

# Fire and Emergency Evacuation Policy

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## INTRODUCTION

Cranleigh School has an absolute duty to achieve compliance with regard to the Regulatory Reform (Fire Safety Order) 2005. This document provides direction and guidance on fire safety management for our School premises. Its purpose is to:

- Inform Housemasters/mistresses, Heads of Departments and Managers of their duties and responsibilities.
- Provide guidance to enable these people to meet their obligations.
- Minimise the risk to life and property from fire.
- Ensure that all staff are aware of their duties in the event of fire and are adequately trained.
- Clarify the roles of responsible persons in matters of fire safety.
- Demonstrate best practice in fire safety.
- Ensure consistency in methodology of fire safety management.
- Identify the standards and procedures to be implemented and maintained.

## SUMMARY OF DUTIES

To ensure compliance with the legal duties imposed upon Cranleigh School, the list below summarises the requirements:

- To provide premises which are built and maintained with fire precautions to a set standard.
- To provide fire detection; alarm systems; emergency lighting; firefighting equipment; evacuation signage and protected escape routes.
- To have evacuation and emergency procedures in place, and to provide training to relevant staff.
- To periodically test, monitor and audit all fire protection, precautions and prevention systems.
- To carry out fire risk assessment of all areas to assess the risks to the occupants from fire and to analyse the adequacy of the protection measures.
- To appoint a competent person for managing fire safety within a designated area.

## AIMS

Cranleigh School's Health and Safety Policy requires the School to ensure, in so far as is reasonably practicable, the health, safety and welfare of the employees, students, and visitors. Cranleigh School is committed to providing and maintaining safe buildings and effective management of their occupation through competent persons in Cranleigh School's direct employment. This is in accordance with the current standards of best practice and in full compliance with legislation. In the context of fire prevention, this includes the provision of suitable instruction and training and to re-refresh this training when appropriate, the conduct of regular practice fire drills, and the posting of Local Evacuation Plans in key School areas.

In order to ensure compliance with this, the School also requires that no modification or re-arrangement of space shall take place without prior consultation and agreement of the Works Manager and that suitable measures are undertaken to ensure fire breaks are not compromised. It is vital that responsibility for action in the event of fire is assigned to specific persons in order to effect the evacuation of any people from their area of responsibility. The School has nominated specific people (detailed below) to be responsible for all aspects of fire safety, for overseeing the Fire Safety log books, and for record keeping. The School will organise and be responsible for maintaining Fire Risk Assessments (FRAs), as well as ensuring Personal Emergency Evacuation Plans (PEEPs) are in place if necessary and for co-ordinating fire drills.

## **ROLES AND RESPONSIBILITIES**

The effective implementation of the requirements of this Fire Policy will require nominated personnel to perform certain duties. The principal nominated people are listed below:

### **Fire Officers (General)**

Paul Dunn (Director of Operations)

Paul Marlborough (Security Officer)

Toby Batchelor and Sarah Miles (CPS)

Overall control of Fire Safety Policy at Cranleigh School. Monitoring of procedures and records regarding Fire Safety and Fire Training.

### **Fire Officer (on Call)**

Nick Johnson (Marcus Fleeson when Nick Johnson not available)

Responsible for routine audibility tests, re-setting, activating the Master panel for fire drills and for on call duties as required.

### **Fire Officer (Maintenance)**

Louise Bryant (Maintenance Manager)

Responsible for completing and keeping records of Fire Risk Assessments, the routine maintenance of Fire Detection systems and all Fire Protection equipment.

### **Designated Persons (Evacuation)** Housemasters/Housemistresses/Wardens/Heads of Department/Line Managers

Responsible for ensuring that their area of responsibility is clear of staff and pupils in the event of an alarm, for taking/enabling a roll call and for filling in an Evacuation Report Form and/or reporting to the relevant Fire Officer (as appropriate). Responsible for arranging PEEPs in conjunction with the Fire Officers if necessary.

Designated Persons (Evacuation) may devolve some responsibility to competent people for establishing that an evacuation has been successful (ie that everyone within their care is accounted for) especially where this will speed up the process.

The Designated Person (Evacuation) for independent panels is responsible for making sure that the Fire Brigade have been called and if there is a day time fire in any of the out

buildings without linked panels, the main school alarm must be activated as soon as possible in order to establish that everyone on site is safe

### **Academic/EVC Administrator & Reception Office Staff**

During Term Time and when the Admin Hub is not directly affected by the Fire Alarm, the Staff Room Administrator and the Sports Centre Manager will co-ordinate telephone calls/runners from the houses and departments. The Staff Room Administrator will be assisted by Reception Office staff, who will:

- Place the switchboard onto divert so that calls are forwarded to the Staff Room Office
- Place a sign on the main front door informing people that there is a Fire alarm in progress and they should not enter the building
- Go to the Admin Hub

The process of roll calls and centralising the information to the Admin Hub is so that – if there is a fire – we can quickly establish that everyone is accounted for. **There are separate procedures for activations during holiday periods and out of working hours (see below).**

### **INFORMATION NOTE FOLLOWING RECENT CONCERNS OVER ACM CLADDING**

This is to confirm that the School has reviewed its building estate in light of the tragic events at the Grenfell Tower, and is not aware of any ACM cladding being used in any of its buildings.

## **FIRE EVACUATION POLICY – GENERAL INSTRUCTIONS AND INFORMATION**

Cranleigh School's buildings contain fire detection systems which are maintained regularly by Chubb Fire Services. The main Fire Panel at the Senior School is located in the North entrance and is linked to a Redcare system that automatically calls the fire brigade in the event of an activation at specified times. There are some panels that are not automatically linked to the Redcare system and details of these can be found at the bottom of this document.

The fire alarm at Cranleigh is signalled by a continuously ringing bell or siren. In addition to the sounders located in buildings, there is an additional external air-raid siren that operates between the hours of 07:30 and 22:00 to alert pupils and staff around the site of the fire alarm.

The following evacuation procedures must be taken immediately every time the Fire Alarm is activated, except for when audibility tests are conducted. These audibility tests shall be conducted at regular and well-advertised times and alarms will not ring for more than 10 seconds.

A central record will be kept in the Fire Log (held by the Director of Operations or in Reception) of all fire alarm activations, their causes and details concerning the evacuation timings and any other pertinent details.

**All boarding accommodation, teaching areas and offices should be able to evacuate any of the School's buildings within three minutes of the alarm sounding and we should be able to identify any missing persons within seven minutes.**

### **NEVER BLOCK FIRE ESCAPES**

### **NEVER ASSUME IT IS JUST A DRILL**

### **IF YOU DISCOVER A FIRE**

Raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle a fire unless you are a member of staff who has been trained to do so and even if this applies **never put yourself in danger.**

Evacuate buildings as soon as the alarm sounds – do not go out of your way to collect personal belongings.

Follow the instructions detailed below depending on what time of day the alarm sounds.

Do NOT run.

Do not under any circumstances re-enter the building until given authority to do so by your Housemaster/Mistress, Deputy Head or School Fire Officer.

## **IF YOU SET THE FIRE ALARM OFF BY ACCIDENT**

Contact one of the following IMMEDIATELY, stating where the alarm was accidentally set off.

### **Term time, if between 09:00 – 17:00:**

Admin Office - Ext 2010

Fire Officer – Ext 2138 or Ext 2065

Works Manager – 2065

### **Outside the above times or during holiday times:**

Fire Panel – Ext 2140

## **MUSTER POINTS**

North	Outside North House (in House when alarm not in North)
South/Martlet	South Lawn/Martlet Garden
East	Fives Courts
West	vHC Car Park (in House when alarm not in West/Rhodes)
Rhodes	vHC Car Park (in House when alarm not in West/Rhodes)
Loveday & High Upfold	Loveday Car Park (High Upfold reports to High Upfold Warden for night time evacuations)
Cubitt	Marcon Car Park (In House when Cubitt alarm not ringing)
Bursarial & Admin. Staff inc. visitors	VHC Quad outside 6th Form Centre
TASC, Pool	TASC Car Park
Stables	Stables
Grounds	Grounds Workshop
Works	Works Yard
Facilities	Pavement beyond Elliot Steps
Catering	Pavement beyond Elliot Steps

## **FIRE EVACUATION PROCEDURE**

### **During lessons**

If the Fire Alarm activates in the Main School Buildings proceed to the nearest available Fire Exit and go immediately to your Muster Points as detailed above.

All **residential House staff, Matrons** should report to their House muster points unless other House arrangements are in place and have been approved by the Fire Officer. Any remaining teaching staff should report to the Staff Room so that a roll call can be taken if necessary.

### **During lessons if the alarm is in the Emms and Van Hasselt Centres ONLY:**

On leaving the building make your way to the designated Muster Point - for the Emms Centre this is on the tennis courts behind the Emms Centre, for the Van Hasselt Centre this is on the VHC Quad lawn.

Wait there until told what to do:

- if the alarm is confined to the Emms centre or Van Hasselt Centre, you will be allowed back into your classroom once the 'all clear' has been declared.
- if the alarm was generated in the main school you will be told to return to your House Muster Point which you should do swiftly and sensibly.

### **Outside of lesson times between 08:00 and 22:00**

All pupils and staff should report to Muster Points on hearing the alarm. The exception to this is when they are playing in a School match.

If pupils do not hear the alarm, they will not report to House muster points and should either be 'signed out' or at a pre-arranged school activity (eg Sports practice).

In these circumstances and where there is a serious issue but no imminent danger to life, the Fire Officer will perform a sweep of the affected and surrounding areas to ensure that no-one remains in the affected building.

If any pupil at any time cannot locate a member of staff, they should use the yellow emergency phone outside laundry to contact someone who can help. Numbers are listed in the phone box.

### **Outside of lesson times from 22:00 – 08:00**

All pupils and staff who hear the alarm should report to House Muster Points (pupils & residential staff) or to the North Entrance (other staff) immediately.

### **Holiday time**

Bursarial staff should go immediately to their usual muster points and report to their departmental managers. Departmental managers should report to the North Entrance when all their staff have been accounted for. All other staff, contractors or visitors should report to the top of the North Entrance steps in the event of an alarm and await further instructions.

If the Fire is in the near vicinity of the North Entrance, all staff visitors and contractors should move to the Sixth Form Centre entrance and the evacuation will be controlled from there.

Once a roll call has been taken and any missing people identified, this should be communicated by the quickest possible means (ie telephone call or runner) to:

- The Fire Office at the fire panel in North Entrance (ext 2140).

## **DANGEROUS SUBSTANCES**

It is the School's wish to reduce or eliminate any risks posed by dangerous substances wherever possible. Please think carefully about whether such items are necessary before allowing them onto School premises. If any dangerous substances are delivered to site that have the potential to cause or lead to additional problems in the event of a fire, these must be reported to the Fire Officer at the time of delivery.

## **SPECIAL ARRANGEMENTS**

### **Armoury**

If the Fire is located in or near the Armoury building, East's Muster Point is the TASC car park (via the passage between Staff Room and the Emms Centre).

### **Design**

Design staff have their own local procedures for securing the Design department and will staff muster at the Staff Room.

### **Fire Alarms in public examinations**

Pupils should follow the instructions of the Lead Invigilator (see also *Examinations - Emergency Evacuation Policy*).

### **Fire alarms during public performances**

Audience members should follow the announcements of the Front of House Manager.

## **ASSISTANCE TO FIRE BRIGADE**

If an issue is detected, Fire Officers should (if safe to do so) mark the quickest route to the problem by using spray paint provided in the cupboards within the North entrance.

## **PANELS**

**Linked panels** (i.e. attached to the main school system)

Panel One                      Main School (inc. East)

Panel Two                      Emms Centre



Panel Three	West (NB – Redcare <b>not called</b> if fire alarm is in West only)
Panel Four	TASC & Woodwork Studio
Panel Five	Speech Hall & VCT
Panel Nine	South House
Panel Ten	Rhodes (NB - Recare <b>not called</b> )
Panel Eleven	VHC

#### **Independent panels** (not linked to main school or to Redcare)

Panel Six	North
Panel Seven	Loveday
Panel Eight	Cubitt
Stand Alone 1	Medical Centre
Stand Alone 2	High Upfold
Stand Alone 3	Memorial Pavilion

## **BOMB THREATS**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. If you receive a bomb threat, follow these simple instructions:

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent.
3. Immediately report the incident to the most senior member of SMT you can find who will decide on the best course of action and notify the police.
4. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
5. If you have not been able to record the call, make notes for the police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.
6. If the bomb threat relates to a main building at the School, raise the Fire Alarm by activating the nearest call point to evacuate the buildings.

**Last reviewed - August 2025**