

# Fire Procedure- Main School Site (Heathfield Gardens)

## If you find a fire (or smell burning)

Shout Fire to warn those nearby.

Operate the nearest break glass call point. (Press your finger on the black spot until the alarm goes off)

If you have been trained in the use of fire extinguishers, do not have children in your care and it is safe to do so then the appropriate fire extinguisher can be used to fight the fire.

**DO NOT USE THE WATER/FOAM EXTINGUISHER ON ANYTHING THAT MAY BE ELECTRICALLY LIVE.**

If the fire is above knee height, or is spreading quicker than you can put it out leave the building at the nearest exit.

Go to the assembly point which is the front gate.

Tell the senior person in charge of the assembly point what has happened.

## If you hear the fire alarm:

The fire alarm is tested for a short duration every Monday at 9:15am.

The sound of the fire alarm is a continuous siren.

If the fire alarm sounds at any other time or for a long time you are to:

Leave the building at the nearest exit, escorting any visitors in your area.

Proceed to the designated assembly point which is the front gate.

The designated fire wardens are responsible for ensuring their floor area is cleared (and to quickly check any toilet areas in their area are empty) and that all doors are shut behind them. (So long as this does not put them at risk).

The fire wardens should confirm that their areas are clear. (Or why they are unable to confirm this) to the senior person in charge of the assembly point.

The person in charge of any visitor to the site should take the visitor(s) or guests to the assembly point and give it to the senior person who is in charge of the assembly point.

who will be: Mrs Goodsman

or in their absence: Mrs Williamson

Miss Sowerby

Miss Lemoine

Mrs Concannon

The senior person will delegate someone to dial 999 (or 112 on a mobile phone) to report to the fire service that that fire alarm is sounding at:

Heathfield House School

Turnham Green Church Hall

Heathfield Gardens

Chiswick

W4 4JU

Explaining the building has been evacuated, giving any further information available at this time.

The senior person will liaise with and meet the fire service on arrival and give the officer in charge whatever information is available, in particular if everyone is out of the building, the location of any fire and what is in that area, and generally assist them as required.

No one will return to the building until the senior person has received the permission of the fire officer in charge.

In the event of a serious fire staff and children should be sent to the local green to avoid obstructing the pavement and fire service access. It would be advisable for the senior person to keep at least one person available to convey messages to the other staff or generally assist.

## Outside Normal School Hours and at Weekends

All persons running afterschool or holiday clubs must bring their registers with them. The procedure above should then be followed.

Outside of normal work hours and at the weekend if no person in charge is available then the discoverer of the fire should inform the fire services by dialling 999 (112 if by mobile phone) that there is a fire at Heathfield House School, Heathfield Gardens, Chiswick, London, W4 4JU, and meet the fire service on arrival, and inform them of the location of the fire.

Reviewed and updated: 1<sup>st</sup> May 2018