY

APPENDIX I

## FIRE SAFETY POLICY

### Appendix I

#### UPPER SCHOOL BUILDING - 75, PUTNEY HILL

##### **This advice must be read in conjunction with the Prospect House School 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.

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

- The list of exit routes to the assembly points are listed below
- The assembly points are at the front of the building: Year 5 & 6 on the pavement outside the school. Years 3 & 4 in the car park: Year 3, in front of the left gate; and Year 4, the right gate.
- Vehicle gates should be held open

NB: Although these would be the normal exit routes, 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.

Class/Room	Class/Room Location	Exit route
Year 6S	The Chalet	Side passage
Year 6L	Ground floor	Main door
Girls' cloakroom	Ground floor	Cloakroom door, side passage
Garden classroom	Garden classroom	Side passage
Art room	Ground floor	Cloakroom door, side passage
Main office	Ground floor	Main door
Main hall	Ground floor	Main door
Kitchen	Ground floor	Side door
Piano room	Ground floor	Side door
Basement	Basement	Basement exit
Music pods		Side passage
Court		Side passage
ICT room	Top floor	Back stairs, side door
LSU	Top floor	Back stairs, side door
Year 5O classroom	2 <sup>nd</sup> floor	Back stairs, side door
Year 5L classroom	2 <sup>nd</sup> floor	Back stairs, side door
Year 4S classroom	2 <sup>nd</sup> floor	Main stairs, main door
Year 4C classroom	2 <sup>nd</sup> floor	Main stairs, main door
Music Room	1 <sup>st</sup> floor	Back stairs, side door
Year 3HW classroom	1 <sup>st</sup> floor	Back stairs, side door
Year 3JW classroom	1 <sup>st</sup> floor	Main stairs, main door
Offices	1 <sup>st</sup> floor	Main stairs, main door
Wellbeing room	2 1/2 floor	Main stairs, main door
Basement classroom	Basement	Basement front door
Basement office	Basement	Basement front door

Basement music room	Basement	Basement front door
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Any child or member of staff not in his/her classroom should exit to the front of the building through the nearest door.

Would ALL staff (especially those on the top floor) check all doors are closed as they leave the building.

### Fire Batons

There are seven 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 Head or incident controller as soon as possible after ensuring the building is clear.

1. Year 6 garden Classroom/music pods (Baton and fire folder)
2. ICT/LSU area
3. Year 4/5 Landing
4. Year 3 Landing/Staff Room
5. Year 6
6. Hall
7. Basement

### Staff leaving the school during the school day

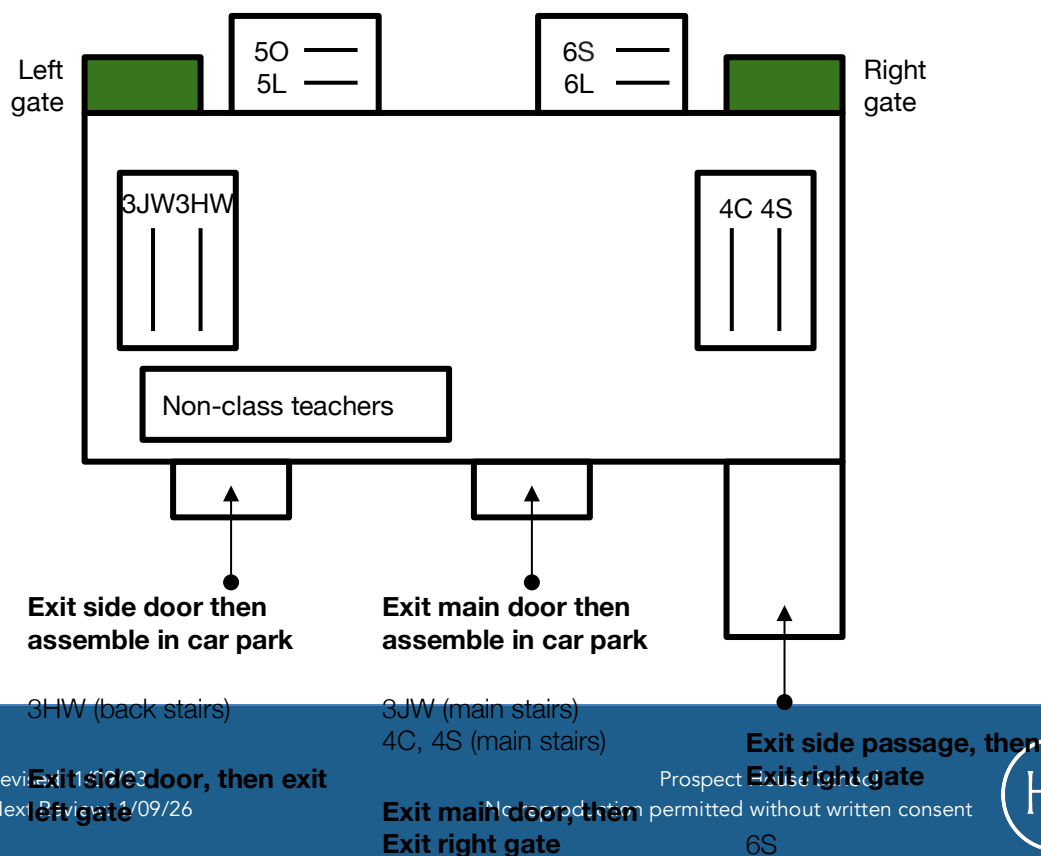
If any member of staff needs to leave the premises during the school day, they must inform the Deputy Head and the office, and sign out in the register by the front door, so that, in the event of a fire, firefighters would not have to put themselves at risk looking for someone in the building.

### 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.



### **Map of school showing muster points and exits when children are in their classrooms**

If a class is being taught in a room which isn't their classroom (for example, 6S being taught Computing in the Computing Suite) then the teacher should follow the exit instructions given in the Fire Notice affixed to their wall, and consult the map above in order to guide the class to their correct muster point.

