DEUTSCHE SCHULE LONDON

# FIRE MANAGEMENT POLICY

## & Evacuation Procedures

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| Title | FIRE MANAGEMENT POLICY (HS03) |
| Version | V3 Feb 26 |
| Created | Facilities Manager |
| Validity | DSL School Community |
| Next review date | Feb 27 |

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**GENERAL STATEMENT OF POLICY**

This policy is based upon the Health and Safety at Work etc. Act 1974, the Fire Safety Act 2021 and The Regulatory Reform (Fire Safety) Order 2005, which requires the German School Association to appoint a Competent Person to produce a Fire Risk Assessment and to provide appropriate measures to reduce the risk of a fire as well as all training and procedures required to enable persons to evacuate safely from the premises. The Health & Safety Committee reviews this policy regularly, and each fire evacuation is assessed with findings discussed at the next meeting.

**Responsible Staff**

The School staff who have responsibilities for the Fire Management Safety procedures in the case of an alarm are:

Deputy Headteacher
Commercial Director
Facilities Manager
Facilities Administrator
Caretakers

The competent Persons to carry out fire-safety tasks safely and effectively are:

| | |
|---|---|
| Fire Risk Assessments: | Worknest Ltd. |
| Fire Alarm Servicing: | Ale Fire Systems Ltd |
| Extinguisher Servicing: | Ascot Fire Protection Ltd |
| Emergency Light Testing | MS Group Ltd |
| Internal checks | Caretakers |

(weekly alarms tests, emergency light tests, extinguishers check)

**Risk Assessment**

Each part of the premises has been assessed to identify the fire hazards, people at risk and the measures in place to remove or reduce the risk. The findings must be recorded and actions implemented. This assessment must be regularly updated and assessment must be reassessed after any changes to the building or processes.

**Training**

All new Staff receive a welcome H&S Induction including Fire procedures.
Fire drills are carried out on a termly basis, coordinated by the Deputy Head.
Fire Marshalls receive training by the Fire Safety Advisor/H&S Consultant as needed.

**Records**

The required records for staff training and Risk Assessments are held by the H&S Advisor. The required records for the maintenance of the fire detection systems and extinguishers are held by the School's Caretaker.

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**FIRE PREVENTION AND PROCEDURES**

All staff must know the evacuation procedure for fire alarms and other emergencies. Safety of life is the top priority. If trained and confident, staff may use fire extinguishers, but only after alerting someone to call the Fire Brigade or activate the alarm. For other emergencies (e.g., gas leak, bomb threat), follow the fire drill routine.

**Response Team**
The Response Team manages incidents and liaises with emergency services.

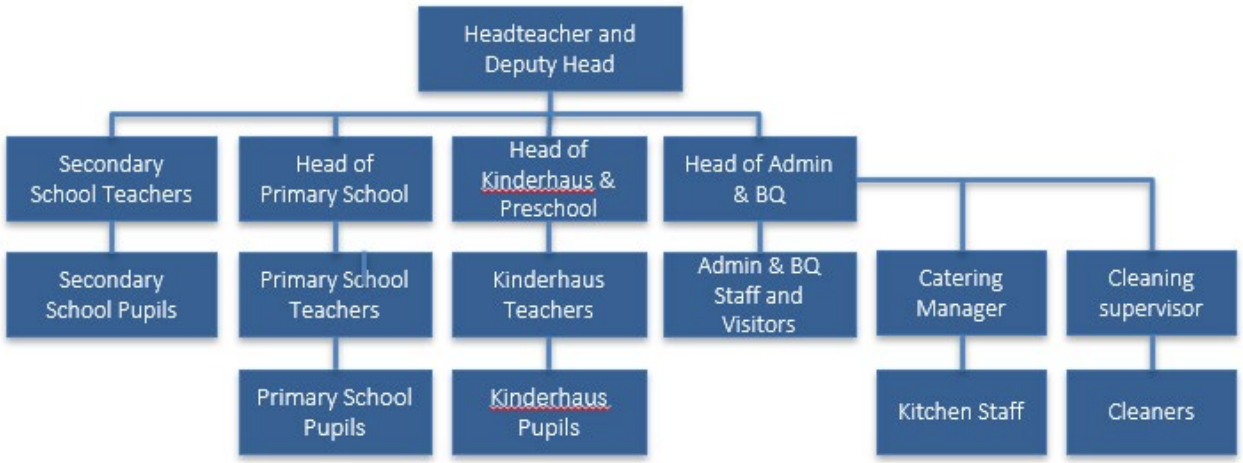
The Response Team include the Commercial Director, the Facilities Manager and the School Caretakers/Gardener. They muster at the Main Building entrance, ensure alarms are activated, and send a radio-equipped member to the assembly area in the back of the school for liaison. This can be the Facilities Administrator or the Administration Deputy.

**Co-ordinating Staff**
The Deputy Head, the Facilities Administrator, the Administration Deputy and the Fire Marshalls are members of the Coordinating Staff. During a fire alarm, they ensure a safe and orderly evacuation.

**Fire/Emergency Marshals**
Marshals check their assigned areas are clear during evacuations, then report to the Facilities Administrator and/or the Administrator Deputy at the assembly area that all areas are clear. They also make regular safety checks (e.g., fire extinguishers in place, clear corridors).

**Assembly Area Coordinators**
Assembly Area Coordinators account for all personnel during evacuations and report any missing individuals and their likely locations to the Headmaster or Deputy Head for briefing emergency services. The Assembly Area Co-ordinators are detailed as follows:

- Headteacher
- Deputy Head
- Head of Primary School/Coordinators
- Head of Kindergarten




**Evacuation**
Emergencies such as fire, gas leak, bomb threat, or structural damage may require evacuation. For incidents other than fire, follow the fire drill unless only a specific building (e.g., Douglas House) is affected.

The Response Team will manage the incident and liaise with emergency services.
Fire/Emergency Marshals (Appendix C) must sweep their areas and report to the Response Team.
For full evacuations, proceed to the assembly area.

**Assembly Area**
The assembly point during the school day is the football pitch behind the Sports and Primary School buildings. Locations are marked with white signs for each Year Group. Teachers must go to the correct sign and muster their students (see Appendix A). The Assembly point in the evening and weekends is in front of the School next to the Bus Bay.

**Red/Green Paddles**
Each classroom has a paddle that must be taken to the assembly area during evacuation.

- **Green side:** All children present.
- **Red side:** A child is missing or assistance needed.

Do **not** re-enter the building if you forget the paddle and inform the assembly coordinator verbally. After evacuation, return the paddle to its hook. If your room lacks a paddle, notify a caretaker or the Facilities Administrator.

**Exit Routes**
Emergency exits are clearly marked. Use the safest and shortest route outside, not necessarily the quickest or the most frequently used. Staff and pupils should know multiple exit routes in case the usual one is blocked.

**Out of Hours**

If an incident occurs outside normal hours, the caretaker will coordinate, all individuals evacuate the building and muster and report to the front of the school.

**Events**

An emergency procedures briefing must be read at the beginning of the event, highlighting the action to be taken in the event of an evacuation being required. (see Appendix B).

**In the event of finding a fire:**

- Raise the alarm using the nearest call point.
- If safe and trained, use an extinguisher, keep escape routes clear.
- Evacuate immediately to the assembly area.

**If the Fire Alarm Sounds**

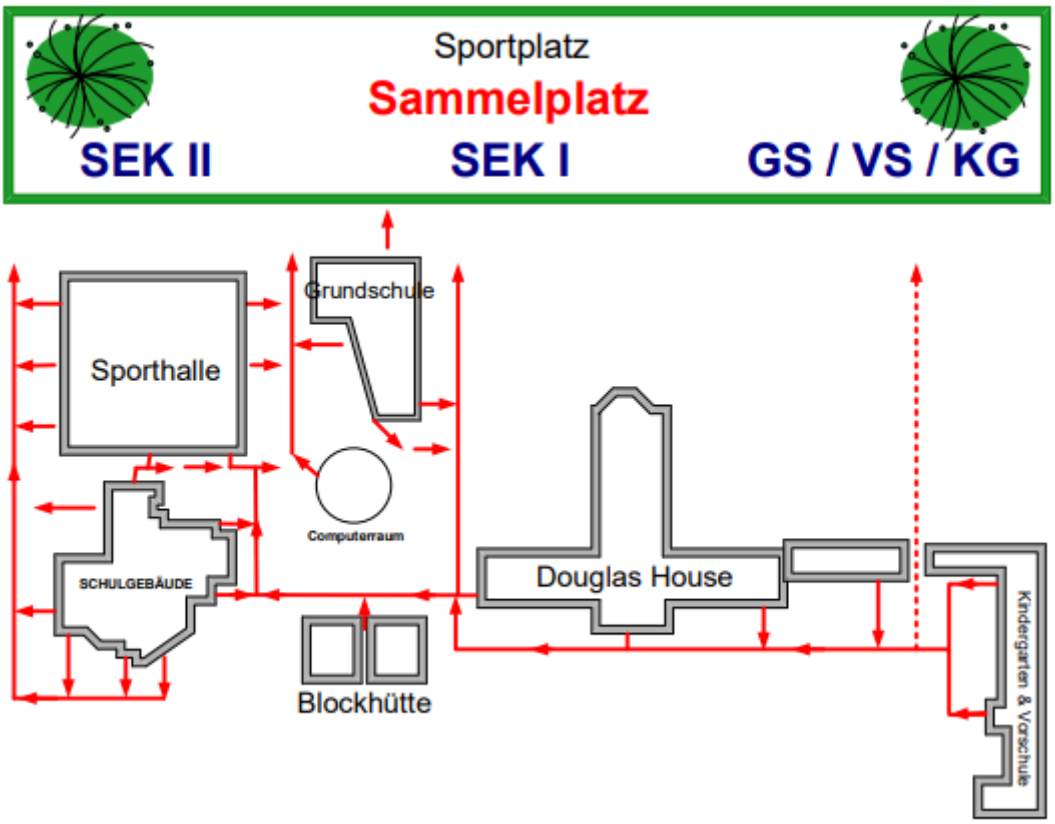
- Evacuate at once via the nearest safe exit to the assembly point at the back of the sports hall. Leave belongings; classrooms stay unlocked. Move calmly and quietly. Do not re-enter until authorised.
- Teachers: take your class to the assembly point and stay with them, take roll, report to coordinator (verbally or with red/green paddle).
- Group leaders and class teachers report to Head or Deputy Head.
- Missing person's information goes to Response Team for Fire Brigade liaison.
- Re-entering the buildings is only possible when the Fire Brigade or the Senior Response Member gives all-clear. The senior Response Team member will notify the Head or Deputy Head when it is safe to return inside after the sound of the alarm has stopped.

**Local Area Fire Brigade**

If the fire alarm activates, the Fire Brigade will respond automatically unless instructed otherwise by an authorised Response Team member. On arrival, the senior Response Team member will brief them on the fire's location and type, evacuation status, and whether anyone is missing and their likely whereabouts.

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## A. ASSEMBLY POINT




## B. EVENTS EMERGENCY PROCEDURES BRIEFING

The following statement must be given to all event attendees at the German School. It could either be inserted into the programme or announced by the organiser prior to the start of any event:

"Could we please draw your attention to the School's Fire Evacuation procedures:

The fire alarm is a loud continuous ringing sound. If the alarm is activated, please leave the room by the fire escape doors and walk calmly to the assembly point. Your assembly point is the football pitch behind the Sports and Primary School buildings. Do not come back into the building until instructed by the Fire authorities. Thank you for your attention."

If the event happens out of school hours: "the assembly point is in front of the School next to the Bus Bay Please do not gather immediately in front of the main entrance as this area will be used by the emergency services. "

## C. FIRE MARSHALLS

| **Area** | **1st Nomination** | **2nd Nomination** |
|---|---|---|
| Kindergarten | Head of Kinderhaus | Deputy Head Kinderhaus |
| Primary School Building | Primary School – Admin deputy | Head of Primary<br>Primary school coord |
| Douglas House & Wooden Huts | Duty Receptionist | HR Administrator |
| Douglas House East Wing | Kinderhaus class teacher East Wing | PA to the Head |
| Sports Building | | |
| Gym + Changing Rooms | Duty Caretaker 1 | Duty Caretaker 2 |
| Classrooms | Duty Caretaker 1 | Duty Caretaker 2 |
| Main Building | | |
| Libraries (Lernzentrum/GS) | Librarian 1 | Librarian 2 |
| Ground Floor Classrooms | IT Manager | IT Administrator |
| 1st Floor Classrooms | Coordinators | Coordinators |